

Constitution and By-Laws

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SOUTHERN HEIGHTS BAPTIST CHURCH

**ARTICLES OF AMENDMENT OF BOARD OF TRUSTEES OF
SOUTHERN HEIGHTS BAPTIST CHURCH
OF LEXINGTON, KENTUCKY**

The undersigned, acting as Trustees of a Corporation under the Kentucky Nonprofit Corporations Act, adopt the following Articles of Amendment for such corporation:

ARTICLE I

The name of the Corporation is Board of Trustees of Southern Heights Baptist Church of Lexington, Kentucky.

ARTICLE II

The registered office and principal place of business in this state shall be 3408 Clays Mill Road, Lexington, Kentucky, 40503, and the name and address of its process agent in this state shall be Bill Grant, 3408 Clays Mill Road, Lexington, Kentucky, 40503.

ARTICLE III

Pursuant to the by-laws of the Corporation, the members of Southern Heights Baptists Church, Lexington, Kentucky approved these Articles of Amendment at a meeting held on August 14, 2002. The members present at this meeting constituted a quorum of the membership, as defined by the by-laws, and these Articles of Amendment were approved by a vote of greater than two-thirds (2/3) of the members present.

ARTICLE IV

The name and address of each of the incorporators is as follows:

Curtis McNeece	701 Wellington Way	Lexington, Kentucky
E.M. Woodward	3125 Arrowhead Drive	Lexington, Kentucky
Robert Myers	3121 Arrowhead Drive	Lexington, Kentucky
William Long	648 Stratford Drive	Lexington, Kentucky

ARTICLE V

The Board of Trustees shall consist of three (3) members. The election of Trustees shall be by majority vote of the members present at the first regularly scheduled business meeting of a new church year. To provide for stability, each year one (1) Trustee shall be elected to serve a three (3) year term. In the event a three (3) year term is not fulfilled, the vacancy will be filled as soon as is practical.

IN TESTIMONY WHEREOF, witness the signatures of the current Trustees of the Corporation, this ____ day of _____, 2015.

By:

Lloyd Goodlett, Trustee

Bill Landrum, Trustee

William Workman, Trustee

SOUTHERN HEIGHTS BAPTIST CHURCH

CONSTITUTION

PREAMBLE

We the members of Southern Heights Baptist Church, being mindful of the sacred purpose given us in the gospel declare and establish this constitution in order that this body may be governed in an orderly manner, consistent with the principles of a self-governing body, the inherent rights of the individual, the covenant, and the Articles of Incorporation.

ARTICLE I

Section 1: Name

This body shall be known as Southern Heights Baptist Church, Lexington, Kentucky. This name was selected by the Church on January 26, 1960.

Section 2: Status

This church was incorporated January 26, 1960, by the State of Kentucky, the county of Fayette, and recorded by the Clerk of the County Court of Fayette County in Book 35, Page 214-217.

ARTICLE II

Church Covenant

The covenant of this church shall be as defined in [Appendix I](#).

ARTICLE III

Statement of Faith

Southern Heights Baptist Church subscribes to the doctrinal statement [The Essential Beliefs of Southern Heights Baptist Church](#) as adopted February 11, 2004. Southern Heights Baptist Church also subscribes to the [Baptist Faith & Message of 2000](#) adopted by the Southern Baptist Convention June 14, 2000

ARTICLE IV

Purpose of the Church

As members of the Southern Heights Baptist Church, we are God's people who share, support, strengthen, and encourage to give passion for living in Christ.

ARTICLE V

Relationships

Southern Heights Baptist Church, proceeding under the congregational plan of government and believing in the autonomy of the local church, voluntarily affiliates with the Central Kentucky Network of Baptists (CKNB), the Kentucky Baptist Convention, and the Southern Baptist Convention for our mutual advantage.

ARTICLE VI

Section 1: Amendments

This constitution may be amended, altered, or repealed at any regular business meeting of the church provided that such amendments, alterations, or repeal has been approved by either the Church Council or the Constitution and Bylaws Team and is given to the Church Clerk in writing prior to being considered by the church body.

Section 2: Notification of Changes

Any proposed amendment, alteration, or repeal must be published in the church newsletter in the month prior to the business meeting in which the proposed change will be considered. The date of the vote for the proposed change must be announced from the pulpit during the Sunday morning corporate worship services on each Sunday between the publication and the vote.

Section 3: Ratification

Approval of any proposed amendment, alteration, or repeal will require a minimum affirmative vote of two-thirds, (2/3) of the church's members present and voting. The affirmative votes shall constitute a minimum of fifteen percent (15%) of the average attendance during Sunday morning corporate worship services for twelve (12) months preceding the month in which the vote is taken.

ARTICLE VII

Repeal

This Constitution shall be given to the Church Clerk, presented to the church from the pulpit, made available in printed form, published and posted on the church website, and referenced in the church publication at least ten days prior to a vote for its approval being taken. A two-thirds affirmative vote of the members present at the meeting calling for a vote shall affect a repeal of all previously adopted rules in conflict herewith.

Southern Heights Baptist Church
By-Laws

Article I
Ordinances

Section 1: Marriage

Marriages (weddings) performed or administered at SHBC shall be according to the scriptural definition of God's Word, described as:

"Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race."

Article XVIII "Baptist Faith & Message 2000"

Section 2: Baptism

Baptism shall be administered to those who have made professions of faith in Jesus Christ. Baptism shall be administered by the Pastor or whomever the church shall authorize. Baptism shall be by immersion in water and may be administered as an act of worship at any of the worship services.

Section 3: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby baptized believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His Second Coming.

The Lord's Supper shall be observed at least once each quarter, preferably the first Sunday of each quarter, or as otherwise scheduled. The Pastor and the Deacons shall be responsible for the administration of the Lord's Supper.

Southern Heights Baptist Church

By-Laws

Article II

Membership

Section 1: General

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

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of their membership.

Each member, except Watch Care Members, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

Section 2: Candidacy

Any person may offer himself as a candidate for membership in this church. Application for membership shall be made in worship services by the candidate, or upon recommendation of the Pastor and Deacons on behalf of the candidate. Applications for membership must be approved by a majority vote of the members present at a worship service or business meeting.

A candidate may apply for membership in any of the following methods:

- 1) Profession of Faith and Baptism:
Members may be received by baptism following their profession of faith.
- 2) By Letter:
Members may be received upon presentation or promise of a letter from another church of like faith and order.
- 3) Statement:
Members may be received by public statement that he has been immersed into the membership of a Baptist Church and that it is not possible to secure a letter.

Persons of other denominations, except those persons who were baptized in order to obtain salvation, who state that they have experienced the new birth, Christian baptism in immersion, and who are willing to accept the policies and uphold the practice of this church; may, upon such statements, be admitted full fellowship as members of our church.

