

CONSTITUTION AND BY-LAWS
of
HEBRON BAPTIST CHURCH
Hebron, Kentucky

(Revised October 2017)

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PREAMBLE

For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted doctrine of Southern Baptist Churches; and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

ARTICLE I. NAME

This body shall be called the HEBRON BAPTIST CHURCH, Inc. Hebron, Ky., of Boone County (hereafter the “Church”). The Church is to maintain incorporation under the laws of the Commonwealth of Kentucky. The Church is a member of the Northern Kentucky Baptist Association, the Kentucky Baptist Convention and the Southern Baptist Convention.

ARTICLE II. CHURCH COVENANT

Having, as we trust, been brought by Divine Grace to repent and believe in the Lord Jesus Christ and to give up ourselves to Him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and of the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other, as one body in Christ. (*Matt 28:19; Mark 1:15; John 1:11-12; Acts 2:38,41; 16:31; 20:21; Rom 6:1-4, 10:9-10; Phil 2:2; Eph 4:4*)

We will hold true to the biblical foundations of this church, endeavoring to raise up mature believers in wisdom and instruction of the Lord for equipping ourselves and others for ministry. (*Psalms 16:11, 19:7-11, 37:4; 63:1-11, 119:105-112; 1 Cor 10:31; Phil 3:10; Col 1:9-12; 2 Peter 3:17-18; 2 Tim 3:15-17, 4:2-4*)

We will work and pray for the unity of the Spirit in the bond of peace. (*Eph 2:13-16, 4:3-6; Phil 2:1-11; Col 3:13*)

We will walk together in brotherly love, exercising an affectionate care and watchfulness over each other, and faithfully admonish and entreat one another as occasion may require, faithfully putting aside our differences and seeking reconciliation. (*Matt 18:15-20; John 13:34-35; 1 Cor 5:1-13, 11:17-22; Gal 6.2; Eph 2:16, 4:30-32; James 2:14-17, 5:16; 1 Peter 12:22,3:8*)

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others. (*Eph 6:18; Heb 10:25; 1 Tim 2:1; James 5:16*)

We will rejoice at Christ's work in each other's lives and with sympathy bear each other's burdens and sorrows. (*1 Cor 12:26; 2 Cor 2:3; Gal 6:1-5*)

We will support the ministry and mission of the church to proclaim the gospel and evangelize those around us and pray for God to move in the hearts of the lost. (*Psalms 126:5-6; Prov 11:30; Matt 4:19, 28:18-20; Mark 16:15-18; Luke 24:44-49; Acts 1:6-8; Rom 10:8-15*)

We will seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, remembering that, as we have been buried by baptism and raised again from the symbolic grave, we have a special obligation to lead a new and holy life. We will also engage to maintain family and private devotions, to be just in our dealings, faithful in our engagements and exemplary in our character. (*Deut 6:4-7; Rom 6:1-11; Eph 5:15; Phil 2:14-15; 1 Peter 2:11-12, 4:2; 1 Thess 5:17-18; Acts 17:11; 2 Tim. 3:15; Titus 2:12; 1 John 2:16*)

We will work together for the continuance of a faithful evangelical ministry in this church, as we sustain its viability through worship, ordinances of the Lord's Supper and Baptism, discipline, and doctrines. We will 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. (*Phil 1:27; 2 Tim 2:15; 2 Cor 7:1; 2 Peter 3:11; Heb 10:25; Matt 28:19; 1 Cor 11:23-26; Jude 3; 1 Cor 16:2; 2 Cor 8-9; Tit 2:14; Rev 7:9*)

We will, when we move from this place, as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word. (*Acts 11:19-21; 18:24-28*) May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen. (*2 Peter 1:2*)

ARTICLE III. DECLARATION OF OUR FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

Our statement of faith expresses our fundamental Biblical conviction that marriage is defined as "the uniting of one man and one woman in covenant commitment for a lifetime".

We believe Scripture teaches that sexual intimacy should only occur between a man and a woman who are married to each other and that a man and woman should not engage in intimate sexual activity outside of marriage. We believe Scripture also teaches that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, incest, any attempt to change one's sex, disagreement with one's biological sex, or pornography, is sinful and offensive to God.

Hebron Baptist Church believes that wedding ceremonies on Church property are spiritual acts of worship of the God who created this divine institution. As such, weddings on Church property shall be officiated by one or more ordained ministers of the Gospel. The Church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations shall be made by the Senior Pastor subject to the direction of the Church. No minister or employee of the Church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

We further believe that all have sinned and are in need of God's forgiveness. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Accordingly, we believe that Scripture requires that every person be shown compassion, love, kindness, respect and dignity. We recognize that we cannot lead people to Christ if we speak with hatred and anger. We must, therefore, demonstrate Christ's love to all persons and we reject any actions which are not consistent with this spirit.

