

BYLAWS  
OF THE  
BACON HEIGHTS BAPTIST CHURCH  
LUBBOCK, TEXAS

Amended  
2018

## BYLAWS INDEX

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## ARTICLE I MEMBERSHIP

### Section 1. General

#### A. Self-government

As a sovereign and democratic Baptist church under the lordship of Jesus Christ, the membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church and reserves the exclusive right to determine the requirements for membership.

#### B. Membership Requirements

The membership of this church shall consist of persons who have made a profession of their faith in Jesus Christ as Savior and Lord, who desire to be numbered among his disciples, who have experienced baptism by immersion, who are in sympathy with the faith and practices of this church and, at the time of being received for membership, are in agreement with this church's Statement of Faith and Purpose.

### Section 2. Application for Membership

A person may apply for membership at any regular church meeting/gathering:

- A. By making a profession of faith in Christ and presenting oneself as a candidate for baptism, or
- B. By letter of recommendation from another Baptist church of like faith and order, or
- C. By statement of having made a profession of faith in Christ followed by baptism, or
- D. By restoration (that person's name having been previously dropped from the membership) upon making a satisfactory explanation to the church, or
- E. Requesting to be identified with the Watch-Care Ministry (see section X).

### Section 3. Acceptance for Membership

#### A. Conference

All persons who desire membership shall meet in conference with a pastor as soon as practical. This conference shall be done with love in the spirit of Christ, believing all persons need salvation and that those accepted for membership should meet the requirement of section 1B. Conference can include participation in the New Member class.

B. Acceptance

Upon the Pastor's satisfaction that the applicant meets this church's membership requirements, the applicant may be presented to the church for acceptance into the membership. The church may act upon the acceptance of the membership at any church meeting without notice, except for a matter dealing with previous objection (Section 5). Membership will become effective upon an affirmative vote unless the applicant is a candidate for baptism. Baptism shall be administered to candidates only after such vote, and membership shall become effective upon baptism.

Section 4. Termination of Membership

Membership may be terminated:

- A. By letter of recommendation to another Baptist church, or
- B. By deletion upon confirmation that a person has joined a church of different faith and order, or
- C. By voluntary withdrawal, or
- D. By death, or
- E. By exclusion in accordance with Article II.

Section 5. Objection to Membership or Letter of Recommendation

If any negative vote is cast on the granting of membership or a letter of recommendation to another church, the case shall be referred to the deacons for prompt investigation and reporting of their findings to the church. After such report, voting in accordance with Article IX shall then be required to elect such applicant to membership or to forward a letter of recommendation to another church.

ARTICLE II  
DISCIPLINE

Section 1. General

It shall be a basic purpose of the church to take every reasonable measure to assist a troubled member. Reconciliation rather than punishment shall be the guideline which governs the attitude of one member toward another. Difficulties between members, brought before the deacons in an orderly manner, shall be dealt with in love using Matthew 18:15-17 and Galatians 6:1-2.

Section 2. Exclusion

Should a member become an offense to the church and its good name by reason of unchristian conduct or persistent breach of this church's covenant (Article IV of the

Constitution), it shall be the duty of the deacons to confer with such persons in the hope of restoring such one. If such person will not hear the deacons, they shall report their findings to the church. The church may vote to terminate such person's membership by exclusion in accordance with Article IX if it is believed the welfare of the church will best be served by the exclusion of the member.

### ARTICLE III CHURCH OFFICERS

#### Section 1. General

The officers of this church shall be the pastor, church staff ministers, active deacons, and church clerk. All church officers shall be members of the church.

#### Section 2. Pastor and Church Staff Ministers

##### A. Call and Election

The church shall call all pastoral staff whenever a vacancy occurs. Four of the current personnel committee members and three elected members at-large will work in consultation with the pastor to extend a call to all other pastoral staff and will be approved by the church. A pastor or executive pastor search committee composed of not fewer than five members shall be elected at-large to seek out a pastor or executive pastor. The chairman of the deacons and the chairperson of the personnel committee shall be ex officio members for both pastor and executive pastor search committees. The church will only consider one individual at a time, and the recommendation by any committee shall constitute a nomination. The election of all pastoral staff shall take place only at a special business meeting called for that purpose in accordance with Articles VIII and IX.