Section 3: Rights and Responsibilities of Membership:

New members of this church are expected to participate in a New Member Orientation.

In accordance with our established Constitution and By-Laws, every member of the church:

- 1) Is entitled to vote at all elections and on all questions brought before the church, provided the member is present at such time.
- 2) May participate in the ordinances of the church as administered by the church.

Southern Heights Baptist Church
By-Laws

Article II
Membership (continued)

- 3) Is expected to:
 - a) Pray for the church
 - b) Attend church on a regular basis
 - c) Support the church
 - d) Draw others to the church
 - e) Study and apply Scripture
 - f) Stand by the Pastor, staff, and other members
 - g) Find an area of service within the church
 - h) Fellowship with the church

Section 4: Watch Care Membership

Watch Care membership will allow individuals to have the same privileges of service as a regular member except that they would not be allowed to vote in Business Meetings. This is for college students who leave their church letter at home.

Section 5: Dismissal of Members

Members may be dismissed from membership in this church by a majority of the members present at a business meeting as follows:

- 1) When requested: letters for the purpose of uniting with some other Baptist Church shall be granted, to members of good standing by the vote of the Church.
- 2) Erasures: The names of members uniting with churches of other denominations shall be dropped from Southern Heights roll. The Clerk may write courtesy letters of Christian commendation when deemed appropriate. Members inactive in church activities, or no longer in communication with the church for over 24 months will be erased from the active membership roll. Such members will be returned to the active roll upon returning to active fellowship.
- 3) Other: Instances of moral failure shall be referred to the Pastor and Deacons for attempted reconciliation before possible recommendation for vote of the church at regular business meeting. The guidelines for such procedures shall be consistent with the principles of the New Testament in general, and with Matthew 18:15-17 in particular. Any person whose right to membership is questioned shall be entitled to appear before the Pastor and Deacons or the church, and to be heard in full.

Section 6: Restoration of Membership

Any person whose name has been removed from the Church roll, may upon his request during the invitation of worship service, be restored to membership by majority vote of the members present at the worship service or by majority vote in a business meeting.

Southern Heights Baptist Church
By-Laws

Article III
Meetings

Section 1: General

Times for regularly scheduled meetings such as Morning Worship, Sunday School, etc., shall be determined by the Church upon recommendation of the Pastor, Deacons, or Church Council.

All business meetings shall be conducted as outlined in Robert's Rules of Order, Revised Edition.

A quorum in the business meeting shall be defined as a minimum of 10% of the average attendance during Sunday Morning corporate worship services for the proceeding twelve (12) months.

Section 2: Deacon's Meetings

The Active Deacons shall meet each month before the regular monthly business meeting.

Section 3: Regular Business Meetings

The regular business meeting of the church is scheduled to be the first Wednesday after the second Sunday of each month or as otherwise designated by the Church Upon recommendation of the Pastor, Deacons, or Church Council.

Section 4: Special Business Meeting

For special meetings having to do with the sale, conveyance, or mortgage of church property, the Articles of Incorporation will apply.

A special called business meeting may be held, upon recommendation of the Pastor, Deacons, or Church Council, to consider special matters of significant nature. At least ten days notice of the subject, date, time and location must be given for the special called business meeting. This notice must be announced from the pulpit, printed in church publications, and posted on the church website during that period.

Section 5: Order of the Business Meetings

The order for all regular business meetings shall be as follows:

- 1) Call to order
- 2) Minutes read and approved
- 3) Reports from organizations and teams
- 4) Motion for reports to be adopted
- 5) Old Business
- 6) New Business
 - Recommendations from:
 - a. Deacons
 - b. Trustees
 - c. Teams
- 7) Grant letters
- 8) Motion to adjourn

Southern Heights Baptist Church
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Article IV
General Church Officers

Section 1: General

All Church officers must be members of the church. The officers of this Church are as follows: Pastor, Ministerial staff, Chairman of the Deacons, Moderator, Clerk, Treasurer, and Board of Trustees. Church Officers will carry out their duties and responsibilities in accordance with our established Constitution and By-Laws.

Section 2: Pastor

1) Election

The Pastor is called by the Church upon recommendation of a Pastor Selection Team elected by the Church. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.

2) Termination

The Pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as Pastor. The Church shall allow him 30 days notice before terminating his services as Pastor. All elections and terminations of a Pastors service shall be done by secret ballot at a regular or special called business meeting.

3) Duties

The Pastor as leader of Pastoral ministries in the church shall work with the Deacons and church staff to: lead the church in performing its task, lead the church to engage in fellowship, worship, witness, education, ministry, and application, proclaim the gospel to believers and unbelievers, and care for the church's members and other persons in the community.

With the support of the Deacons, the Pastor will have final authority over all church activities and programs.

The Pastor shall be an ex-officio member of all church committees and teams.

Further duties, responsibilities, and benefits regarding the Pastor are listed in Appendix II.

Section 3: Deacons

1) Active Deacons

There shall be 12 men serving as Active Deacons. These 12 men shall be called the Active Deacons. As membership increases, the church will, upon recommendation of the Active Deacons, elect additional Deacons as needed.

2) Election and Service

Voting for those men nominated by the church, shall be by means of a secret ballot. Once elected, Deacons shall serve on a rotation basis with the term of office being three (3) years. A public Ordination Service will be arranged by the Pastor and Active Deacons for those men elected that have not been Ordained. In the case of death, or removal, or incapacity to serve, the church shall by regular procedure, within 90 days, elect a Deacon to fill the remaining term, provided the remaining term is not less than one year.

After serving a term of three years, a Deacon shall be eligible for re-election only after a sabbatical of at least one year, except for those who have been elected to fill a remaining term, in which case they may be eligible for immediate re-election. There is no obligation to elect as an Active Deacon a person who comes to the church from a church where he has served as a Deacon. Newly elected Deacons shall take office at the beginning of the church year.

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Article IV

General Church Officers (continued)

An *ad hoc* Monitoring Team composed of the outgoing Deacons each year shall handle the nomination and election of Deacons for the upcoming year.

Church members may present nominations in writing to any member of the Monitoring Team by the August business meeting.

The Active Deacons will evaluate all nominations to determine qualification / eligibility to serve.

A Deacon Awareness Meeting may be conducted if necessary following the closing of Deacon Nominations at the August Business meeting. Conducted by the Deacons, this meeting shall be open to all church members but is conducted especially for the Deacon nominees. Upon conclusion of the meeting, each nominee will be asked to submit a letter of commitment and asked to indicate whether or not they desire to serve as an active Deacon. Each Deacon nominee desiring to serve as an active Deacon shall meet with the active Deacons for questioning and review.

It shall be the duty of the Monitoring Team to prepare a ballot containing the name of each Deacon candidate recommended by the Deacons to the church for election. This ballot shall be ready for secret vote at the September Business Meeting of the church.

