
SOUTHERN HILLS BAPTIST CHURCH

Constitution and By-laws

[DATE]

8601 South Pennsylvania Ave, Oklahoma City

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CONSTITUTION Of Southern Hills Southern Baptist Church, Oklahoma City, Oklahoma

Approved : TBD

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and govern the body in an orderly manner. This constitution will preserve the liberties of each individual Church Member and the freedom of action of this body in relation to other churches.

I. Name

The congregation is organized as Southern Hills Southern Baptist Church, an Oklahoma nonprofit tax exempt corporation which is a 501(c)(3) organization for federal tax purposes, and operates under and shall be known as "Southern Hills Baptist Church," (hereinafter referred to as the "Church").

II. Statement of Basic Beliefs

Our mission at Southern Hills Baptist Church is to glorify God by introducing Jesus Christ as Lord to as many people as possible and to disciple them in Christian living using the most effective means to impact the world, making an eternal difference in this generation and generations to come.

In fulfilment of its mission as the Body of Christ, the Church shall operate under the Lordship of Jesus Christ and be governed by His laws. The Bible (Holy Scriptures) is the authority for all matters of faith and practice in the Church.

This Statement of Basic Beliefs shall not be subject to change through popular vote, referendum, prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

We believe:

- God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. [Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14](#)

- Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven and will return again someday to earth to reign as King. [Matthew 1:22,23](#); [Isaiah 9:6](#); [John 1:1-5,14:10-30](#); [Hebrews 4:14-15](#); [I Corinthians 15:3-4](#); [Romans 1:3-4](#); [Acts 1:9-11](#); [I Timothy 6:14-15](#); [Titus 2:13](#)
- The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts when they are saved. As Christians we seek to live under His control daily. [Acts 1:8](#); [II Corinthians 3:17](#); [John 16:7-13, 14:16-17](#); [Galatians 5:25](#); [I Corinthians 2:12, 3:16](#); [Ephesians 1:13, 5:18](#)
- The Bible is God's Word to us. It was written by men divinely inspired and is God's revelation of Himself to man. It is the supreme source of truth for Christian beliefs about living. Because it is inspired by God, it is truth without any mixture of error. [II Timothy 3:16, 1:13](#); [II Peter 1:20-21](#); [Psalm 119:105, 160, 12:6](#); [Proverbs 30:5](#)
- People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called sin. Sin separates us from God and causes many problems in our life. [Genesis 1:27](#); [Psalm 8:3-6](#); [Isaiah 53:6a](#); [Romans 3:23](#); [Isaiah 59:1-2](#)
- God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one natural born man and one natural born 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. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. [Genesis 1:26-28](#); [2:15-25](#); [3:1-20](#); [Exodus 20:12](#); [Deuteronomy 6:4-9](#); [Joshua 24:15](#); [1 Samuel 1:26-28](#); [Psalms 51:5](#); [78:1-8](#); [127](#); [128](#); [139:13-16](#); [Proverbs 1:8](#); [5:15-20](#); [6:20-22](#); [12:4](#); [13:24](#); [14:1](#); [17:6](#); [18:22](#); [22:6,15](#); [23:13-14](#); [24:3](#); [29:15,17](#); [31:10-31](#);

[Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7](#)

- Salvation is God's free gift to us. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our sin and our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith, and is evidenced by a transformed life from thereafter. Once received, we are eternally sealed as child of God. [Romans 6:23; Ephesians 1:13-14; 2:8-9; John 14:6, 1:2; Titus 3:5; Galatians 3:26; Romans 5:1; Romans 10:9-10](#)
- Christian baptism (Believers Baptism) is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. [Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.](#)
- People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with Him is eternal life. Heaven and hell are real places of eternal existence. [John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; I Corinthians 2:7-9](#)

III. Policy and Relationships

The government of this body of believers is vested in the members who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the Church shall report to and be accountable to the Church. This church is autonomous, subject to the control of no other ecclesiastical body, but it recognizes the benefits of mutual counsel and cooperation, which are common among Southern Baptist churches. Insofar as is practical, this church will cooperate and support the Capital Baptist Association, the Baptist General Convention of Oklahoma, and the Southern Baptist Convention.

This Church subscribes to the doctrinal statements of the 2000 Baptist Faith and Message as adopted by the Southern Baptist Convention on June 14, 2000.