##### B. Representation

Because the church values inter-generational teamwork, all search committees will be appropriately represented by members from both Sunday morning worship services.

##### C. Duties of the Pastor

The pastor shall lead the church to function as a New Testament church. He shall lead the congregation, the church organizations and the church staff ministers to perform their tasks of evangelizing, edifying and equipping one another, the community and the world. The pastor is leader of pastoral ministries in the church, and as such, may assign responsibilities as he and the Personnel Committee deem appropriate. He shall also work with the church staff ministers and deacons to:

1. Lead the church in performing its tasks.
2. Lead the church to engage in a fellowship of worship, witness, education, ministry and application.

3. Proclaim and lead the church in proclaiming the gospel to believers and unbelievers.
4. Care for the church's members and other persons in the community.

#### D. Duties of Church Staff Ministers

A job description shall be written by the Personnel Committee for each church staff position and approved by the church.

#### E. Resignation and Termination of Tenure

The pastor or a church staff minister shall serve until tenure is ended by resignation or termination at the church's request. If the pastor or a church staff minister elects to resign, he or she shall give at least two weeks' notice to the Personnel Committee prior to resigning any responsibility. Any request for terminating the tenure of the pastor or a church staff minister, presented to the church, shall be referred to the Personnel Committee for prompt investigation and reporting of their findings to the church. The termination of tenure of a pastor or church staff minister shall take place only at a special business meeting called for that purpose in accordance with Articles VIII and IX.

### Section 3. Deacons

#### A. Membership

To be eligible for deaconship, a man shall have attained the age of twenty-five (25), shall have been a member of the church for at least one year, serve the fellowship for at least six months as an apprentice and shall fulfill the scriptural understanding of Acts 6:3 and I Timothy 3:8-13. When these criteria are met, the man shall be recommended for ordination or recognized as an active deacon, after completing all steps. (Oct 2018)

#### B. Nomination

The church membership will be asked (including current deacons) to nominate men of the church who satisfy the age, spiritual and residency requirements. Each eligible nominee will be contacted by the Pastor to determine his eligibility and willingness to serve. An invitation will be offered to participate in deacon apprentice training with the potential to serve the fellowship according to the requirements of Section 3 (A). Upon satisfactory completion of these requirements, the man may be elected by the deacons to serve as a part of the active deacon body.

#### C. Duties

It shall be the duties of the deacons to assist the pastor in the following ministries:

1. The spiritual welfare of the church.
2. The proclamation of the gospel.

3. The care for community needs, the church families and fellowship for all.
4. The administration of the ordinance of the Lord's Supper.

#### Section 4. Corporation Officers

The corporation officers are Trustees (no less than 3 and not more than 5) elected by the church, who may serve indefinite terms, and who shall be affirmed by the church membership annually. At the date of adoption of this document, the trustees are:  
Coretta Kerr, Chris Slayton, Lloyd Whetzel, Jill Jacobus, and Dan Johnson

It shall be the function of the corporation officers to represent the corporation by affixing their signatures to legal documents where the signatures of the corporation officers are required. Signatures of two trustees shall be required on legal documents. Their signatures shall have power only for actions approved by the church as prescribed in the Articles of Association and these Bylaws which are subordinate to them.

#### Section 5. Church Clerk

##### A. Identification

The senior executive assistant to the pastor will serve as the church clerk.

##### B. Duties

The church clerk shall keep a record of all the official actions of the church and shall keep a register of the professions of faith, with the dates of admission, dismissal, or death, together with a record of baptisms. The church clerk shall issue letters of recommendation voted by the church, preserve on file all communications and written official reports and give notice of all meetings where such notice is required by these Bylaws. The church clerk shall keep the corporate seal and attest the signatures of officers of the corporation. The church clerk shall be a non-voting secretary of the corporation.

