

PLEASANT HILL BAPTIST CHURCH CONSTITUTION AND BYLAWS

CONSTITUTION

ADOPTED 15 NOVEMBER 2015

AMENDED 21 AUGUST 2016

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith and to 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

This body shall be known as the Pleasant Hill Baptist Church of Beauregard Baptist Association located in DeRidder, Louisiana, in cooperation with the Louisiana Baptist Convention and the Southern Baptist Convention.

II. Objectives

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to people in the community and the world in Jesus' name.

To be a church with the purpose of being Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

To voluntarily band ourselves together as a godly body of baptized believers in Jesus, the Christ, committed to sharing the good news of salvation to lost mankind.

III. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of *The Baptist Faith & Message*, dated June 14, 2000. The ordinances of the church are believer's baptism and the Lord's Supper. (See Article VIII of the bylaws.)

IV. Church Covenant

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

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

We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs, gambling, all forms of sexual immorality and the spread of pornography; to hold fast to God's definition that marriage be of one man and one woman; and to be zealous in our efforts to advance the kingdom of our Savior.

We believe that gender is a gift from God. Any attempt to change one's sex, or disagreement with one's biological gender, is sinful and offensive to God. (Genesis 1:26-27)

We believe the term "marriage" has only one meaning and that is marriage is ordained and sanctioned of God which joins one originally born man (male) and one originally born woman (female) in a single, exclusive union, as delineated in Scripture. We believe that God intends and commands that sexual intimacy is to only occur between a man and a woman who are married to each other. We believe any deviation from this is sinful and offensive to God. (Genesis 1:26-28, Genesis 2:18-25, Leviticus 18:22-23, Matthew 19:1-6, Romans 1:26-27, 1 Corinthians 6:9-11, 1 Corinthians 7:1-5) Furthermore, we should speak on the behalf of the unborn and contend for the sanctity of the human life from conception to natural death. (*The Baptist Faith and Message*.dtd June 14, 2000 Section XV)

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

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

V. Policy and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article III of the Bylaws) All internal groups created and empowered by the church shall report and be accountable only to the church, unless otherwise specified by church action.

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This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Beauregard Baptist Association, the Louisiana Baptist Convention, and the Southern Baptist Convention.

VI. Amendments

Changes in the constitution may be made at a business meeting called for that purpose only, provided each amendment shall have been presented in writing at a prior regular business meeting at least 28 days previous. Amendments shall be distributed in print to the church membership for at least two (2) Sundays prior to the called meeting. Amendments to the constitution shall be by two-thirds (2/3) vote of full members present.

VII. Dissolution

Written, oral, and/or electronic notice must be given to the congregation at least thirty (30) days prior to a vote to dissolve and liquidate the Church. Approval of dissolution shall require a three-fourths (3/4) vote of the full members at a duly called and noticed business meeting. Should Pleasant Hill Baptist ever disband and/or cease to be in cooperation with the Southern Baptist Convention, and/or cease to exist, all net assets shall be transferred to the Beauregard Baptist Association. Any dissolution of the Church corporation shall be in exact compliance and consent with the provisions of the Louisiana Nonprofit Corporation Law and the Internal Revenue Code, § 501(c) (3), *et seq.*

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Article I. NAME AND PRINCIPAL OFFICE

Section 1.01 The name of the church is Pleasant Hill Baptist, and it is referred to in these Bylaws as the "Church". The Church maintains its principal office at 3261 Hwy 171, DeRidder, Louisiana 70634. Those having full membership in the Church as defined in Article III shall have full power and authority to change the principal office from one location to another, and shall have the authority to amend this section as necessary.

Article II. PURPOSE/OBJECTIVES

Section 2.01 The Purpose of Pleasant Hill Baptist, a church committed to the full counsel of God as set forth in the Scriptures, shall be: to bring glory and honor to Jesus, the Christ, alone through the making of disciples in fulfillment of the Great Commission; to facilitate and encourage corporate, small group, and individual worship; to encourage fellowship among the saints; to edify believers; and to minister to all people so that they might come to have a personal knowledge of Jesus, the Christ, as LORD and Savior. Any conflicts between the Holy Scripture and any governing document or provision shall be resolved in favor of the Holy Scriptures.

Article III. MEMBERSHIP

Section 3.01 Management of the Church.

- (a) Power to manage and govern the affairs of the Church is vested in the members of the Church, as herein defined. This is a sovereign and democratic Baptist church under the leadership of Jesus, the Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this Church. The membership shall have the right to determine who shall be members of this Church and the conditions of such membership.
- (b) The membership shall have the right to delegate this responsibility to the Pastors, the Active Deacons (Deacons), the Committees of the Church, Church Council, or other Church members. Such delegation shall be by a minimum of a two thirds (2/3) vote of those present having full membership in a called business meeting.

Section 3.02 Membership.

- (a) The Church shall have two types of membership.
 - (i) Full Members.

Full Members in this Church shall consist of all persons who have met the qualifications of membership as set forth in Section 3.02 (b) (ii) (1-4) below and are listed on the membership roll (hereafter referred to as "Full Members"). Full members shall have all the rights, privileges, and responsibilities of a member of the Church.

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(ii) Associate Members. Those Christians, who wish to enter into the love and fellowship of the Church and will support the objectives of the Church but do not qualify for full membership, as outlined in Section 3.02 (b) (ii) (1-4) below, will be designated as coming under the “watch care” of the Church as “Associate Members.” Associate members are to be encompassed in all the life and love of the Church, except for voting, and holding positions of leadership as defined in Articles IV and V hereafter. An Associate Member may become a Full Member by meeting the qualifications of membership as set forth in Section 3.02 (b) (ii) (1-4) below.