Southern Hills Baptist Church

Bylaws

Introduction

In order to preserve the principles of our faith, govern our affairs in a Christian and orderly manner, secure the blessings of religious liberty for ourselves and our children within the fellowship of the Church, share the challenge of accomplishing The Great Commandment and The Great Commission, we hereby establish these Bylaws to further the ministry and glorify our Lord Jesus Christ and pray for the Lord's blessing and guidance on the decisions and actions taken pursuant to the provisions set forth in these Bylaws.

Mission Statement

As the Body of Christ, we are called to live out and talk about Jesus Christ across the table and around the world by:

Loving God.	Sharing Jesus.
Loving People.	Making Disciples.

Article 1. Church Authority

1.1 Holy Scripture

The Bible is God's Word to us. It was written by men divinely inspired and is God's revelation of Himself to man. It is the supreme source of truth for Christian beliefs about living. Because it is inspired by God, it is truth without any mixture of error. The Holy Scripture is the authority for all matters of faith and practice in the Church. [II Timothy 3:16, 1:13; II Peter 1:20-21; Psalm 119:105, 160, 12:6; Proverbs 30:5](#)

1.2 Self-Government

This Church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. In such a congregation, members are equally responsible. The day-to-day operational matters and ministries of the Church shall be conducted by the Pastor, Associate Pastors, Ministers, and Support Staff in accordance with the policies, procedures and annual budget established and approved as provided in the Bylaws. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church as provided in these Bylaws. The Church Staff and each Member will seek through earnest prayer and reasoned discussion to ensure the Church governs itself according to the principles found in the Holy Scriptures and the Church remains free from the control or supervision of any other ecclesiastical or denominational body.

Article 2. Contractual Authority and Property

Church Members do not have the authority to enter into contractual obligations binding on the Church or the Church Property. The Board of Trustees is the only authorized party to enter into a deed, lease, or deed of trust and security agreement concerning the Real Property of the Church, subject to the Board of Trustees receiving the required approval set forth in the Bylaws. The Pastor and Senior Staff have the right to enter into certain operating agreements, event agreements, and equipment leases, subject to their specific job descriptions established by the Personnel Committee and within their authorized limits established by the Finance Committee.

2.1 Church Property

No Church Member, Pastor, Senior Staff, or Church employee shall have any individual ownership, fee title, leasehold interest, or any other interest or property rights of any nature in the Church Property. All rights, title and interest of any nature in the Church Property are vested and held solely by the Church.

2.2 Affiliate

The Church, upon professional legal consultation, may form "Affiliates" for the operation of additional ministries at the sole discretion of the Church, with the written approval of the Board of Trustees.

Article 3. Membership

3.1 Church Member

The sole and exclusive right to determine the conditions for membership in the Church are set forth in this Article 3.

3.2 Qualification for Admission

Qualifications. Any such candidates for membership shall be presented to the church in any of the following ways:

- A. **Public Profession of Faith.** By making a public profession of faith in Jesus Christ as Savior, accepting the principles of faith and practices of the Church, followed by Believer's Baptism.
- B. **Letter.** By asking for Church membership by promise of a letter of transfer from another Baptist church of like faith and order, and accepting the principles of faith and practices of the Church. Candidates coming by letter of transfer will be voted on by the church membership at a regularly scheduled business meeting.

- C. **Statement.** By asking for Church membership by statement of prior conversion experience and baptism or prior membership in a church of like faith and order as defined by the Baptist Faith and Message, as verified after an interview with the Pastor and/or other Ministerial Staff members as designated by the Pastor, and accepting the principles of faith and practices of the Church. Candidates coming by statement will be voted on by the church membership at a regularly scheduled business meeting.
- D. **Baptism.** By baptism, if transferring from a church of another denomination having already made a prior profession of faith in Christ as Savior, and accepting the principles of faith and practices of the Church.
- E. With respect to a person who, for reasons of health or other circumstances, cannot physically attend the Church and publicly manifests such desire to join:
 - 3.2.E.1 By professing a personal belief and faith in the Lord Jesus Christ, accepting the promises and commands of Holy Scriptures, being baptized in keeping with the spirit of immersion and accepting the principles of faith and practices of the Church, **or**
 - 3.2.E.2 By asking for church membership by statement of prior conversion experience and baptism or prior membership in a church of like faith and order as defined by the Baptist Faith and Message, as verified after an interview with the Pastor and/or other Ministerial Staff members as designated by the Pastor, and accepting the principles of faith and practices of the Church.