#### Section 6. Financial Secretary

##### A. Hiring

The financial secretary shall be hired by the church administrator and approved by the Personnel Committee and may serve without rotational interruption.

##### B. Duties

The financial secretary shall receive, preserve and pay out, upon receipt of bills or vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and

disbursements. The financial secretary shall render to the church at each regular business meeting a summary report of the receipts and disbursements for the preceding month. The financial secretary's report shall be reviewed annually in accordance with church approved policies. Upon rendering the annual account at the end of each fiscal year, and after acceptance and the approval by the church, the records shall be delivered by the financial secretary to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.

## ARTICLE IV COMMITTEES

### Section 1. General

#### A. Types of Committees

All committees shall be classified as standing committees, ad hoc committees or search committees. This article pertains to standing and ad hoc committees. Search committees are covered in Article III. A standing committee is listed in the Bylaws and has a standing list of duties requiring regular performance. The standing committee year shall be January 1 through December 31, unless otherwise indicated. An ad hoc committee is not listed in the Bylaws and has a unique function to perform; the committee terminates at the completion of that function.

#### B. Establishment

Recommendation for the establishment of a standing or ad hoc committee may be brought to the church for approval at any regular business meeting or at a special business meeting called for that purpose. Recommendations shall include the type of committee (standing or ad hoc), principle function, duties and committee membership information.

By church action, the establishment of a standing or ad hoc committee may be referred to the Church Council for evaluation and subsequent recommendation.

#### C. Membership

All committee members shall be church members. No person shall serve on more than one standing committee at one time (ex officio membership excluded). Standing committee members normally shall be recommended to the church for election by the Church Council. However, nominations may be made from the floor. Membership on standing committees shall be in multiples of three with one-third rotating off each year unless otherwise indicated. A member shall remain off a committee one year after having served the stipulated term. Resignations shall be presented to committee chairpersons who shall report resignations to the church for appropriate action. A replacement elected for more than one-half the stipulated term of office shall remain off

that committee one year before becoming eligible to serve again. Church staff ministers shall assist committees in fulfilling their responsibilities as requested.

#### D. Officers

Each committee shall elect a chairperson at the first meeting of the year. A secretary shall be elected at a subsequent meeting. Other officers may be elected at the committee's discretion.

#### E. Meetings and Minutes

Committees will meet as they deem necessary, but in no case less often than semi-annually. The secretary of each committee shall maintain minutes of all meetings and shall forward a copy to the pastor's secretary at the church office for central reference and permanent record.

#### F. Financial Matters

Committees shall submit capital equipment needs and expense information to the Finance Committee. Committees shall abide by the budget and financial and purchasing policies and procedures adopted by the church.

### Section 2. Committees:

#### A. Facilities (Formerly Building & Grounds, Insurance & Transportation Committees)

##### 1. Purpose

To assist the staff administrator in the care and use of buildings and space, maintaining adequate property insurance, and to coordinate the usage and care of such motor vehicles Bacon Heights Baptist Church may own, lease, or rent.

##### 2. Duties

- a. Review space and furnishing needs with the Staff to determine additional requirements or modifications.
- b. Regularly inspect buildings, grounds and equipment to determine condition and need for special care or maintenance.
- c. Oversee the preparation of a set of guidelines covering the care and usage of each vehicle.
- d. Review the insurance needs of the church buildings, property and vehicles.

3. Membership

This standing committee shall consist of nine (9) members.

B. Finance Committee

1. Purpose

The purpose of the Finance Committee is to assist the staff administrator in managing the church approved budget. This committee will act to monitor budget accounts and receipts reporting regularly to the church.

2. Duties

- a. Take steps to ensure that sound procedures are used for receiving, counting, depositing, disbursing, recording, reporting, and auditing all church funds
- b. Review a written, detailed report of the financial status of the church each month.
- c. Give a detailed quarterly oral report of the financial status of the church at the quarterly business meeting.
- d. Formulate a ministry action Budget based upon input gained from all sources of church-wide ministry and activities.
- e. Lead a Budget promotion and give over-all stewardship information to the church.
- f. Review and update any necessary changes in the Budget during the year. Make recommendation of these changes to the church.