The following are the Scriptural references upon which our beliefs and policy positions are based:

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 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

ARTICLE IV. MEMBERSHIP

SECTION 1. Qualifications - The membership of the church shall consist of persons who have met each of the following:

- A. Accepted and publicly confessed Jesus Christ to be their personal Savior by one of the following:
 - 1. Being baptized into the fellowship of this body after examination as to their Christian experience.
 - 2. Being received by letter of recommendation and dismissal as members from another Baptist church, of like faith and order.
 - 3. Coming upon statement of their Christian experience and having been previously scripturally baptized, whose membership has lapsed, been lost, terminated or excluded, upon a personal confession of their error and giving evidence of repentance and humility.
 - 4. Coming for membership from denominations other than Baptist shall come on profession of their faith and baptism. Baptism will not be required in cases where the candidate for membership was previously baptized by immersion after true conversion and upon examination by the Pastor and/or Deacons determining that they have a Biblical understanding of the meaning and purpose of baptism.
- B. After January 1, 2014, any person wishing to join the church must attend an age-appropriate "New Member's Class" and fulfill all of its requirements prior to being received by vote of the church. The "New Member's Class" will be offered regularly under the direction of the Pastor and Staff for all ages seeking church membership, children through senior adults.
- C. All persons coming for membership in this church shall be received by vote of the church and shall upon reception enter voluntarily and enthusiastically into the church covenant.

SECTION 2. Duties of the Members

- A. Members are expected to maintain their prayer life and testimony to Christ, and to witness to the lost.
- B. To attend faithfully all regular services unless providentially hindered.
- C. To give regularly for the support and causes to spread the gospel to all the world.
- D. To share in its organized work.
- E. To extend a cordial welcome to all visitors at all times.

SECTION 3. Rights of Members

- A. All members shall have equal rights and privileges.
- B. Such members that are in full and regular standing, shall act and vote in the transactions of the church.
- C. Only such members as are in full and regular standing shall hold offices or teaching positions.

SECTION 4. Dismissal or Termination of Members

- A. By death.
- B. By letter to a Baptist church of like faith and order.
- C. If a member unites with a church of some other denomination, membership in this church ceases after proper church action.
- D. Members of this body who become an offense to the church and its good name, or breach the church covenant, may be recommended for dismissal. I Corinthians 5:5-13; II Corinthians 6:14-17.
- E. If a member requests to be released from his covenant obligations to this church for reasons which this body may deem as satisfactory, upon receipt of the member's written request, such request shall be granted, and the membership terminated by the issuance of a notice of dismissal.

SECTION 5. Restoration of Members

Any person whose membership has been terminated for any reason may be restored by vote of the church, upon evidence of his or her repentance and reformation.

ARTICLE V. CHURCH OFFICERS

SECTION 1. Pastor

A. Calling of Pastor

A pastor shall be chosen and called by the church whenever a vacancy occurs. He shall be elected at a meeting called for that purpose, with at least one week's public notice having been given of said meeting. Only one man at a time shall be before the church for their consideration as pastor. Election shall be by ballot. An affirmative vote of 85% of members present is necessary to call him as pastor. If the vote is favorable, moderator may call for a unanimous vote. Should the committee report not receive the necessary 85% vote, the moderator shall declare the report rejected and refer the matter to the committee for further choice. The meeting shall be adjourned without debate. The pastor thus elected, if he accepts the call, shall serve indefinitely at the will of the church and/or until the relationship is terminated by mutual consent, both the pastor and the church seeking at all times to follow the will of God and the leadership of the Holy Spirit in references thereto. If termination is to be sought by either church or pastor, the other party is to be given a thirty day advance notice. By mutual consent, the thirty day notice may be dispensed with. The church can only ask the pastor to resign by a 2/3 vote of those present and voting after having notified the church two weeks in advance that such vote shall be called for.

B. Qualifications of Pastor

1. Shall be ordained into the Gospel Ministry. Preferably have a Master's Degree in Theology or Ministry as a minimum educational requirement. Also have successful experience as a Pastor.
2. Shall meet all biblical qualifications as set forth in I Timothy 3:1-7.
3. I Timothy 3:2 shall be interpreted by this church to mean that a man who has had the misfortune of divorce, and has remarried, shall be disqualified on spiritual grounds.
4. The pastor shall be a good steward of his income, recognizing the tithe as minimum of his giving. Matthew 23:23; Malachi 3:8-10.
5. The pastor's wife shall share in like manner in Christian consecration and church loyalty.

C. Duties of Pastor

1. Shall have general oversight of the church. Serve as administrator of the paid staff, and supervise the work of assigned paid staff workers.

2. Provide administrative leadership to guide the church in the attainment of its divine mission.
3. Shall be an ex-officio member of all committees.
4. Serve as Chairman of the Church Council to lead in planning, coordinating, and evaluating the total program of the church.
5. Shall be responsible for the faithful conduct of the worship services of the church (plan and conduct the worship services; prepare and deliver sermons; lead in observances of ordinances).
6. Shall perform the various duties incumbent of his office (conduct counseling sessions; perform wedding ceremonies; conduct funerals; visit members and prospects).
7. Shall be affiliated with and sympathetic to the Southern Baptist Doctrine and who is supportive of the work of our denomination.
8. Cooperate with Associations: Northern Kentucky Baptist Association, Kentucky Baptist Convention, and Southern Baptist Convention in matters of mutual interest and concern; keep the church informed of denominational developments; represent the church in civic matters.

SECTION 2. Ministerial Staff

The church shall call ministerial staff as its ministries require. This need is to be determined by the church upon recommendation of the Personnel Committee with the aid of the Pastor. A job description is to be written by the Personnel Committee with the help of the Pastor for each member of the ministerial staff. Each job description is to be completed and approved at a business meeting before candidates are interviewed for employment. The candidate must receive three-fourths majority or more of those eligible members present and voting at a regular or special business meeting to be employed or for service to be terminated.