3.3 Rights of Members and Voting Privileges

- A. Each member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present.
- B. Each member of the Church is eligible for consideration by the membership as candidates for elective offices in the Church, except where otherwise restricted by these Bylaws or Policy and Procedure adopted by the Church.
- C. Each member of the Church may participate in the ordinances of the Church.

3.4 Termination of Membership

Procedure. A Church Member's membership in the Church may be terminated by one of the following:

- A. a transfer letter to another church
- B. a Church Member's written or verbal request to withdraw membership

- C. reasonable evidence that a Church Member has joined another church
- D. Death
- E. Withdrawal of fellowship by the Church from a member as outlined in the Holy Scripture and detailed in section 3.5.

3.5 Church Discipline

- A. **General.** It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist and restore any troubled member. The 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 restoration rather than punishment. A spirit of Christian kindness and forbearance shall pervade all such proceedings. Regardless of the nature of the dispute, the Holy Scriptures shall always govern.

- B. **Procedure.** If the general welfare of the Church or Church Members or the employees of the Church are jeopardized by the conduct of a member, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with the Holy Scriptures. Upon the concurrence of the Pastor and/or Senior Staff and the Deacon Officers, the troubled member shall be separated from membership in the Church and their membership shall terminate upon written notice to the troubled member. If it becomes necessary for the Church to take action to exclude a member, a majority of the members present at an appropriately scheduled business meeting is required. After such action, the Church may proceed to declare the person to be no longer in the membership of the Church. In the event there is satisfactory evidence of the resolution or repentance of the troubled member's condition, such person may request restoration to Church membership. Restoration requires the concurrence of the Pastor and the Deacon Officers and a majority vote of the members present at an appropriately scheduled business meeting.

Article 4. Church Officers

4.1 General

All who serve as Officers of the Church and those who serve on Committees shall be members of this Church.

4.2 Pastor Qualifications and Duties

- A. **Qualifications.** The Church affirms that Jesus Christ is the Head of the Church. With the assistance of the Holy Spirit, the Church will call a gifted man to serve as its Pastor. The Pastor will be God's Under Shepherd and will apply, teach, and proclaim God's Word in order to nourish, strengthen, and guide the Church. The Pastor must

possess the qualifications of a pastor found in Holy Scriptures, be ordained by this Church or a Baptist church of like faith and order and conform to the principles of faith and practices of this Church. As the spiritual and temporal head of the Church, the Pastor is accountable to God and the Church with respect to his personal life and his duties and responsibilities as Pastor.

- B. **Responsibilities.** The Pastor is responsible for leading the Church to function as a New Testament church. The Pastor will lead the congregation, oversee the organization, and direct the Church Staff as they perform their tasks.
- C. **Duties.** The Pastor is leader of pastoral ministries in the Church. As such, he works with the Church to: (a) lead the Church in the achievement of its mission, (b) proclaim the gospel to believers and unbelievers, and (c) care for the Church's members and other persons in the community. The Pastor or his authorized designee(s) will administer the Ordinances of Baptism and the Lord's Supper in accordance with Holy Scripture on a regular basis and in a manner that fulfills the spiritual needs of the Church.
- D. **Notice Period.** A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which a minimum of fourteen (14) calendar days' notice has been given to the Church Body. At a minimum of seven (7) calendar days prior to the Church vote the candidate's name and resume shall be made available to the Church Body.
- E. **Relinquishment.** The Pastor may relinquish the Office of Pastor by giving at least four (4) weeks' notice to the Church at the time of resignation.
- F. **Vacant - Office of Pastor.** The Church may declare the Office of Pastor to be vacant should it be found that the Pastor has violated the spiritual qualifications of a Pastor; the Pastor is physically or mentally incapable of holding the office of Pastor; or the Pastor's leadership materially compromises the welfare or the principles of faith and practices of the Church. The Personnel Committee and the Deacon Officers will take every reasonable measure to resolve the issue with the Pastor prior to any action taken.
- G. **Removal Procedures.** In the event the issue is not resolved in a satisfactory manner, the Personnel Committee shall recommend to the Deacon Body that the office of Pastor be vacated. The Pastor or his representative will have an opportunity to rebut such allegations during the Deacon's meeting. Upon an affirmative two-thirds vote of the Deacon Body, a recommendation will then be presented to the Church that the Office of the Pastor should be vacated.
- H. **Removal.** The Chairman of the Personnel Committee along with the Chairman of the Deacons will present the allegations evidencing impairment of the office of Pastor to the Church. If the recommendation for dismissal receives a majority vote by the Church members in attendance, the position will be vacated.