3. Membership

This committee shall consist of nine (9) members.

C. Missions Committee

1. Purpose

To coordinate with the staff in the analysis of the mission or evangelistic needs in the area and around the world. Recommend and implement a means to help our members climb the SUMMIT by promoting and encouraging participation in opportunities to meet these needs.

2. Duties

- a. Promote and maintain the mission spirit as the central theme and main purpose of the church.

- b. Maintain a relationship and collaborate with the deacon team responsible for meeting the needs of the church and community.
- c. Recommend annual funds that should be directed to mission efforts to the Finance Committee.
- d. Assist various mission endeavors of the church.
- e. Assist and advise the Pastor and staff in the area of reaching the lost of our community and around the world.
- f. Plan, develop and organize a time of training the church members in witnessing.

### 3. Membership

This committee shall consist of nine (9) members.

### D. Personnel Committee

#### 1. Purpose

To make recommendations to the church concerning the paid staff of the church and all church employees.

#### 2. Duties

- a. Prepare and recommend to the church an organization chart for all church employees.
- b. Prepare and maintain accurate job descriptions for all church employees with a copy to go to the church clerk.
- c. Recruit and recommend qualified persons to fill vacancies on the paid staff of the church.
- d. Recommend compensation, benefits and insurance (duty assumed when Insurance committee combined with Building and Grounds to form Facilities Committee) for the paid staff.
- e. Develop and provide personnel policies and procedures manual.
- f. Analyze the need for additional employees and review personnel matters with the pastor.

### 3. Membership

This standing committee shall consist of nine (9) members.

## ARTICLE V COUNCILS

### Section 1. General

The church shall have a Church Council.

### Section 2. Officers

The council shall have a chairperson and vice-chairperson and the chairperson shall designate a secretary from among the council members.

### Section 3. Meetings and Minutes

Councils shall meet at least once a quarter prior to business meeting or anytime the chairman or Senior Pastor determines a need to meet. The secretary of the council shall maintain minutes of all meetings and shall forward a copy to the pastor's secretary at the church office for central reference and permanent record.

### Section 4. Purpose

The council may serve as a clearing house and liaison between all church entities.

### Section 5. Duties

- A. Assess and shape strategic long-term direction for the church.
- B. Evaluate the permanent committees and committee structure. The council shall serve as the nominating committee.
- C. Protect church unity.
- D. Serve as advisors to the pastor and staff in implementing church ministries.
- E. Review and coordinate ministry, committee, staff and program plans and activities. This will include recommending actions to the church pertaining to leadership, partnerships, and the use of church resources.
- F. Review church bylaws periodically and recommend amendments, eliminations, or changes.
- G. In the absence of a church business administrator, oversee publicity.

## Section 6. Membership

The Committee Membership rules (Article IV, Section 1, (c)) shall apply to the council with the exception that a person may serve on a Standing Committee and the Church Council concurrently. Each member of this council must be a member in good standing for the past 3 years, above reproach, spiritually mature, give regular financial support, and hold fast to God's Word.

- A. The chairpersons of the Personnel Committee, Finance Committee, Facilities Committee, Missions/Evangelism Committee, and Chairman of the Deacons will all serve automatically on the council.
- B. Six additional individuals who would be nominated and elected by the church body. Those already serving as a chairperson of a committee would be eliminated from the list of nominated members. Each elected member would serve three years on a rotation basis. Each individual may be re-nominated after rotating off for one year. Couples would not be allowed to both be on the church council. Those who have gone to a mission church would not be allowed to serve on the church council until they return. Because the church values inter-generational teamwork, the church council will be appropriately represented by at-large elected members from both Sunday morning worship services. One nominee will be selected to serve from the 9:15 service and one nominee will be selected to serve from the 10:45 service. If a council member steps down or wishes to no longer serve, that position will be filled by someone who represents the same worship service. (Oct 2018)
- C. Ministerial staff will not vote, but may attend church council.