Each church member may vote for the same number of candidates as there are open positions on the Active Deacons. The candidates receiving the greater number of votes shall be elected for a three - (3) year term.

When a vacancy occurs on the Active Deacons, elections may be held in the manner outlined above within 90 days.

Southern Heights Baptist Church
By-Laws

Article IV

General Church Officers (continued)

Section 3: Deacons (continued)

3) Qualifications

The Deacon shall meet all moral and spiritual qualifications set forth in the Word of God: Acts 6:3-8 and I Timothy 3:8-13. To be considered for election as a Deacon, eligible men must have been a member in good standing of this church for at least one (1) year, be over the age of twenty five at the time of ordination, and demonstrate a willingness and ability to serve.

The Deacon shall support the entire church program, unless providentially hindered; attend regular services of the church; worship and pray; support the membership in and present at organizational meetings, Sunday School; tithe income through the local church and be a consistent personal witness to the unsaved.

4) Duties

Deacons are to be servants of the church, in accordance with the Constitution and By-Laws, and the work and practice of the New Testament. The task of the Deacon is to serve with the Pastor and staff in performing pastoral ministry tasks; proclaiming the Gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in fellowship of Worship, witness, education, ministry, and application, and to lead the church in performing its tasks. The Deacons shall assist in administering the ordinance of the Lord's Supper and perform such other spiritual and material duties as the church may designate.

The Active Deacons shall review and evaluate the performance of the ministerial staff each October and generate a report to the Church at the regular November business meeting. From this evaluation, recommendation for adjustment in salary and/or benefits of the ministerial staff will be presented to the Finance Team for inclusion in the annual budget.

5) Attendance

The absence of a Deacon from three, (3) regular consecutive monthly Deacons meetings or absence from a total of five, (5) regular scheduled monthly meetings during the calendar year without satisfactory cause, which shall be determined by the Active Deacons, shall result in forfeiture of his office.

Section 4: Moderator

1) Election

The Moderator and his assistant shall be elected by the church annually upon the recommendation of the Nominating Team and shall take office at the beginning of the church year.

2) Duties

The Moderator shall preside at all business meetings. In the absence of the Moderator, his assistant shall preside or in the absence of both, the Chairman of the Deacons shall preside; in the absence of the Chairman of the Deacons, the Clerk shall call the meeting to order and an acting Moderator shall be elected for that meeting.

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By-Laws

Article IV

General Church Officers (continued)

Section 5: Clerk

1) Election

The Clerk shall be elected annually by the Church upon the recommendation of the Nominating Team, and shall take office at the beginning of the church year.

2) Duties

The Clerk of the Church shall keep in a suitable form, a record of all actions of the Church. The minutes, after they have been approved by the Church and signed by the Clerk and Moderator are bound as permanent records of the church.

The Clerk is responsible for keeping a record of the names and addresses of members, with dates of admission, dismissal or death, together with a record of baptisms. The Clerk shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated by these bylaws. The Clerk is responsible for the preservation of all data of historical interest concerning the Church.

The Church may delegate some of the responsibilities to a Church Secretary. All records are church property and must be filed in the church office when an office is maintained.

Section 6: Treasurer

1) Election

The church shall elect annually, upon the recommendation of the Nominating Team, a Church Treasurer and Assistant Treasurer, who shall take office annually on July 1. A Bookkeeper may be employed as needed.

2) Duties

It shall be the duty of the Treasurer, in cooperation with the Finance Team, to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of receipts and disbursements.

It shall be the duty of the Treasurer to render to the church at regular business meetings an itemized report of the receipts and disbursements for the preceding month.

The Treasurer's report shall be audited annually by a public account or an auditing team appointed by the Finance Team. The Treasurer, Assistant Treasurer, and Bookkeeper shall be bonded; the cost of the bonding shall be paid by the church.

The bookkeeper or Financial Secretary shall use a posting system whereby annual statements of each individual's contributions for income tax purposes can be issued providing that individuals have used the church envelopes. The Bookkeeper shall perform other duties as assigned by the Treasurer of the Finance Team. The Treasurer and Assistant Treasurer shall be members of the Finance team.

It shall be the duty of the Treasurer, at the request of the Trustees, to prepare and file a corporate annual report with the state, as required by law. A copy shall be given to the Trustees and another kept on permanent file in the church office.

Southern Heights Baptist Church
By-Laws

Article IV

General Church Officers (continued)

Section 7: Trustees

1) Elections

Three Trustees shall be elected by the church upon recommendation of the Nominating Team. They shall serve a three-year term and serve on a rotating basis with one new Trustee being elected each year.

2) Duties

It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signature of Trustees are required. Trustees are to operate by the regulations set down in the Articles of Incorporation.

The Trustees shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action.

It shall be the function of the Trustees to insure the church property deed and all affiliated documents are kept up-to-date and stored in a safety deposit box maintained by the church under the authority of the Trustees.

It shall be the function of the Trustees to insure the church files an Annual Report, yearly, with the state as required by law.

It shall be the function of the Trustees to recommend periodic appraisals of church property for insurance purposes. These appraisals will be used to assist the Trustees in evaluating the church property insurance policies. The Trustees, or their designate, will review and make recommendations to the church concerning all changes to property insurance policies.

The Trustees shall insure all paperwork is filed with the state each time a Process Agent is changed.

Section 8: Process Agent

The church shall elect a Process Agent as required by law, upon recommendation of the Nominating Team. This Process Agent will be elected yearly by the church in the June Business Meeting and serve for a term of one year. Once the term of the Process Agent has expired, the same individual may serve again if the church so chooses. If the position is vacated before the end of the term, a new Process Agent will be elected at the next business meeting. Each time a Process Agent is elected, it shall be the duty of the Trustees to inform the State and file proper paperwork in a timely fashion.

Section 9: Historian

The church Historian shall be elected annually for a one year term, and shall be in charge of keeping up with historic or special events that the church is involved in, along with the facts and details of our growth and development of our church on a yearly basis. There shall be no limits on the length of service for this officer.

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By-Laws

Article V

Church Staff

Section 1: Selection and Need

This church shall call or employ such staff members, as needed. A general description of duties and position title will be recommended by the Personnel Team for church approval. The Personnel Staff Selection Team (for ministerial employees) will recommend a specific job description for church approval. All paid staff members, other than the ministerial staff (i.e. Pastor, Minister of Youth, Minister of Music, etc.), shall be recommended by the Personnel Team and employed by the church after the need has been approved by the church. Ministerial staff, after being properly recommended by a Staff Selection team, elected, and Called by the church shall be employed by the church,

Section 2: Salaries

The Active Deacons shall annually review the salaries and benefits of all ministerial church employees, including the Pastor. The Deacons will present, as a budget item, their recommendation(s), to the Finance Team for use inclusion in the annual budget proposal.