- I. **Motion from the floor.** In the unlikely event a motion to dismiss the Pastor comes from the floor during a business session, the motion will be deemed out of order and the issue will be referred to the Personnel Committee.

Article 5. Pastor Search Committee

- 5.1 **General.** In the event the position of Pastor becomes vacant, the Church shall elect a Pastor Search Committee. It shall be the responsibility of the committee to seek out the man to recommend to the Church for the position of Pastor.
- 5.2 **Qualifications.** In order to serve on the Pastoral Search Committee:
 - A. Must be 18 years of age or older.
 - B. Must be a member of the Church for a minimum of three (3) years actively attending and;
 - C. Must be an active tither (as verified by the staff member responsible for financial administration)
- 5.3 **Nominations.** The Pastor Search Committee process will begin with nominations. The Nominating Committee along with the Chairman of the Deacons and Chairman of the Personnel Committee will solicit nominations from the Church Body. After prayerful consideration each Church Member may nominate up to ten (10) people. It will be encouraged that the nominations are reasonably representative of a cross-section of the Church.
- 5.4 **Ballot.** After tallying the nominations, verifying qualifications and confirming their willingness to serve, a ballot of at least the top forty (40) nominated members will be prepared.
- 5.5 **Committee Selection.** The Church, after prayerful consideration, shall vote on the committee members at a meeting called for that purpose, of which a minimum of fourteen (14) calendar days' notice has been given to the Church Body. It will be encouraged that the votes cast are reasonably representative of a cross-section of the Church. The Chairman of the Nominating Committee at a minimum of seven (7) calendar days prior to the Church vote will make the list of names available.
- 5.6 **Composition.** The committee will consist of seven voting members and three alternates. The top seven vote receivers will serve as the active voting members. The next three individuals receiving the highest votes will be considered alternates. It is expected that the three alternates will attend all committee meetings and will serve in the capacity of a voting member should one resign. Alternates will replace voting members in the order of the highest votes received.
- 5.7 **Employment Terms.** Prior to the Church issuing a Call to a Pastor, the Personnel Committee must have reached an acceptable understanding with the pastoral candidate on the secular terms of employment as Pastor. Such terms may not materially deviate from the Church's approved range of salary, benefits, and severance for a Pastor.

- 5.8 **Extending a Call.** Upon the agreement of the Pastoral search committee the man they believe God has selected to Pastor the church will be presented to the Deacon Body. Upon recommendation of the Search Committee and the Deacon Body, the candidate will be presented to the church body, at which time the church body shall cast votes to extend a “call” inviting the man to be Pastor of the Church. The concurrence of at least two thirds (2/3) of the Church Members casting a vote is required to call a Pastor. The vote will be taken via secret ballot, and will be counted by the Deacon Officers, Chairman of the Pastor Search Committee, Chairman of the Personnel Committee, and the Church Treasurer.
- 5.9 **Acceptance or Rejection.** The candidate, upon receiving a “call” from the church, shall accept or reject the call.

Article 6. Church-Called Staff

- 6.1 **General.** Subject to the hiring guidelines detailed in the Personnel Policies and Procedures as approved by the Church, the Church shall call or retain such staff members, as the Church shall deem necessary. The Personnel Committee will assist the Pastor in the selection process. A specially called search committee may be used at the discretion of the Pastor and the Personnel Committee. The Pastor shall recommend a person for the Ministerial/Directorial position to the Personnel Committee. The Personnel Committee and Pastor shall interview the potential staff member. Upon approval of the Pastor and the Personnel Committee the candidate shall be presented to the Deacon Body. With the support of the Deacon body the Personnel Committee will recommend the candidate to the church body, at which time the church body shall cast votes to extend a “call”. Prior to the Church issuing a Call to a candidate, the Personnel Committee must have reached an acceptable understanding with the candidate on the secular terms of employment. Church-Called staff members shall be defined as anyone serving as a Minister or Director over a defined ministry.
- 6.2 **Dismissal.** Subject to the hiring and dismissal guidelines detailed in the Personnel Policies and Procedures as approved by the Church the Personnel Committee with the recommendation of the Pastor shall have the authority to dismiss any Church-Called staff member.