SECTION 3. Deacons

- A. Meaning
In accordance with the meaning of the Word and the practice of the New Testament, deacons are to be servants of the church. (Acts 6:1-7)
- B. Qualifications

1. The basic qualifications and requirements for a deacon are found in the Holy Bible in Acts 6:1-7, and I Timothy 3:8-13, and these are always to be held over and above the specific requirements for deacons of this church.
2. A deacon shall be a man of moral integrity and spiritual maturity. His life shall be clean, one with no question concerning his basic Christian character. I Timothy 3:12 shall be interpreted by this church to mean that a man who has married a woman who has been divorced, or he himself being a divorcee shall not be qualified for deacon on biblical grounds.
3. The deacon's wife meets the same qualifications as the deacons and share in like manner his Christian character and church loyalty. (I Timothy 3:11)
4. The business life of a deacon shall be in harmony with Christian principles.
5. In as much as one of the scriptural requirements for a deacon is that he shall be "apt to teach," the deacon shall participate in the full teaching and training program of the church when called upon.
6. The deacon shall be a good steward of his income, recognizing the tithe as the minimum of his giving, being in agreement with and participating in the financial program of the church.
7. The deacon should be able and willing to be regular in attendance at the deacon's meetings and the business meetings of the church. No recommendations or nominations shall be presented to this church by this deacon body with less than 75% of the deacons present. Absences from three (3) consecutive deacon's meetings, except those which have been reported and approved by the deacons, or failure to fulfill the duties of his office shall cause the offending deacon to be brought before the church for such disciplinary action as the church may deem necessary.
8. No person hired as a paid staff member shall be allowed to serve as an active deacon.

C. Duties

1. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
2. They shall serve as a council of advice in conference with the pastor in matters pertaining to the welfare and work of the church.
3. They are to establish and maintain personal fraternal relations with and inspiring oversight of all of the membership of the church.

4. In council with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have the oversight of the discipline of the church, in administering which they are to be guided by the principles set forth in Matthew 18:15-17, I Corinthians 5:9-13 and I Thessalonians 5:12-14. The deacons will act as a committee to consider any matters of termination of church membership. (Except by letter).
5. In case of the resignation or death of the pastor, the deacons shall serve as a general pulpit committee until special pulpit committee is appointed consisting of five (5) members: Sunday School Director, Discipleship Training Director, Chairman of deacons and two (2) at large.
6. They shall assist the pastor in the administering of the ordinances of baptism and the Lord's Supper.
7. The deacons will administer the church's benevolent fund; emergencies may be taken care of immediately without a church motion. They may spend up to \$200.00 without church action.
8. Chairman of deacons shall serve on church council.
9. Each deacon shall freely confer with the pastor about all matters and cases of discipline which in his judgment would be most wisely and spiritually handled in private.
10. The whole body of deacons shall be organized as a unit, selecting from among themselves a chairman, secretary and any other officers necessary for working in unity.
11. In no case will the deacons act for or on behalf of the church except by specific authorization from the church.

D. Number

There shall be seven (7) active deacons for this resident membership up to 250 members, with other deacons to be elected on the basis of one (1) additional deacon for each additional 50 resident members thereof. However, the church is not obligated to elect this number of deacons if the necessary qualified number are not available.

E. Election

1. This church deacon body shall operate on a rotating basis as explained in Terms of Service (F) page 9. There will be a deacon election each year prior to the beginning of the new church year on September 1. Selection will be made by the church membership, through the balloting system, of all male members of the church 25 years of age or older.

2. In electing deacons the pastor along with the deacon body will announce to the church in a regular business meeting, from the pulpit and church bulletin at least two weeks prior to election. Election may take place at a regular service or meeting called for that special purpose at another time. Election will be for the purpose of adding another deacon or deacons per membership increase, death of a fellow deacon, relocation, being placed on honorary or deacon emeritus list, or removal from office through voluntary resignation, or for disciplinary action of church.
3. In case of a new candidate being elected by the membership, the active deacon body will counsel with the candidate; upon giving satisfactory answers, a motion to proceed with ordination will be in order, such ordination may proceed by vote of the church.
4. The ballots will be counted by a committee of deacons appointed by the Chairman of Deacons. Should the vacant offices not be filled on the first ballot because of the lack of a two-thirds vote, deacons may select an appropriate number of those who ran highest in the balloting and bring them before the church a second time. Deacons elected must receive a two-thirds vote of the voting body on either the first or second ballot.
5. Deacons coming into the fellowship of this church having previously been ordained in other Southern Baptist Churches as deacon, shall not be considered as active deacons in this church unless and until so elected by the church. There will be a one year waiting period before consideration.
6. The deacon committee shall act as a screening committee for all deacon candidates. Results of ballots will be made available to the pastor and deacons only.

F. Terms of Service

1. Any deacon who has served 3 years as active deacon will be placed on inactive list for one year. At the end of one year he may be eligible for re-election. However, any inactive deacon may be elected to fill an un-expired term for another deacon who has relocated, died, been placed on honorary or deacon emeritus list, resigned, or removed for disciplinary action of church. Upon completion of this un-expired term he may be elected to fill his own term.
2. When because of age or sickness or other reasons, after careful examination and discussion of that deacon's condition by the active deacon body, his name shall be presented to the church in a regular or special called business meeting, and if so acted upon by majority vote his name shall be placed on the honorary or deacon emeritus list; proper recognition would be given should this occur. This deacon shall not be considered for re-election unless church body sees fit to reconsider such deacon to active list by majority vote.