The Personnel Team shall annually review the wages and/or contracts of all non-ministerial employees, and provide recommendations to the Finance Team, as a budget estimate (item).

Section 3: Duties

The church staff shall work at all times under the direct supervision of the Pastor, who is in turn responsible to the church for the work and conduct of all persons employed.).

Southern Heights Baptist Church
By-Laws

Article VI

Church Organizations

Section 1: General

All organizations of the church shall be under church control and report to the church at monthly business meetings as needed. All officers shall be elected by the church upon recommendations by the Nominating Team, with the exception of the Chairman of the Deacons who shall be elected by the Active Deacons

The organizations of the church shall consist of those which are usually a part of the church affiliate with the Southern Baptist Convention. Other Christian organizations may be sponsored by action of the church. All officers, teachers, sponsors, and counselors of organizations shall be members of Southern Heights Baptist Church. All candidates submitted to the church for election to leadership rolls in church organizations must have been contacted by the Nominating Team and have indicated willingness to fulfill the duties of the position. Leaders of all organizations shall take office at the beginning of the church year, or as otherwise indicated.

Section 2: Sunday School

There shall be a Sunday School, divided into departments and classes for all age groups and conducted under the direction of a Sunday School Director, for the study of God's word.

The Sunday School officers and teachers shall take office annually at the beginning of the church year. The task of the Sunday School shall be to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and denomination.

The director will work with the Pastor and other ministerial staff to organize and schedule a New Member Orientation as the need arises.

The Sunday School shall generally follow the guidelines of the Baptist Sunday School Board in organization and activities.

Section 3: Church Music Program

There shall be a church music program under the direction of the Music Director. Such officers and/or organizations shall be included as needed. The music tasks shall be to teach music and hymnology; provide music and musicians for the congregational services, and the organization and leadership for special projects of the church.

Section 4: Prayer Team

Prayer is the most important and powerful tool we have as Christians. We are taught by Jesus Himself that prayer is the key to unlocking the doors of ministry and seeking the divine purpose God has for our ministry work. Therefore, the Prayer Team will be fundamentally important as it will be the basis for the purpose of all teams. This will be an outward focused team. Acts4:31, Ephesians 6:18-20, I Thessalonians 5:17, James 5:16

This Team will consist of six elected members, serving on a three year rotation, and who will fulfill the following responsibilities:

1. Primary: to awaken and empower the Church as to the power and need of prayer.
2. Work with the ministry staff in promoting consistency throughout each team in using prayer as their foundation of wisdom and guidance for ongoing ministry.
3. Suggest and initiate prayer seminars each year to promote the continuing need and urgency of prayer in our church
4. Seek ways to conduct prayer opportunities that will extend out into the community as an outreach to the lost and unchurched.
5. Create a church based prayer room for scheduled times of prayer with intentional purposes.
6. Develop a strategy for training and implementing prayer.

Southern Heights Baptist Church
By-Laws

Article IV
Church Organizations (continued)

Section 5: Mission Team

The function of the Mission Team will be to promote church missions based on the great Command from Christ in Acts 1:8. Their goal will be to cover the four basic areas of mission responsibilities given to those assembled as a church and who are followers of Christ: Home (Jerusalem), State (Judea), National (Samaria), and World (Remotest part of earth). This is an outward focused team. Matthew 28:18-20, Acts 1:8, Acts 10:34-35

This team will consist of six elected members, serving on a three year rotation, and who will carry out the following:

1. Primary: To awaken and empower the church to live on mission.
2. To increase awareness of lost-ness in all four areas described; Jerusalem, Judea, Samaria, ends of the Earth.
3. Work with the ministry staff to promote and set funding goals for our four main annual mission emphasizes. (Lottie Moon, Annie Armstrong, Eliza Broadus, and Associational CKNB))
4. Promote other national and international mission opportunities that best fit our congregation and encourage personal involvement.

The team will also have a seventh member who will handle funding responsibilities, and maintain financial records of specific mission endeavors. This person may be re-elected to the team every three years.

Section 6: Outreach Team

The outreach team will have the responsibility of extending the ministries of the church out to the communities in the Lexington area. They will promote our efforts of evangelism and discipleship to spread the light of the gospel of Jesus Christ to a dark and lost community. This will be an outward focused team. Matthew 25:31-46, Matthew 22:1-14

This team will consist of six elected members, serving on a three year rotation, and who will carry out the following:

1. Primary: To awaken and empower the church to reach outside our personal perimeters to extend the love of Christ to all in our community.
2. Work with ministry staff in establishing and promoting events that will impact the community and provide opportunities to present the Gospel.
3. Set up visitation programs to reach out to all prospects discovered through worship services as well as special events held by the church.
4. Through assessment of the community by various means, discover needs of the community that can be addressed by the church / congregation. This will be accomplished with the goal of presenting the gospel to individuals serviced.

Section 7: Membership Team

The Membership Team will be responsible for acclimating new members into the church family as soon as possible, and for monitoring the membership of the church to maintain the highest level of involvement possible from all members. This will be in an inward focused team. Acts 2:42-47, III John 9-11, II Corinthians 3:1-5

This team will consist of six elected members, serving on a three year rotation, and who will carry out the following:

1. Work with the ministry staff in creating a new members class for all new arriving members to enable them to become familiar with membership responsibilities as well as yearly church events and occasions.
2. Review membership requirement in By-Laws for possible recommendations of change in an effort to clarify that membership matters and each individual will be expected to carry out these responsibilities
3. Create a new members packet with materials to help new arrivals become familiar with SHBC.
4. Work with mentors of the church to partner new members with potential mentors for spiritual development as Disciples of Christ
5. Work to acclimate new members into the Sunday School program of the church
6. Review entire church membership roster and make recommendations, at least annually, to clarify actual active members of Southern Heights Baptist Church.

Southern Heights Baptist Church
By-Laws

Article VII
Church Teams

Section 1: General

The Nominating Team, except those otherwise indicated, shall recommend all church team members. Each team member is elected to serve on a three-year rotation and serves until the completion of their term. Members must wait a minimum of one year after completion of their rotation before returning to serve on the same team. If a team member resigns or vacates their position before expiration of the three-year term, the Nominating Team shall recommend another member of the church to fulfill the vacated term. All members being presented by the Nominating Team shall have been contacted by them and shall have stated they are willing to serve in the position indicated. The Nominating Team shall name the chairperson of each team at the time of election. The number of people serving on a team may be adjusted to multiples of three (3), (e.g. 3,6,9,12 members) at the discretion of the Nominating Team in accordance with demand and church growth.