Article 7. Non-Church Called Staff

- 7.1 **General.** Non-Church Called staff members shall be retained as deemed necessary subject to the hiring guidelines detailed in the Personnel Policies and Procedures as approved by the Church.
- 7.2 **Dismissal.** Subject to the hiring and dismissal guidelines detailed in the Personnel Policies and Procedures as approved by the Church, upon approval of the Pastor, the Personnel

Committee and/or the supervising staff member shall have the authority to dismiss Non-Church Called staff members.

Article 8. Deacon and Deacon Officers

- 8.1 **General.** The Church affirms the scriptural office of Deacon as God’s servant in this local body of believers. Their primary responsibility is to serve the Church, both its members and its pastoral staff by ensuring we develop fully devoted followers of Christ. Specifically, Deacons are called to serve the membership through meeting physical, emotional, and spiritual needs.
- 8.2 **Qualifications.** Deacons are to be godly men, diligent and faithful in their service. Deacons must:
- A. Meet the qualifications and services of Deacons as outlined in 1Timothy 3:8-13; Acts 6:1-6
 - B. Be a tither (a pattern of faithful giving).
 - C. Be a member of the Church for at least one year.
 - D. A man who has been determined to be qualified according to the scriptural guidelines will be eligible for election to the position of Deacon if he meets any one of the following:
 - I. He is single and has never been married.
 - II. He is the husband of but one wife. He has never been divorced although his wife may have been divorced, under scriptural guidelines.
 - III. He is a widower and is either single or remarried.
- 8.3 **Governance.** Deacons and Deacon Officers are subject to the policy and guidelines as outlined in the most recent version of the Deacon Handbook as adopted by the Deacons.

Article 9. Committees

- 9.1 **General.** The purpose of the committees is to help plan and carry out functions and ministries of the church.
- 9.2 **Organization.** Standing committees are divided into two groups. Ministry Support Committees and Administrative Committees. Ministry Support Committees provide support and guidance for a specific ministry. Existing Ministry Support Committees are: Benevolence Committee, Bereavement Committee, Children/Preschool Committee, Hospitality Committee, Intercessory Prayer Committee, and Security Committee.

Administrative Committees provide oversight and support for specific administrative areas of the Church. Existing Administrative Committees are: Finance Committee, Personnel Committee, Properties Committee, Missions Committee, and Nominating Committee. Each Administrative Committee shall have a General Operating Procedure detailing how each committee carries out its duties. Each General Operating Procedure and any amendments there-to must be voted on and approved by the Church. Each Administrative Committee

shall submit a General Operating Procedure to the Church within 6 months after approval of these bylaws.

9.3 **Qualifications.** In order to serve on a Committee:

- A. Must be 18 years of age or older.
- B. Must be a member of the Church for a minimum of one (1) year actively attending.
- C. In addition to the qualifications listed above, in order to serve on the Personnel or Finance Committee, a member must be an active tither (as verified by the staff member responsible for finance administration).

9.4 **Structure.** Each committee will have a staff liaison serving alongside the committee. Each committee will consist of at least six (6) members. Some committees may be larger nine-twelve (9-12) depending on the function of the committee and the number of people that it requires for it to be effective. Each committee member will be nominated by the Nominating Committee and will be required to be approved by the Church.

9.5 **Term.** Each committee member will serve a 3-year term. For members serving on an Administrative Committee, at the end of their term they must rotate off of that committee for at least one year. If a committee member did not serve a full 3-year term (replacing someone) they may be nominated to serve another 3-year term without rotating off for a year.

9.6 **Adding a Committee.** When new standing committees are considered necessary, the need shall be presented to the Nominating Committee for consideration. After consultation with the Pastor or his designee, if it is agreed that the need exists, the Nominating Committee shall recommend the new committee along with a purpose statement for said committee to the church at an appropriately scheduled business meeting.

9.7 **Dissolving a Committee.** When an existing Committee is deemed unnecessary, it shall be presented to the Nominating Committee for consideration. After consultation with the Pastor or his designee, if it is agreed that the need no longer exists, the Nominating Committee shall recommend to the church at an appropriately scheduled business meeting the committee be dissolved.

Article 10. Standing Committees

The standing Committees of the Church shall include but not be limited to the following:

10.1 Benevolence Committee. The purpose of the benevolence committee is to assist the church in providing an ongoing ministry to people in need. The committee is made up of six (6) Church members who meet on an as needed basis.