3. The deacon emeritus would be privileged to attend regular and special-called deacon meetings. They may voice their opinion and make suggestions on matters discussed in these meetings, but cannot vote.
4. A deacon who becomes offensive to the church and its good name shall be dealt with according to the last paragraph of deacon qualifications and paragraph (D) Section (4) of Article IV Membership.

G. Procedures of Ordination

The ordination may take place at a regular service or meeting called for that special purpose at another time. The program for the service shall include appropriate hymns, a brief interrogation by the council, ordination sermon and prayer, laying on of hands and benediction. All ordained men in the service shall be invited to participate in the laying on of hands.

SECTION 4. Trustees

- A. The Trustees shall consist of a group of not less than five members of the Church, who shall be elected to serve a term of three years each; rotating in such a manner as to have at least one term expire each year and at least one new term beginning each year. A member shall be eligible for reelection only after remaining out of Trustee's office one year.
- B. A vote of a majority of the Trustees is required for passage of any issue before it may be presented as a motion for consideration and a vote by the Church.
- C. It shall be the function of the Trustees to affix their signatures to legal and financial documents involving the sale, mortgaging, purchase, or rental of property, promissory notes, or other legal documents. The Trustees shall be responsible for the execution of documents to fulfill the matters approved by the Church.
- D. The Trustees shall have no power to buy, sell, mortgage, lease, or transfer any property without the Church authorizing each action.
- E. The Trustees shall annually designate which member shall serve as chairman.
- F. Trustees shall not be personally liable for their official actions on behalf of the Church, other than those caused by willful neglect or gross negligence.
- G. The Church will indemnify and hold harmless any individual(s) made a party to a proceeding, from any and all liability incurred in the proceeding because he/she is (or was) a Trustee, if he/she

conducted himself/herself in good faith, and he/she reasonably believed his/her conduct was in the best interest of the Church.

H. Additional Duties

1. Shall ensure that appropriate insurance coverage is maintained to protect the Church against property, liability, crime, bond, vehicle or other losses.
2. Shall be custodian of all legal papers (insurance, deeds, etc.) and provide for a bank safety deposit box where same shall be kept. Only the Pastor, Chairman of Trustees and the Church Treasurer shall have access to the bank safety deposit box, unless special permission is voted by the Church.

SECTION 5. Moderator

- A. The Moderator shall be a member of the church elected by the church.
- B. In absence of the Moderator, the Chairman of Deacons shall preside as Moderator. In the absence of both, the clerk shall call the church to order and a Moderator Pro-Tem shall be elected to fill the position of Moderator for that particular meeting.

SECTION 6. Treasurer and Assistant Treasurer

Upon nomination of the nominating committee the Church shall elect annually a Treasurer and Assistant Treasurer. An individual is limited to three consecutive years of service in either position. Following the completion of a one year break in service, an individual may be eligible for re-election to either position. However, the Assistant Treasurer may be elected to the Treasurer position without a break in service for a total consecutive term not to exceed six years. In the absence of the Treasurer, the Assistant Treasurer can assume those duties and responsibilities of the Treasurer that have been delegated in writing.

It shall be their shared duty to receive, preserve, and pay out all money or things of value, paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. Further, payment of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check.

It shall be the duty of the Treasurer to render to the Church at each regular monthly meeting an itemized report of receipts and disbursements for the preceding month. Within 60 days after the end of the fiscal year, the Treasurer shall render to the financial committee and to the Church, an annual report showing the total amount of receipts, and an itemized statement of all disbursements. Prior to the rendition of this annual report, upon its completion by the Treasurer, the report shall be audited and accepted by the Church. All books, records, and accounts kept by the Treasurer and Assistant Treasurer shall be considered the property of the Church. The books shall be open to inspection by any member, upon the approval of the Church, and in company of the Pastor, Treasurer or Chairman of the Deacons. Members may check their own records by personal request.

Upon rendering the annual account at the end of each fiscal year, and its approval by the Church, the same shall be delivered to the Church Clerk, who shall keep and preserve it as a part of the permanent records of the Church. The Treasurer and Assistant Treasurer shall, upon the election of successors, at the completion of the fiscal report, promptly deliver to the active chairman of the financial committee all books, records and accounts pertaining to or relating to the duties of the offices which are being relinquished.

The Treasurer and Assistant Treasurer shall consider it a part of their responsibility to be in sympathy with the scriptural plan of giving on the part of the entire membership of the church.

SECTION 7. Financial Secretary

The financial secretary shall be a member of the church and elected annually. The financial secretary shall receive the empty collection envelopes after the money has been removed and counted by the proper persons elected by the church, and from these shall give each donor individual credit as provided in the record system approved by the finance committee. The financial secretary will keep the envelopes for reference for 5 years, and shall also be responsible for preparing and delivering annually statements to all contributing members. The financial secretary has no responsibility for keeping the money of the church unless the church treasurer is serving in this capacity. Duties other than these may be delegated to the financial secretary at the wisdom and discretion of the finance committee. The specific duties are as follows:

- A. Keep accurate record of all financial receipts. (Envelopes, loose plate, donors, dates.)
- B. Maintain an acceptable confidential filing system. (This means keeping personal records concealed and not left on desk unattended.)
- C. Records to be audited and errors corrected. Notices are not to be sent out without follow-up.
- D. Keep accurate record of expenses and other disbursements.
- E. All work to be submitted to the specified committee for approval.