All teams are responsible to the church and should make a report to the church at its regular monthly business meeting. Each team shall meet as often as is necessary to accomplish the tasks set before it. No team meeting shall be held during regular scheduled services of the church (Sunday School, Morning Worship, Church Training, Evening Worship, Prayer Meeting, Bible Study, Choir Practice). Accurate minutes and records shall be kept and passed on to the next elected team.

Any report or recommendation made to the church by a team shall be made by the chairman or someone he designates. These shall be read in their final form in the business meeting. A written copy shall be presented to the Clerk and a copy retained in the team file. Before making recommendations or taking any action, each team shall consider the entire program of the church.

Each team that has financial needs must prepare a budget request and submit it to the Finance Team.

Section 2: Baptismal and Lord's Supper

1) Duties

- A) To assist the Pastor in preparing for the ordinances of Baptism and The Lord's Supper.
- B) To be responsible for the comfort and convenience of those being baptized, giving attention to the equipment and articles needed, so as to have them on hand and in good, clean condition; such as; robes, towels, hair dryers, etc.
 - 1) Baptistry should be cleaned and filled to a comfortable water temperature.
 - 2) Robes should be clean.
 - 3) Should contact people and instruct them on what they will need for baptism.
 - 4) Assist the people during baptism.
 - 5) Drain the baptistry and clean up area.
- C) To prepare the physical elements for the Lord's Supper and to purchase and care for the equipment used in this ordinance.

Section 3: Benevolent Team

1) Duties

- A) It shall be the duty of this team to give aid to the needy (after evaluation of such request), using funds provided for this in the church budget.
- B) The team is requested to bring to the attention of the church such request for aid as may be made by our own denominations or appeals made from our local welfare agencies in times of emergencies or need.
- C) This team is to make arrangements for food gifts to be brought by church members at thanksgiving and Christmas and to purchase other perishable and necessary food items for the baskets. The food baskets then will be distributed by members of the Benevolent Team.
- D) The Pastor will give further instructions as occasion may arise.

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Article VII
Church Teams (continued)

Section 4: Building and Grounds Team

Duties

- A) Periodically inspect the church property for needed repairs.
- B) Maintain a list of needed repairs and correct the deficiencies as soon as possible (as the weather permits or the finances will allow).
- C) Assist in or make the necessary repairs of an emergency type, such as cleaning up the water when the basement floods.
- D) In the winter, oversee or assist in keeping the sidewalks clear of ice and snow.
- E) This team will assist the janitor or caretaker in obtaining the necessary equipment and supplies to perform his duties efficiently.
- F) See that the parking lot, the outside general appearance, and the lawn are maintained.
- G) Approve, recommend and/or oversee any structural changes of the buildings.
- H) Prepare recommendations for the Finance Team of the estimated cost.
- I) Maintain all equipment in the building; maintain repairs with service contractors.
- J) Relate to the Pastor and the custodian the needed repairs.
- K) Insure that the church Secretary has available, (on file), an annual inventory of church equipment (tables, chairs, etc.).

Section 5: Children's Ministry Team

1) Selection

The Minister of Children shall chair the Ministry Team (The Children's Sunday School Director and the Pre-School Sunday School Department Director shall be a member of the Children's Ministry Team).

2) Duties

The Children's Ministry Team shall serve as the primary means of communication for all children's ministry for kindergarten through sixth grade. Responsibilities shall be as follows:

A) Planning Fellowships

This includes purchasing supplies, planning and purchasing refreshments or acquiring food donations as needed, decorating, clean-up, etc.

B) Offering Worship Opportunities

- 1) Provide organized Children's Worship Service during Sunday Morning Worship.
- 2) In addition, seek worship opportunities for children outside those offered by Southern Heights.

C) Reviewing Curriculum and Materials

This includes Sunday School, Children's Worship, Vacation Bible School, Discipleship and Missions.

D) Vacation Bible School

The Children's Ministry Team shall be responsible for selecting material and implementing a church-wide Vacation Bible School to be used as a means of evangelism and outreach.

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Article VII
Church Teams (continued)

Section 6: Church Council

1) Members

The council, unless otherwise determined by vote of the church, shall have a regular members: Ministerial staff, Sunday School Director, Church Training Director, Women's Missionary Union Director. Team chairman and church-elected offers shall serve as members. The term for this team shall be from October 1 through September 30.

2) Function

The primary function of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended to the congregation the use of leadership, calendar time and other resources according to program priorities, and to evaluate program achievements in terms of church goals and objectives.

All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

Section 7: Constitution and By-Laws

1) Election

This team of three (3) shall be appointed by the Deacons at the beginning of each church year.

2) Duties

The Chairman shall be responsible to the Active Deacons for the activities of the team. Constitution and By-Laws Team activities shall not interfere with other teams or church staff activities or normal church related functions. Upon taking office, the Chairman shall obtain minutes, records, files, etc from the out-going Team Chairman.

Team meetings shall be called by the Chairman as they become necessary. If no urgent matters need immediate attention, the Chairman may reschedule the first team meeting no later than February 1. This meeting will provide team members an opportunity to discuss the current Constitution and By-Laws or develop a plan and schedule for its review. A summary of the results of this meeting shall be presented to the Pastor and Active Deacons during their February meeting.

In determining the need for Constitution and By-Laws changes and revisions, the Team shall take into consideration the entire church program, current needs , and resources.

- A) Review for grammatical or clerical errors.
- B) Obtain opinion from Pastor and Active Deacons.
- C) Briefly interview all Team Chairmen, Church Staff and heads of other church organizations.
- D) Consider suggestions and recommendations from the membership.
- E) Be available at appropriate times as needed for church members to personally discuss their recommendations.

All meetings, plans, and schedules shall be so arranged to allow recommended changes and revisions to be presented to the church from the pulpit or in church publications at least ten (10) days prior to the time the vote is to be taken.

The Chairman, or a team member designated by the Chairman, shall present all team-approved recommended changes and revisions by reading aloud, in their final form, at the pre-selected and announced regular business meeting. A physical copy as well as a digital copy shall be presented to the Church Clerk and copies retained in the Team file.

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Article VII
Church Teams (continued)

Section 8: Finance Team

1) Election

This team shall consist of no less than nine (9) members and be elected in June. The Church Treasurer and Assistant Treasurer shall be members of the Finance Team.

2) Duties

The Finance Team is responsible for obtaining estimated budgets from all church teams and organizations and for preparing and submitting to the church a total church budget for the church's approval at the November business Meeting. This proposed budget will be voted on in the December Business Meeting with necessary changes, if any. The Finance Team will not have the authority to make any changes in the recommendation of the Active Deacons.

The Finance Team will be responsible for counting and depositing all receipts, and presenting a report at the monthly business meeting pertaining to the previous month's receipts and disbursements. A quarterly statement shall be given at a business meeting showing the expenditures for the quarter as compared to the adopted budget.