## ARTICLE VI PROGRAM ORGANIZATIONS

### Section 1. General

Program organizations are those organizations that have a membership. They shall be staffed by church members and shall be under church control. Program organizations shall submit capital equipment and expense information to the Finance Committee. Program organizations shall abide by the financial and purchasing policies and procedures adopted by the church.

### Section 2. SUMMIT Groups

SUMMIT groups will be provided for all ages and conducted under the direction of the staff member assigned to Christian Education for the study of God's Word. The tasks of the SUMMIT groups shall be to teach the biblical revelation; reach persons for Christ and church membership; perform the functions of the church within its constituency; and provide and interpret information regarding the work of the church and denomination.

### Section 3. SUMMIT Model

The SUMMIT model will be implemented into all departments for all ages, for the discipleship of church members. The tasks of the SUMMIT model shall be to orient new church members, train Christian theology, Christian ethics, and lead everyone to “Climb the SUMMIT.”

### Section 4. Church Music

There shall be a Church Music program with such offices and organizations as needed under the direction of the minister of music for the worship of God through music.

The tasks of the Church Music program shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination.

### Section 5. Men's Ministry

There shall be a Men's program as approved by the church with such officers and organization as needed to encourage participation of men and boys. The task of the Men's Ministry program shall be to provide meaningful opportunities for men and their involvement in the church.

### Section 6. Women's Ministry

There shall be a Women's Ministry program with such officers and organization as needed to encourage participation of women and girls. The task of the Women's Ministry program shall be to provide meaningful opportunities for women and their involvement in the church.

## ARTICLE VII ADMINISTRATION OF CHURCH ORDINANCES

### Section 1. Baptism

Baptism may be administered as an act of worship during any worship meeting to candidates approved by the church. Baptism shall be administered by the pastor or whomever the pastor designates.

### Section 2. The Lord's Supper

The Lord's Supper shall be observed on a regular basis as scheduled by the pastor and deacons. The pastor and deacons shall administer the Lord's Supper, and the deacons shall be responsible for its physical preparation.

## ARTICLE VIII CHURCH MEETINGS

### Section 1. Regular Worship Meetings

The church shall meet regularly on Sunday mornings and on Wednesday evenings for preaching, instruction, evangelism, prayer and the public worship of God. These meetings shall be open to all individuals.

### Section 2. Special Worship Meetings

Special spiritual life emphases and other church meetings which are essential in the promotion of the objectives of the church may be called by the pastor or deacons as approved by the church.

### Section 3. Regular Business Meetings

Regular quarterly business meetings shall be held on a Sunday or Wednesday during the first, fourth, seventh and tenth months (January, April, July and October) unless rescheduled for cause by the moderator or vote of the church and announced from the pulpit in a regular worship meeting or by written notice at least one week prior to the regular or rescheduled business meeting, whichever is earlier.

### Section 4. Special Business Meetings

Special business meetings may be requested and approved by the church at any regular worship meeting and scheduled for any subsequent regular worship meeting when a matter merits special attention. Business conducted in a special business meeting shall be limited to the subject announced in the calling of the meeting.

## ARTICLE IX CHURCH BUSINESS

### Section 1. Moderator

The pastor or his designee shall be the moderator and shall preside at all business meetings. The moderator may not vote.

### Section 2. Quorum and Voting

All members of the church shall be eligible to vote.

A quorum shall consist of the members present and a simple majority of those present and voting shall be required for all matters except those listed in the following paragraph. In case of a tie vote, the motion is lost.

A quorum of 250 members and a three-fourths majority of those present and voting shall be required to:

- A. Accept an applicant for membership or forward a letter of recommendation to another church after previous objection in accordance with Article I, or
- B. Terminate membership for discipline in accordance with Article II, or
- C. Revise the Articles of Association or Constitution in accordance with Article X, or
- D. Call or terminate the tenure of the pastor or a church staff minister in accordance with Article III.