SECTION 8. Church Secretary

The church secretary may be a member of the church and be a paid staff worker or volunteer who does clerical work in accordance with the rules and requirements set forth by the personnel committee.

SECTION 9. Church Clerk

The clerk shall be a member of the church and elected annually at the time for elections of new officers by majority vote of the membership present. The recommendation will be made by the nominating committee but open to the congregation. The duties of the church clerk shall be to keep a correct record of all proceedings of the church in a book provided for this purpose. In absence of the clerk or assistant clerk, the moderator will call for a pro-tem clerk to be elected or appoint a clerk and ask for confirmation by the congregation. The specific duties are as follows:

- A. Keep the register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms.
- B. Notify all officers, members of committees, and messengers of their election or appointment to office.
- C. Issue letters of dismissal and/or recommendation voted by the church, and give legal notice of all meetings where such notice is necessary as indicated in these by-laws.
- D. Send annually to the Associational Clerk the church letter.
- E. The clerk shall deliver immediately to the successor all books and records for which he/she has been responsible as clerk.

SECTION 10. Staff Personnel

The church shall employ such staff members as the church shall need. This need is to be determined by the church upon recommendation of the Personnel Committee with the aid of the Pastor. A job description is to be written by the Personnel Committee with the help of the Pastor for each staff member. Each job description is to be completed and approved at a business meeting before candidates are interviewed for employment. Upon approval, the Personnel Committee may hire employees to serve in the authorized staff positions. The Personnel Committee has authority to dismiss support Staff Personnel, with the approval of the Pastor and the Church Council.

ARTICLE VI. ADMINISTRATIVE COMMITTEES

SECTION 1: General Operating Policies and Procedures

- A. The purpose of Section 01 is to document policies and operating procedures which are typically applicable to the Administrative Committees and Service Teams of the Church.
- B. Committee Organization:
1. Administrative Committees and Service Teams shall be established to facilitate the ministry and administrative matters of the Church.
 2. Administrative Committees are those standing committees dedicated to the administrative and business matters of the Church. These include the Building & Grounds Committee, the Church Council, the Constitution/Bylaws Committee, the Finance/Budget Committee, the Nominating Committee, the Personnel Committee and the Strategic Planning Committee.
 3. The general responsibilities of all Administrative Committees are described in Article VI–Section 01 of these Bylaws.
 4. Service Teams are organized to provide opportunities for ministry according to each member’s God-given spiritual gifts.
 5. A detailed description of the purpose, organization structure, membership, operating policies and guidelines for all Committees and Service Teams are documented in the Church Committee/Team Policy and Procedures Manual.
- C. Committee Membership:
1. All Administrative Committee members shall be members of the Church.
 2. Members who are paid employees may not serve on Administrative Committees, with the exception of the Church Council.
 3. Administrative Committees shall typically consist of five members unless otherwise specifically stated in the applicable Bylaws.
 4. Administrative Committee members shall serve a three (3) year term with at least one person elected annually to replace each member rotating off. An individual who has previously served on a specific Administrative Committee shall be eligible for re-election to that Committee only after a break in service of one year.

5. No member may serve on more than two Administrative Committees at one time. No individual may serve as Chairperson of more than one Administrative Committee at one time. Members may not serve on the same Administrative Committee with other family members, with the exception of the Church Council. These restrictions may be set aside by the Church, in conference, by a majority vote if the work of the Church may be hindered or for other urgent or unusual reasons.
6. The Pastor and Staff Ministers, in an ex-officio capacity, shall provide appropriate oversight and spiritual guidance to support the work of all of the Church's Administrative Committees.
7. If a Committee member consistently fails to attend meetings or work productively on the Committee, the Chairperson shall attempt to resolve the matter with the individual. If unsuccessful, the situation shall be reported to the Nominating Committee. If the Nominating Committee is unable to resolve the problem, they may recommend the members removal from the Committee. If the Church Council approves, a new member shall be nominated by the Nominating Committee for approval by the Church.
8. If a Committee Chairperson is neglectful of his/her duties, any two Committee members may attempt to resolve the matter with the individual. If unsuccessful, and a majority of the Committee members agree, the situation shall be reported to the Nominating Committee and the same replacement process as above will be followed.

D. Committee Meetings:

1. Administrative Committees shall ensure that minutes of their meetings are kept to provide an appropriate record of the decisions and actions taken on behalf of the Church.

E. Committee Operating Policies and Procedures:

1. Administrative Committees are empowered by these Bylaws with the necessary authority to carry out their assigned duties and responsibilities.
2. Committees are to work under the leadership of their Chairperson. No one member may act independently of the Committee.
3. Committees are to function within the applicable requirements of these Bylaws.
4. Administrative Committees shall report to the Church on their activities, as required by the applicable Bylaws or upon any special request by the Pastor or the Church.