It shall be the responsibility of the Finance Team to initiate the Annual Stewardship Emphasis. The finance Team should recommend to the church any special offerings, and promote such offerings, after approval by the church in business meeting.

The Finance Team is empowered to do the following without the vote of the church on budgeted items; grant up to, but no more than a 10% overage, to any one item in the budget (missions and salaries excluded) provided they can, with the approval of the team, whose budget they are reducing, reduce some other item by the same amount in dollars and cents.

The Finance Team shall be empowered to allow the Treasurer, Assistant Treasurer, or Bookkeeper to make disbursements of up to \$75.00 without the approval of the Finance team, if a purchase order has been filled out in advance. The Finance Team shall in case of extreme emergency be allowed to approve an expenditure of up to but not more than \$100.00. All non-budgeted expenditures exceeding this amount must have the approval of the church. All designated monies must first be approved by the Finance Team.

The Finance team is responsible for determining the percentages of the love offering to be given to Revival Personnel.

Any organization or individual who shall want to start a special gift fund shall first present to the Finance team the basis for the fund, the length of time for the fund to exist, and what promotion shall be used for the collection of that fund. The Finance Team will then ascertain if it is consistent with the total financial program of the church.

Section 9: Floral Team

Duties

This team shall be responsible for:

- A) Seeing appropriate flowers or floral arrangements are in the sanctuary each Sunday.
- B) Make arrangements for flowers for special occasions.
- C) Decorate the sanctuary for all appropriate events.
- D) Maintain the seasonal flower arrangements in the front foyer.

It is the responsibility of the Team to send flowers for deaths in the immediate family of any church member. (Immediate family to include: mother, father, husband, wife, or children.)

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Article VII
Church Teams (continued)

Section 10: Hospitality Team

Duties

It shall be the duty of the Church Hospitality Team to plan menus and see that food is provided for any church function that requires the serving of food.

The Hospitality Team shall be responsible for Sunday evening fellowships at various times throughout the year.

The Hospitality Team shall work with any other team or organizations on serving food, if they request the team's help.

The Hospitality Team shall be responsible for keeping the kitchen clean and replenished of all paper supplies as required by the Church by-laws. They are responsible for approving the use of the kitchen by other groups.

The Hospitality Team shall be responsible for coordinating meals for the revival team, if necessary.

The Hospitality Team shall insure that the Church Secretary has available (on file) an annual inventory of kitchen equipment not permanently installed (pots, pans, glasses, plates, silverware, etc.).

Section 11: Missions Team(s)

Various Missions Teams shall be created as mission needs / opportunities arise. The Trip Leaders of the Team shall work with and assist the Pastor in developing and promoting missions that help the church fulfill The Great Commandment found in Acts 1:8, as well the Great Commission found in Matthew 28:18-20. The team will encourage church member participation and support of mission work. This is not to override any other mission effort or emphasis the church may be involved in, rather to give assistance to those mission efforts as well as focus on the primary mission offerings each year (Lottie Moon, Annie Armstrong, Eliza Broadus and Julia Woodward offerings).

The Team will also help develop and assist International team leaders within the church and promote church member participation in international missions.

Section 12: Music Council

1) Election

The Music Council, unless otherwise determined by vote of the church shall have as regular members the following:

- A) Music Director
- B) Section Leaders of the Sanctuary Choir: Soprano, Alto, Tenor, Bass
- C) Organist
- D) Pianist
- E) Officers of the Choir
- F) Children's Music Director.

The Music Director shall be the chairman of the team.

To plan with the Music Director all music programs, special emphasis or seasonal music, special training clinics, etc. To help enlist new members in choir enrollment in all ages.

To bring recommendations to the various teams and the church on purchasing instruments (equipment) - how designated money for the music program should be spent, etc.

To encourage everyone involved in our church music program to be faithful in all areas.

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Article VII
Church Teams (continued)

Section 13: Nominating Team

1) Election

The Nominating Team shall consist of eight (8) members to be elected by the church in March of each year. Recommendations for this team shall be made by the Pastor or the Active Deacons. Candidates other than those recommended may be proposed from the floor and voted on in the appropriate manner. The Chairman of this team shall be designated, by those recommending at the time of the election.

2) Duties

Upon taking over the responsibilities of this team in March, the new team shall form as a group, and under the direction of the Team Chairman, begin preparation for election of volunteer positions of the church.

The Nominating Team shall meet as necessary to fill the positions, which are to be elected by the church in the June Business Meeting. These positions shall begin duties July 1 of this same year.

Affected positions and teams:

- A) Church Treasurer
- B) Finance Team
- C) Process Agent

To be elected in March of each year:

- A) Messengers to the Southern Baptist Convention

To be elected in October of each year:

- A) Messengers to the KKNB Associational Meeting
- B) Messengers to the Kentucky Baptist Convention

The Nominating Team should begin meetings as needed to prepare nominations for voluntary positions to be filled by October 1. These positions shall be elected by the church in the regular September Business Meeting.

Church Officers and Teams to be filled:

- A) Process Agent
- B) Church Moderator
- C) Assistant Moderator
- D) Church Clerk
- E) Treasurer/Assistant Treasurer
- F) Trustees
- G) Church Organist
- H) Church Pianist
- I) Teams
 - 1) General
 - 2) Baptismal / Lord's Supper
 - 3) Benevolent
 - 4) Building and Grounds
 - 5) Children's Ministry Team
 - 6) Church Council

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Article VII
Church Teams (continued)

Section 13: Nominating Team (continued)

- 7) Finance
- 8) Floral
- 9) Hospitality
- 10) Music Council
- 11) Nursery
- 12) Personnel
- 13) Recreation
- 14) Media and Technology
- 15) Ushers
- 16) Youth Council
- 17) Other Teams approved by the church

The Nominating Team shall meet and nominate persons to fill the positions vacated as needed. These positions shall be filled as quickly as possible.

Section 14: Nursery Team

1) Duties

The Nursery Team shall be responsible for providing a nursery for all regular church services, revivals and other occasions to be decided by the Nursery Team, making out nursery list for volunteer workers and hiring others, as needed.

The Nursery Team shall set guidelines for nursery workers and parents of nursery workers.

The Nursery Team shall be composed of a cross section of the church - parents of nursery children, Sunday School workers, choir parents and other interested people.

The nursery Team shall insure that the church secretary has (on file) an annual inventory of nursery equipment, excluding toys.

Section 15: Personnel Team

1) Duties

The Personnel Team shall assist the church in matters related to employed personnel administration. Its work includes such areas, as determining staff needs, employment and services. All salaries and benefits as well as newly created positions must be approved by the church action. It shall be the responsibility of the Personnel Team to recommend to the church for vote qualified persons to fill the employee positions created by the church, other than ministerial staff.