### Section 3. Method of Voting

Voting shall be by a show of hands or voice vote on all matters except those listed in the following paragraph. Voting shall be by written ballot when voting to:

- A. Accept an applicant for membership or forward a letter of recommendation to another church after a previous objection in accordance with Article I, or
- B. Terminate membership for discipline in accordance with Article II, or
- C. Elect a person to a position when more than one candidate is involved, or
- D. Nominate deacons in accordance with Article III, or
- E. Call or terminate the tenure of the pastor or a church staff minister in accordance with Article III.

### Section 4. Parliamentary Procedures

Parliamentary procedures shall be guided by the most recent edition of Robert's Rules of Order or by other procedures as may be prescribed by the church.

The church may allow absentee voting/ballots under the rules and procedures adopted by the church membership. Upon request, a church member who is unable to attend due to illness will have a ballot taken to them by two active deacons. Those same two deacons will be responsible for returning the absentee ballot to the church office. If a church member is unable to attend for reasons other than sickness/illness, he/she can obtain an absentee ballot from the church office. The absentee ballot must be completed in the church office in front of a staff member, properly signed and sealed in an envelope. Absentee ballots will not be mailed and cannot be taken out of the church office unless otherwise stated. (Oct 2018)

## Section 5. Order of Regular Business Meetings

The order of regular business meetings shall be as follows:

- A. Report of the Finance Committee on the budget.
- B. Votes on membership issues.
- C. Reports from church organizations and others.
- D. Unfinished business.
- E. New business.

## ARTICLE X MARRIAGE

### Marriage:

*Bacon Heights Baptist Church defines marriage as a biblical institution established by God as described by Scripture. We believe biblical marriage can only occur between one man and one woman. We recognize marriage as the uniting of one man and one woman through a covenant commitment. Accordingly, Bacon Heights Baptist Church's pastors and staff will not officiate same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.*

### Membership Expectation:

Bacon Heights Baptist Church stands by the position that homosexual behavior is outside the will of God, just as are premarital and extramarital heterosexual behavior. Also, we affirm the biblical position that marriage is to be between one man and one woman. However, all members of BHBC are expected to express and extend grace and truth in love to those with whom they differ. Everyone is welcome at BHBC and will be treated with respect and compassion. All members and potential members are expected to acknowledge the following:

*BHBC adheres to the biblical mandate that homosexual behavior is wrong, and same-sex marriage does not promote a healthy family environment for children. However, we genuinely care about people and will love everyone with the love of Christ, and will not allow our personal or political views to hinder the power of the Holy Spirit or damage our relationships with the Lubbock community, surrounding area, or non-believers.*

### Watch-care Ministry:

Bacon Heights Baptist Church recognizes the value of membership and the importance of individuals and families connecting with a local community of believers. In an effort to maintain our doctrinal practices and place a high value on people, we accept people into our watch-care ministry:

*God has entrusted to us the watchful care of anyone who seeks to partner with BHBC in advancing the gospel. We therefore take responsibility for each person who wishes to identify with BHBC but is unable to meet the requirements of membership regarding believer's baptism or subscribing to other doctrines and practices of BHBC. Watch-care individuals and families may enjoy the love and care of the church family, participate in worship, grow in discipleship, encouraged to participate in fellowship and service, and will receive all communications from the church. However, these individuals will not be privileged to vote at church business meetings or hold leadership positions (teaching, serving on committees, praise-team...other roles determined by the Pastor and church leadership team). (Oct. 2015)*

#### ARTICLE XI REVISIONS

Recommendations to revise the Articles of Association, Constitution or Bylaws may be made by any church organization or member at any regular business meeting or at a special business meeting called for that purpose, provided each revision shall have been presented in writing at a previous regular church business meeting and copies of the proposed revisions are furnished to each church member present at the time of voting. Voting on revisions shall be in accordance with Article IX.