SECTION 2. Buildings And Grounds Committee

- A. The purpose of the Buildings and Grounds Committee is to oversee and manage the operation, repair and maintenance of the physical properties of the Church.
- B. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:
 - 1. Direct the work activities of the Custodial/Maintenance Supervisor, and the Custodial Staff Employees, as defined in their specific job descriptions; to ensure the facilities are maintained in a manner appropriate to enhance the ministries of the Church.
 - 2. Review and approve all Custodial/Maintenance service contracts related to the repair, maintenance or replacement of building and grounds operating systems and Church owned vehicles.
 - 3. Ensure that all legal contracts negotiated and recommended by this Committee are reviewed and signed by the Trustees before any Church funds are committed.
 - 4. Ensure the cost effective management of all contract services, operating systems, property maintenance and improvements.
- C. The Committee is authorized to initiate expenditures up to \$1,000.00 for items for which they have line item budget responsibility. Expenditures in excess of \$1,000.00 shall be reviewed and approved by the Finance/Budget Committee and the Treasurer.
- D. Line item accounts shall be established in the annual budget to support the requirements of this Committee.

SECTION 3. Constitution and Bylaws Committee

- A. The purpose of this Committee is to protect the integrity of the Constitution and Bylaws of the Church. The Committee shall provide oversight support to evaluate and facilitate appropriate revisions to these documents.
- B. The Committee serves under the guidance of the Pastor and the approval authority of the Church.
- C. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:
 - 1. Conduct timely reviews of the Constitution and the Bylaws to ensure that these documents are consistent with the changing needs of the Church.
 - 2. Conduct a meeting schedule appropriate to satisfy the needs of the Church.
 - 3. Facilitate efforts by the Ministerial Staff, Church Officers and Committees to evaluate and document appropriate revisions to the Constitution and Bylaws of the Church.
 - 4. Assist the party requesting revisions in presenting their proposal to the Church Council for review and approval.

5. Present Constitution and Bylaws revisions, approved by the Church Council, for approval at a regular or special called business meeting of the Church.
6. Ensure that, upon approval by the Church, the master documentation of the Constitution or Bylaws is revised accordingly, by the Church Clerk.

SECTION 4. Church Council

- A. The Church Pastor shall serve as Chairman of the Church Council.
- B. The purpose of the Church Council is to support the ministry and operational activities of the Church; to provide a central communication center for coordination of the various church personnel, organizations and activities.
- C. The Church Council has a rolling membership of elected Church Officials and Administrative Staff Members. The membership consists of the Pastor, Ministerial Staff, Chairman of Deacons, Chairperson of Trustees, Chairpersons of Administrative Committees, Service Team Leaders and all other elected Church Officers.
- D. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:
 1. Annually recommend nominees to maintain at least five (5) members on the Nominating Committee.
 2. Evaluate proposals and makes recommendations on matters to be placed on the business meeting agenda, for consideration and approval by the Church.
 3. Charter “Special Projects Teams” to evaluate issues under consideration by the Church Council or to implement actions approved by the Church.
 4. Plan and maintain the Church calendar to provide visibility of planned events, prevent conflicts of time and resources and ensure all of the activities of the Church can be supported properly.
 5. Serve as the approving authority for issuance of new or revised Sections of the Committee/Team Policy and Procedures Manual. Revisions shall be requested by individual Service Team Leaders, reviewed and approved by the Nominating Committee before submission to the Church Council.

SECTION 5. Finance/Budget Committee

- A. The purpose of the Finance/Budget Committee is to work in cooperation with the Treasurer and the Pastor to develop and implement policies and procedures to safeguard the collection and disposition of the Church's financial assets; in accordance with generally accepted accounting principles.
- B. The membership of the Finance/Budget Committee shall consist of the Treasurer, the Assistant Treasurer and five members at large, nominated by the Nominating Committee and elected in accordance with their defined procedures.
- C. The Committee serves under the guidance of the Pastor and the approval authority of the Church.
- D. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to the following specific duties:
 - 1. Prepare an annual budget for approval by the Church in December.
 - 2. Be responsible, in cooperation with the Treasurer, to manage all activities related to the receiving, counting and banking and disposition of all tithes and offerings.
 - 3. Monitor the overall spending trends throughout the year and assess the ability of incoming tithes and offerings to support the established budget.
 - 4. Ensure the creation and maintenance of appropriate records of all financial transactions of the Church, in cooperation with the Treasurer and the Financial Secretary.
 - 5. Report the budget status and trend results to the Church at regularly scheduled business meetings, or immediately in any emergency situation.
 - 6. Have authority to review all spending requests and reject any request which is in excess of the authorized budget limits for the requesting organization.
 - 7. The Committee shall assist a requesting organization, whose request has been denied, to receive a hearing and resolution of the issue in a regularly scheduled or special called business meeting of the Church.

SECTION 6. Nominating Committee

- A. The purpose of the Nominating Committee is to identify specific needs for volunteer Church Officers and Committee/Team members; to recruit qualified candidates and nominate them for election by the Church.
- B. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:

1. The Committee shall determine the necessary requirements for volunteer Church Officers, Committee and Service Team members for the coming Church year. They shall determine what skill set, experience or training would be helpful in specific roles then search out and recruit qualified candidates from the Church.
2. The Committee shall annually nominate members necessary to staff all Sunday School Department Officers and Workers, prior to the end of July, for approval by the Church.
3. The Committee shall annually nominate members necessary to staff all other Church Offices, Administrative Committees and Service Teams prior to the end of October for approval by the Church.
4. The Nominating Committee may present nominees to the Church throughout the year, as needed for new or replacement positions required by the Church Council to fill vacancies.
5. It is understood that any member of the Church may make nominations from the floor for any Church Office, Committee or Service Team under consideration.
6. The Nominating Committee may, at the request of the Church Council, the Pastor or the Church, request new Teams in order to perform the ministries of the Church.
7. The Nominating Committee, with approval of the Church Council, may disband a Service Team, if their service is no longer required.
8. Revisions of the Policy and Procedures Manual shall be submitted by Service Team Leaders to the Nominating Committee for review, approval and submittal to the Church Council for final approval.