Further duties of the Personnel Team are stated in **Article V, Section 1.**

Section 16: Recreation Team

1) Duties

This team shall be responsible for all church recreation activities. It shall organize such athletic teams as approved by the church and shall supervise and encourage member participation. It shall formulate policies governing the use of all recreation equipment and make these recommendations to the church for approval. This team shall be responsible for obtaining and maintaining all recreational athletic equipment and facilities whenever used.

The team shall insure that the church secretary has (on file) an annual inventory of all recreational equipment.

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By-Laws

Article VII
Church Teams (continued)

Section 17: Media and Technology Team

Duties

Operate and maintain equipment.

Train personnel to operate equipment.

Recommend equipment to be purchased.

Work with the Minister of Music and Music Council in preparing for special events. Insure that the church secretary has (on file) an annual inventory of all sound equipment.

Develop systematic plan and procedure for communicating church programs to the church and community. Coordinate with the Pastor, staff and elected church officials to determine appropriate media for church programs. Assist the staff and other teams in producing communication materials.

Increase the awareness of all church members that good public relations are the responsibility of individual members.

Work with the Pastor and Minister of Music before and during revivals and other special events, and to see that proper advertising is done. Special event information should be submitted to the church page editor of the Lexington Herald-Leader.

Maintain direction signs (signs should be checked quarterly for needed repairs)

Section 18: Staff Selection Team

1) Election

In the event of a vacancy in the Pulpit or Ministerial Staff, the church shall elect a Staff Selection Team consisting of five (5) members and two (2) alternates upon recommendations from the Active Deacons.

The Active Deacons shall solicit and receive nominations for this team from the church membership for a period of at least one month prior to a regular business meeting. The names of those willing to serve and approved by the Deacons shall be recommended and placed in nomination during the ensuing business meeting. This recommendation shall be made with consideration of the needs of the specific staff vacancy to be filled.

2) Duties

The staff Selection Team and Personnel Team shall recommend a specific job description for church approval (See Article V, Section 1).

It shall be the duty of the Staff Selection Team to interview, screen and recommend a candidate to fill the staff vacancy. The team shall arrange appropriate opportunities for any recommended candidate to meet with the Deacons, the general Church membership, and any relevant Teams or groups. Arrangements will also be made for candidates for the position of Pastor or Associate Pastor to lead a regular worship service.

Voting for the new ministerial staff member shall:

take place at a Special Called Business Meeting, which should take place following a Sunday Morning Worship Service whenever possible,

take place at least ten (10) days after the membership has been given notification. Notification shall include announcement from the pulpit at a regular worship service, publication in the Worship Bulletin / Order of Service, and publication on the church web site,

shall be by secret ballot. Before a Call for the candidate can be made, there must be at least a 75% affirmative vote by those present and voting. (See Article VIII, Section5)

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Article VII
Church Teams (continued)

Section 19: Ushers (aka "Greeters")

1) Election

The Ushers shall take office at the beginning of the church year and shall serve on a rotating basis as designated by the Chairman of the Ushers.

2) Duties

The Ushers are to greet people as they enter and exit the church, seat people at the proper time and provide bulletins and/or materials at the time of seating. The Ushers receive the offering during the normal order of service. The Ushers are to be attentive to the needs of the Pastor and congregation.

Section 20: Youth Council

1) Election

This council shall consist of representatives from various youth classes in addition to an adequate number of adults. The Sunday School Youth Director shall be a member of the Youth Council.

2) Duties

This council shall plan and coordinate all activities for junior and senior high and college age young people.

Section 21: Other Teams

Other teams may be formed as the need arises. The church shall approve these teams. When special needs arise for specific events, changes in church polity, policy changes or any situation that is not a regular yearly activity, the "ad-hoc" method of team formation shall be utilized. Based on the need, a team shall be recommended by the Deacons, approved by the church at a regular or called business meeting. Upon completion of the special need, the team shall be dissolved.

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Article VIII

Church Policies

Section 1: General

It shall be the policy of Southern Heights Baptist Church to transact all business at business meetings and to discourage the transaction of any business during regular church services.

The Active Deacons shall, in October of each year, appoint a team of three (3) from the church membership to consider the necessity of making a revision or change in this Constitution and by-laws of Southern Heights Baptist Church.

Section 2: Financial

The church shall participate in the Cooperative Program on a percentage basis. The church shall determine the percentage of the budget being given to the Cooperative Program annually.

The church shall use the unified budget system.

No member of a team or organization may make a purchase for the group without authorization from the group.

Section 3: Church Year

The fiscal year of the church shall be January 1 through December 31.

The church year begins on October 1 through September 30.

Section 4: Calendar of Activities

January	Audit Treasurer's Books
March	Elect Nominating Team and Representatives to the Southern Baptist Convention.
June	Elect Treasurer, Assistant Treasurer and Finance Team
July	Open Deacon Nominations
August	Close Deacon Nominations and conduct the Deacon Awareness Study.
September	Elect Team members, Deacons, Sunday School and Church Training Officers and Teachers and ordain Deacons.
October	Elect Messengers and Representatives to the Elkhorn Association and Messengers to the State Convention. Approve the Church Letter.
December	Adopt the Church Budget.

Section 5: Interim Period without a Pastor

The Active Deacons shall take the leadership role in pastoral ministries during an interim period when the church is without a Pastor. It shall also be the responsibility of the Active Deacons to appoint an ad hoc pulpit supply team with the duty to secure an interim Pastor.

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Article VIII

Church Policies (continued)

Section 6: Public and Private Use of the Church and its Facilities

1. Any non-church related activity or event must be approved by the Pastor and Deacons, and then scheduled through the church office. The event will be listed on the church calendar. The Chairman of any relevant team (such as Building and Grounds or Hospitality) will be notified and the team will assist as needed. Building and Grounds will open and close the church and make arrangements for a church member to be present if warranted.
2. No activities or events will be permitted that in any way violate, are deemed to violate, or appear to be in violation with the established Policies, Essential Beliefs, Constitution, and / or By-Laws of Southern Heights Baptist Church; or violate any local ordinances, laws and or restrictions.
3. Those found to be in such violation will be subject to immediate termination of the activity or event, and subsequent removal or ejection from the premises.

Section 7: Weddings and Marriage Ceremonies

1. The use of Southern Heights Baptist Church for Weddings and Marriage Ceremonies is strictly reserved for members or relatives of members of the Southern Heights Baptist Church.
2. The Bride and Groom will be required to undertake pre-marriage counseling with the Pastor. The Pastor may approve or appoint another qualified person to conduct the counseling at his discretion.

Section 8: Ordination of Women

We believe that God created men and women as equals. We believe that the biblical responsibility for pastoral leadership is scripturally reserved for men.