10.2 Bereavement Committee. The purpose of this committee is to help families in their time of grief due to the loss of a loved one. Committee is made up of nine (9) church members who meet on an as needed basis.

- 10.3 Children/Preschool Ministry Committee.** The purpose of this committee is to provide input as needed to the minister/director of these ministries. The committee is made up of six (6) church members who meet on an as needed basis.
- 10.4 Finance Committee.** The purpose of this committee is to oversee the financially-related issues of Southern Hills Baptist Church. This committee is responsible for overseeing the budget from the planning to execution. They will submit a yearly-proposed budget and make available a monthly statement to the Church. The committee is made up of six (6) church members who meet monthly. The Church Treasurer also serves as an ex officio voting member of this committee. The staff liaison is the Associate Pastor for Financial Administration or its equivalent.
- 10.5 Hospitality Committee.** The purpose of this committee is to plan, promote and conduct all church-wide fellowships and receptions. The committee is made up of twelve (12) church members who meet on an as needed basis.
- 10.6 Intercessory Prayer Committee.** The purpose of this committee is to help plan for and carry out the Intercessory Prayer ministry. This committee plans an emphasis on prayer as well as other components of prayer and the life of the church. The committee is made up of six (6) church members who meet on an as needed basis.
- 10.7 Missions Committee.** The purpose of this committee is to assist in overseeing the mission endeavors of Southern Hills Baptist Church. The committee is made up of six (6) church members who meet on an as needed basis.
- 10.8 Nominating Committee.** The purpose of this committee is to identify and enlist members to serve on standing church committees through nominating committee members annually or as needed. The committee is made up of six (6) church members who meet on an as needed basis.
- 10.9 Personnel Committee.** The purpose of this committee is to assist in overseeing and conducting the process of calling ministerial/director staff to serve the members of Southern Hills Baptist Church. This committee is also charged with the responsibility of evaluating and approving compensation and benefit packages for staff annually. The committee is made up of six (6) church members who meet on an as needed basis. The staff liaison is the Pastor.
- 10.10 Properties Committee.** The purpose of this committee is to assist in overseeing all property of Southern Hills Baptist Church. The committee is made up of nine (9) church members who meet on an as needed basis.
- 10.11 Security Committee.** The purpose of the security committee is to periodically review the security and safety policies and procedures of Southern Hills Baptist Church. The committee is made up of six (6) church members who meet on an as needed basis.

Article 11. Corporate Officers

11.1 Qualifications. In order to serve as a Trustee or Treasurer:

- Must be 18 years of age or older.
- Must be a member of the Church for a minimum of five (5) years actively attending and;
- Must be an active tither (as verified by the staff member responsible for financial administration)

11.2 Duties and Responsibilities of Trustees. Subject to these By-laws and the laws of the State of Oklahoma as to action to be authorized or approved by the membership, all corporate powers shall be exercised by or under the authority of, and the business affairs and property of the Corporation shall be managed and controlled by the Board of Trustees. Upon a specific vote of the Church or the Church authorized committee approving each action, the Board of Trustees shall have the power to buy, sell, mortgage, lease or transfer any church property. When the signatures of the Trustees are required, two or more Trustees shall sign legal documents involving the sale, mortgage, purchase, or rental property or other legal documents related to church approved matters.

11.3 Number, Election, & Term of Office. The number of trustees, which shall constitute the Board of Trustees, shall be five (5). The selection of Trustees is done by nomination of the Nominating Committee, screened by the Deacon Body and approved by majority vote of church members in stated, open business meeting. Vacancies are filled in the same manner. Trustees stand for re-election yearly.

11.4 Meetings. The regular meeting of the Trustees shall be held in the principal office of the corporation at least annually. Special meetings of the Board of Trustees may be called by the President, the Pastor or by any member of the Board of Trustees. By unanimous consent of the Trustees, special meetings of the Board may be held without notice, at any time and place. Notice of all regular and special meetings, except those by unanimous consent, shall be given at least ten (10) days prior to the time fixed for the meeting.

11.5 Officers. The officers of this corporation shall be a president and a secretary, who shall be elected by the Board of Trustees for a term of one (1) year and shall hold office until their successors are duly elected and qualified. The president shall perform all such duties as are incident to the office. The Trustees shall elect the officers of the Corporation with such election to be at the Trustee's annual meeting or any special meeting called for that purpose.

11.6 Treasurer Election & Term of Office. The selection of Treasurer is done by nomination of the Nominating Committee, screened by the Deacon Body and approved by majority vote of church members in stated, open business meeting. Vacancy is filled in the same manner. The Treasurer stands for re-election every year.