SECTION 7. Personnel Committee

- A. The purpose of this Committee is to assist the Church and the Pastor in matters related to personnel administration and management. These matters include employment procedures, salary plans, personnel benefits, services and legal regulations of all church employees including both ministerial and support staff.
- B. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:
 1. Study the need for and the Church's capacity to add new staff and work with the Pastor to seek and interview candidates for new hires.
 2. Conduct appropriate background checks for all Church employees before they are hired.

3. Maintain personnel files and job descriptions and conduct performance reviews for all employees. All new job descriptions must be approved by the Church, but the Committee may adjust job descriptions under the direction of the Pastor.
4. Conduct an annual written job performance review, conference with each staff member including the Pastor and make appropriate recommendations as needed. The Committee shall obtain additional reviews from the Deacons for the Pastor and any other Church organization that may help complete an accurate and full review.
5. Administer compensation and benefit plans for employees and cooperate with the Finance/Budget Committee to submit annual budget recommendations for salary and benefits for paid staff members.
6. Prepare and maintain a staff organizational chart wherein each employee has one designated supervisor.
7. Prepare and maintain a Personnel Manual.
8. The Committee may hire support staff once a job description and compensation has been approved by the Church.
9. The Committee may dismiss support staff with approval of the Pastor and the Church Council.

SECTION 8: Strategic Planning Committee

- A. The purpose of this Committee is to provide leadership and planning of ministry objectives and operational goals for the Church.
- B. The Committee serves under the guidance of the Pastor and the approval authority of the Church.
- C. The Committee operates under the applicable policies and procedures of Article VI-Section 01 of these Bylaws and, but not limited to, the following specific duties:
 1. The Committee should develop contingency plans for 1 year, 3 year and 5 year periods based upon anticipated developments and circumstances in the life of the Church.
 2. The plans should be revisited and updated, at least annually, to reflect situational changes.
 3. The Committee shall monitor and evaluate the Church's performance in achieving ministry objectives and operational goals related to the Strategic Plan, as approved by the Church.
 4. The Committee shall provide a report on their work activities at each quarterly business meeting or as requested by the Pastor or the Church.

5. No allocation is established in the annual budget for this Committee. Any funding for necessary research, consultants or legal counsel shall be approved by the Church before any expenditure is committed.

ARTICLE VII. CHURCH ORGANIZATIONS AND THEIR OFFICERS

SECTION 1.

All organizations of the church shall be under church control. All officers must be members of and elected by the church and report to the church regularly. It is understood that the pastor is ex-officio member of all the organizations named and his leadership is to be recognized in them all. (Acts 20:28; I Peter 5:2; Hebrews 13:7,17.)

SECTION 2. Sunday School (Election, purpose, duties and responsibilities)

The Sunday School Department of this church shall consist of a director with an assistant along with proper amount of teachers and departmental directors deemed necessary to carry out the full teaching program spelled out in its purpose, duties and responsibilities. The director, assistant director, teachers and departmental directors will be selected and recommended to the church for election by the church nominating committee annually.

A. Purpose

The purpose of this Sunday School organization is to carry out the great commission of Jesus Christ. It is to teach the ways of our Lord in building up the church and unifying the body of Christ set forth in Matthew 16:17; 7:24; 28:19-20; Luke 6:48; Ephesians 4:13; Psalms 126:5,6; Philemon 3:14.

B. Duties and Responsibilities

It is to lead members in a meaningful Bible Study, lead its members to perform in church functions, share in common tasks of other church organizations and lead them in reaching those outside of the church through visitation and personal witnessing. It is the responsibility of this Sunday School and its directors to see that their teachers are well trained and its teaching is within the meaning of the articles of faith and by-laws of this constitution. The director will give a monthly report of records in business meetings, with an annual report at the end of the Sunday School year.

SECTION 3. Discipleship Training

This church will provide a training program known as Discipleship Training. This organization will consist of a director with an assistant director, and a director of training with proper amount of teachers to carry out its program. These directors and teachers will be selected and recommended to the church for election by church nominating committee annually. Inter departmental officer's will be elected by and within each unit. Duties and Responsibilities are as follows: to enlist new church members; teach

the truths and use of the Bible as the Sword of the Spirit knowing all of its teachings; teach church denomination and membership; teach ways of Christian life; teach missions (home and foreign); teach stewardship and soul winning; teach Bible doctrines; teach rules of order and parliamentary laws and procedures; provide a new members class; discover, train and develop teachers, leaders, counselors and sponsors of all phases of the church work and fellowship; promote Bible drills among young people; promote young peoples' week; promote Christian home week prior to and ending on Mother's Day; and promote an annual church wide Bible Study. It is the responsibility of this Discipleship Training and its directors to see that its teachers are well trained and its teaching is within the meaning of the articles of faith and by-laws of this constitution. The director will give a monthly report of records in business meetings, with an annual report at the end of the church year.