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Article IX

Amendments

Section 1: By-laws

Any of the rules in these By-laws may be amended, altered or repealed by a two-thirds (2/3) vote of the members present and voting at any regular business meeting, provided however, that notice and proposal of such amendment, alteration or repeal and the date thereof be given from the pulpit and in church publications at least ten (10) days in advance of the business meeting.

Article X

Repeal

The adoption of the Constitution and By-laws shall affect a repeal of all previously adopted rules in conflict herewith.

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Appendix 1

Church Covenant

We, the members of Southern Heights Baptist Church, having been led, as we believe by the Spirit of God, to receive Jesus Christ as our Savior and Lord and on the profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Spirit, 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 promise, 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, discipline, and doctrines; 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 promise to set an example by maintaining family and private 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 deportment.

We further promise to accept the responsibility for watching 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 offence, but always ready for reconciliation and mindful of the rules of our Savior.

Moreover when we leave this church body we will, as soon as possible, unite with another church to carry out the spirit of this covenant and the principles of God's Word.

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Appendix II

Pastor

1) Duties

The Pastor shall have the responsibility of overseeing the welfare and administration of the church. It shall be the duty of the Pastor to preach the Gospel, teach and exemplify the principles of Christianity, administer the ordinances and have in his care the stated service of public worship. He shall have general oversight of the church, its various activities, and shall be *accountable to Christ and His church, to the oversight of the active deacons, and therefore the church (congregation)*. He shall be an ex-officio member of all ministry teams. He will officiate weddings, or have authority to approve, or disapprove other officiates. In consultation and cooperation with the Deacons, and other officers elected by the church, he shall vigorously urge the execution of all plans of work which are initiated and outlined. The Pastor shall coordinate and supervise the work of the various departments and ministries in order to promote a united service toward the prosperity of the church, the Baptist denomination, and the Kingdom of Christ.

The specific duties and responsibilities of the Pastor shall be set forth in the Constitution and By-Laws of the church.

2) Office Hours

The Pastor is expected to establish and keep typical, regular office hours at the church so that he may be available to minister to the church family, or provide counseling as needs may arise. If for any reason the Pastor is unable to be at the office, he should contact either the secretary or the ministerial staff.

3) Outside Revivals

After six (6) months of service, the Pastor may be granted, upon approval, up to ten (10) working days per year for outside revival service, not to exceed two (2) consecutive Sundays' absences from the pulpit. Time off for revivals shall require a written request to and advance approval by the Deacons, in order to avoid any unnecessary conflicts with special church programs.

4) Conventions

The Pastor will be encouraged to attend the following;

Southern Baptist Convention

Kentucky Baptist Convention

Central Kentucky Network of Baptists (CKNB) Associational Meetings

Other Conventions, seminars, etc. to be recommended by the fellowship of deacons and approved by the church.

9) Staff Activity Report

A report of activity for all ministerial staff shall be submitted monthly by the Pastor, at the meeting of Deacons which shall include vacation time taken, sick leave taken, outside revival time taken, conventions, seminars, baptisms, new members, significant events, etc., and other information as required or requested by the Deacons. A written report may be requested by the Deacons.

10) Termination Procedures

If at any time, the Pastor wishes to resign, he may do so by submitting his written resignation to the fellowship of Deacons fourteen (14) days prior to his effective resignation date. If the church deems it necessary to terminate the Pastor's employment, this will be carried out in compliance with the Constitution and By-Laws.

11) Compensation and Benefits

The Deacons, (ad hoc) Staff Selection, and Finance Team will coordinate and recommend to the church the Pastor's compensation and Benefits Package for church approval.

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The Essential Beliefs of Southern Heights Baptist Church

Article One

We believe that the Scriptures of the Old and New Testaments are given by inspiration of God and are the only infallible rule of faith and practice. *2 Timothy 3:16, 17; 1 Thessalonians 2:13; 2 Peter 1:19-21*

Article Two

We believe in one God - the Creator and Ruler of the Universe, existing in a Divine, and incomprehensible Trinity - the Father; the Son, Jesus Christ; and the Holy Spirit - each possessing Divine perfection. *2 Corinthians 13:14; Matthew 28:19; John 14:25, 15:26; 1 Peter 1:2*

Article Three

We believe that our first parents were created holy and upright; that they fell from this condition; and that in consequence the whole human race is by nature dead in trespasses and sins. *Romans 5:12; Genesis 1:27, 28, 31; Psalm 51:5; Ecclesiastes 7:29; Ephesians 2:1-5*

Article Four

We believe in the incarnation, virgin birth, death, bodily resurrection and ascension of the Son of God; and that salvation is found only through repentance and faith in Him. *John 1:1-14; 1 Corinthians 15:3,4; Acts 4:10-12*

Article Five

We believe in the necessity of a radical change of heart and that this is affected through the Gospel, by the agency of the Holy Spirit. *John 3:3; 1 Peter 1:23; Titus 3:5*

Article Six

We believe that the Christian is called with a holy calling not to walk after the flesh, but after the Spirit. Because he has become a new creation in Jesus Christ and is indwelt by the Holy Spirit, yet during his earthly pilgrimage never delivered from the flesh with its fallen nature, he must be in constant subjection to Christ and His commandments by the power of the Holy Spirit. *2 Corinthians 5:17; Galatians 5:22,23; John 15:10*

Article Seven

We believe that only those should be admitted to membership in the visible Church who have experienced regeneration and submitted to believer's baptism by immersion. *Matthew 28:20; John 3:5; Romans 6:3,4; 1 Corinthians 5:6*

Article Eight

We believe the ordinances of believer's baptism by immersion and the Lord's Supper together with the observance of the Lord's Day are of perpetual obligation in the church. *Matthew 28:19,20; 1 Corinthians 11:24-26; Exodus 31:16, 17 with Matthew 5:17,18*

Article Nine

We believe in the resurrection of the dead and future judgments from which the righteous go away into everlasting life and the wicked into everlasting punishment as they bear upon themselves the wrath of God. *Daniel 12:2; Matthew 25:31-46; Revelation 20:11-15, 21, 26, 27*

Article Ten

We believe in the personal, bodily return of Christ in power and great glory as the King of Kings and Lord of Lords and in Christ's ultimate complete triumph and the establishment of "new heavens and a new earth, wherein dwells righteousness." *Acts 1:11; 2 Peter 3:10-13; Revelation 19:6, 21:1-7*

Southern Heights Baptist Church
By-Laws

The Essential Beliefs of Southern Heights Baptist Church (continued)

Article Eleven

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one 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. Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-30; Romans 1:26-29; I Corinthians 5:1; I Thessalonians 4:1-8; Hebrews 13:4
2. We believe that the only Biblical scriptural marriage is the joining of one man and one woman who created by God from birth as a man and woman. Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23