- 11.7 Duties and Responsibilities of Treasurer.** In conjunction with the staff member charged with Financial Administration for the Church, the Treasurer is responsible for the proper receipt, accounting and disbursement of Church funds within the policies established by the Church for adequate financial control. Responsibilities of the Treasurer include:
- Execution of checks in accordance with the policies and procedure established by the Finance Committee and approved by the Church.
 - Provide monthly reports to the Deacon Body, and each regularly scheduled business meeting, as well as an annual report to the Church.
 - Serve as an ex-officio member of the Finance Committee.
 - Participates in annual budgeting process.
- 11.8 Duties and Responsibilities of the Church Clerk.** The Church Clerk shall attend and keep the minutes of any congregational business meetings.
- 11.9 Meeting Notices and Corporate Books.** The staff member or members designated by the Pastor shall issues notices of all business meetings, shall have charge of all corporate books, records and papers, shall be custodian of the corporate seal, shall attest with his/her signature and impress with the corporate seal as required on written contracts of the corporation.

Article 12. Church Meetings

- 12.1 Worship Services.** Worship services or any other activity or assembly of the Church that furthers Christ's Kingdom and the Mission Statement of the Church may be held each Sunday and any other reasonable time or place.
- 12.2 Regular Business Meetings.** The church shall hold regular business meetings on a quarterly basis, with at least one week's notice of the meeting. The purpose of the meeting shall be, but not limited to, review of the financial statement, other business, and ministry reports as deemed appropriate.
- 12.3 Special Business Meetings.** The Pastor or his designee or Chairman of the Deacons may call a special business meeting at any of the church's regular services, provided that announcement of the special business meeting and subject matter of the meeting has been made from the pulpit, not less than seven (7) calendar days prior to the meeting. Conduct of business shall be limited to subject announced for said meeting.
- 12.4 Moderator.** The moderator of any regular or special business meeting shall be the Pastor or his designee or the Chairman of the Deacons.
- 12.5 Procedure.** All regular and special business meetings shall be conducted pursuant to Robert's Rules of Order, Revised.

- 12.6 Voting Rights.** At all regular and special business meetings of the Church, each member shall be entitled to one vote. All votes must be cast in person and no proxies shall be allowed.

Article 13. Ordinances

- 13.1 Baptism (Believers Baptism).** A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly and who indicates a commitment to follow Christ as Lord shall be received for baptism. Baptism shall be by immersion in water. Baptism shall be administered by the Pastor, ordained Church Staff, or whomever the Pastor shall authorize in keeping with the church family consent. Baptism shall be administered as an act of worship during any worship service or at any time deemed appropriate by the Pastor.
- 13.2 The Lord's Supper.** The Lord's Supper is a symbolic act of obedience where members of the church, through partaking of the bread and the cup, commemorate the death of Jesus Christ and anticipate His second coming. The Pastor and/or the Senior Staff shall determine when the Church shall observe the Lord's Supper. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

Article 14. Adoptions and Amendments

- 14.1 Adoption of By-laws.** These By-laws shall become effective immediately following adoption by the Church in an appropriately scheduled business meeting and shall supersede and take effect in lieu of any By-laws in effect prior to that time. All policies and procedures of the Church shall be administered in a manner that is consistent with the provisions stated herein.
- 14.2 Amendment of By-laws.** If the Board of Trustees, after consultation with the Pastor and the ad-hoc Bylaws Committee determines that an amendment to the Bylaws is required, the ad-hoc Bylaws Committee will publish a draft and make available any proposed Bylaws amendment(s) for at least fourteen (14) consecutive days. The ad-hoc Bylaws Committee will hold at least one (1) forum that is open to all Church Members for comments on the proposed Bylaw amendment(s). At least seven (7) days advance notice and posting must be given of the Bylaws forum. After which time the Bylaw amendment(s) shall be presented to the Church for consideration at a Church Business Meeting. Any amendment to these By-laws shall require the affirmative a 2/3 majority of the church members present and voting. The amendment(s) will be incorporated into the Bylaws and the current version shall be updated. At a minimum, every five (5) years, an ad-hoc Bylaws Committee will review and determine if any revisions are needed to the Bylaws.

Southern Hills Baptist Church adopted these By-laws during the Special Business Meeting on the ____ day of ____, 2018.