SECTION 4. Woman's Missionary Union

The church shall have a Woman's Missionary Society, with officers elected subject to church approval, which shall meet at such times as the ladies of the organization might desire, so long as such meetings do not interfere with any of the regular meetings of the church. This organization shall be under the general supervision of the church, but their organization shall be set up according to the W.M.U. Manual.

SECTION 5. Brotherhood

The church shall have a Brotherhood, with officers elected subject to church approval, which shall meet at such times as the men of the organization might desire, so long as such meetings do not interfere with any of the regular meetings of the church. This organization shall be under the general supervision of the church, but their organization shall be set up according to the Brotherhood Manual.

ARTICLE VIII. MEETINGS

SECTION 1. The church shall provide opportunity for worship as follows:

- A. The church shall provide worship services on the Lord's Day for the benefit of all people who shall worship the Lord, at such times as are agreeable with the Church.
- B. The church shall provide a mid-week service for public worship. The night and time shall be designated by the church. This meeting may be used for Bible Study, prayer, instruction or business as the church sees fit.
- C. The Lord's Supper shall be celebrated once a quarter, preferably on the first Sunday but may be held at other times as circumstances and church direct.
- D. Special services for evangelism (e.g. revivals) and Bible Study (e.g. Winter Bible Study) shall be held as the church may be led of the Holy Spirit.

- E. Church services and activities shall be cancelled due to inclement weather, hazardous road conditions or for other special situations, at the discretion of the Senior Pastor and the Chairman of the Deacons.

SECTION 2. Business Meetings

- A. The church shall meet in regular quarterly business meetings. The date and time for business meetings will be selected by the Pastor and the Deacons to accommodate the needs of the Church. Business meetings shall be announced and advertised for a two week period prior to the meeting. In case of schedule or other conflicts, meetings will be rescheduled by the Pastor or, in his absence, by the acting Moderator. The announcement must be made in a prior worship service. (note quorum regulations Item F this section.)
- B. All business having to do with the sale, conveying, mortgaging or otherwise disposing of any real estate property of the church must be announced Sunday morning and Sunday evening worship services prior to the business meeting. These matters of business must receive 2/3 of the votes cast in order to pass.
- C. In cases where special problems may exist, a motion for executive session may be made. Once passed, all people except members of Hebron Baptist Church must leave the business meeting. The business meeting cannot continue until this rule has been complied with.
- D. The pastor may, and shall, when requested by the deacons or trustees, call from the pulpit special business meetings. The particular objects of the meeting should be stated in the notice. The notice must be announced from the pulpit on the Lord's Day prior to the day called for the meeting. Special business meetings may be called by the clerk upon written application from any ten adult members, specifying the object thereof and being announced two services prior to the meeting.
- E. Emergency business meetings may be called by the Deacons or Trustees after having met and determined that an emergency situation exists. Extreme effort must have been made to contact all deacons and/or trustees. A majority of the deacons and/or trustees must agree that this situation exists. The next regular service may be used for a called business meeting.
- F. For a quorum to exist there must be 30 members present.
- G. Church business shall be governed by Parliamentary procedures and Roberts rules of order.

ARTICLE IX. DISCIPLINE

SECTION 1. Should any unhappy differences arise between members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.

SECTION 2. Should any case of gross breach of covenant or public scandal occur, the Deacons shall endeavor to remove the offense; and, if such efforts fail, shall report the case to the church.

SECTION 3. If the church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time of hearing and notify the person in question thereof, furnishing him or her a copy of the charges.

SECTION 4. The accused member may call to his/her aid any member of the church as counsel. If he or she shall not present themselves at the time appointed, the church may proceed in their absence.

SECTION 5. All such proceedings should be pervaded by a spirit of Christian kindness, but should an adverse decision be reached, the church may declare the member to be no longer in fellowship with the church. I Corinthians 5:11-13; 6:9-10; II Thessalonians 3:6.

SECTION 6. Any member who has a grievance against the pastor, deacon or an elected official of the church shall make such grievance known in writing to the deacon body. The deacons shall make every effort to find a solution. However, if all efforts of the deacons fail, then the member may bring the grievance in writing to the church in any regular business session. On questions of discipline a majority vote will be sufficient to dismiss the member or apply censorship.

SECTION 7. In the case of grave difficulty the church will be ready, if requested, to ask the advice of a mutual council from neighboring churches of like faith.

SECTION 8. Any member who has been dismissed for any disciplinary reason, upon making amends and showing repentance for his or her deeds, should be reinstated to the fellowship of the church. II Corinthians 2:6-11; Galatians 6:1.

SECTION 9. Statement on Conflicts of Interest

Church Officers and Committee Members should avoid situations where there might be an actual or potential conflict between the private interests of the individual and the responsibilities of the individual related to their position within the Church.

Actual or potential conflicts of interest should be immediately reported to an active Deacon. The entire body of active Deacons is responsible for investigating and resolving conflicts of interests.

ARTICLE X. AMENDMENTS

Changes in this constitution and by-laws will be made at any regular or special called business meeting of the church, provided such meeting is announced from the pulpit, and the proposed amendments published on the Lord's Day for two consecutive Sundays preceding such meeting.

Amendments to the constitution shall be approved by 2/3 vote of all members of the church present entitled to vote. Amendments to the by-laws shall have a concurrence of a majority of the members present and voting.