(b) Requirements for Full Membership

(i) Full members, present and future, who are 12 years of age or older must sign the Affirmation of Religious Purpose of Pleasant Hill Baptist Church and their belief in accordance with The Baptist Faith and Message.

(ii) After attending new member training and signing the Affirmation of Religious Purpose of Pleasant Hill Baptist Church and their belief in accordance with The Baptist Faith and Message, a new person shall become a Full Member in the Church in any of the following ways:

1) By profession of faith in Jesus, the Christ, and then identifying with Him in baptism by immersion. Profession of faith in Jesus, the Christ, involves:

a) Personal conviction of sin and the need for forgiveness (Rom. 6:23).

b) Repentance (turning away from sin) and asking Christ for forgiveness (I John 1:9).

c) Receiving Christ as personal Savior and Lord (Rom. 10: 9-10).

Subject to adherence to (a– c) above, unless otherwise requesting to not be a Full Member, the candidate shall be placed on the church roll as a Full Member.

2) By way of transfer of membership through a letter of request from another Baptist church of like faith and order.

3) By statement of personal faith in Christ, coming as a Christian from another denomination, having already been scripturally baptized by immersion.

4) A recommendation of restoration to membership status from the (disciplinary body) after completing the disciplinary process outlined in Section 3.02 (f).

(c) Rights and Responsibilities of Members.

Every member of Pleasant Hill Baptist Church shall have the following responsibilities and duties:

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- (i) Agree with the governing documents of the Church;
- (ii) Discover, develop and deploy his/her unique spiritual gift(s) for the purpose of ministry within the Church and to the community;
- (iii) Conduct his/her life in harmony with the Holy Scriptures and the governing documents of the church;
- (iv) Regularly attend scheduled meetings of the Church;
- (v) Be in communion with God through prayer and the studying of His Word; and
- (vi) Engage in evangelism, discipleship, worship, ministry, and fellowship.
- (vii) Every Full Member of the Church, of the age of 18 or above, is entitled to vote at all elections and on all questions submitted to the Church in a business meeting, provided the member is present. No proxy or absentee voting will be allowed.
- (viii) Associate Members are not permitted to vote.
- (ix) Every Full Member of the Church, of the age of 18 or above, is eligible for consideration as a candidate for committee membership and elective positions in the Church, except for the office of Deacon.
- (x) Associate Members are not eligible to serve in a Leadership position.
- (xi) Rights of membership in the Church do not confer ownership of any of the Church's assets.
- (d) **Transfer of Full Membership to Associate Membership**
If a member has been inactive for an extended period of time, not caused by sickness, infirmity, military deployment, academic pursuits, or other circumstances to be considered on a case-by-case basis, or has not met the qualifications of Full Membership by signing the Affirmation of Religious Purpose of Pleasant Hill Baptist Church as in Section 3.02 (b) (ii), they will be transferred to Associate Membership.
- (e) **Termination and Dismissal of Membership.** Membership shall be terminated in the following ways:

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- (i) Death of a member.
- (ii) Transfer of membership through a letter of request from another Baptist Church.
- (iii) Exclusion by action of this Church.
- (iv) Erasure upon request or reasonable evidence of membership in another church.
- (v) Written request of termination by the member. Should a member make a request by phone they should be asked to provide a written copy of that request and a record of that call should be logged with time, date and name of individual taking the call. Member may then be terminated.
- (f) Discipline
 - 1) It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.
 - 2) Should some condition exist that would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds (2/3) vote of those present who are Full Members is required. The church may then proceed to declare the person to be no longer a member of the church. All such proceedings shall be guided by a spirit of Christian kindness and forbearance.
 - 3) The church may restore to membership any person previously excluded, upon request of the excluded person and evidence of the excluded person's repentance and reformation and by a two-thirds (2/3) vote of those present who are Full Members of Pleasant Hill Baptist Church.
- (g) New Member Orientation
 - (i) New members transferring from a sister church will attend orientation provided by the pastor or his staff and upon completion will be given a copy of the Constitution and Bylaws and will sign the Affirmation of Religious Purpose of Pleasant Hill Baptist Church.
 - (ii) New members coming by Profession Of Faith must complete new member orientation provided by the pastor or staff members. Upon completion new member(s) shall be provided a copy of the Constitution and Bylaws and will sign the Affirmation of Religious Purpose of Pleasant Hill Baptist Church.

Article IV. OFFICERS

Section 4.01 All who serve as officers of the church and those who serve on church policy making committees shall be Full Members of this church.

Section 4.02

- (a) The pastor

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- (i) The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organization, and the church staff to perform tasks.
- (ii) The pastor is leader of pastoral ministries of the church. As such he works with the deacons and church staff to:
 - 1) Lead the church in the achievement of its mission
 - 2) Proclaim the gospel to believers and unbelievers
 - 3) Care for the church's members and other persons in the community
- (iii) 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 at least one week's public notice in the newsletter, church bulletin and on the information table has been given.
- (iv) A Search Committee shall be elected by the full voting members of the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths (3/4) of those Full Members present and voting being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of this church, and shall serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws.
- (v) The pastor may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation. Compensation will cease at the end of the two weeks, when the resignation is complete.
- (vi) The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice in the newsletter, church bulletin and on the information table has been given. The meeting may be called upon the recommendation of a majority of the Personnel Committee and the deacons or by written petition signed by not less than one-fourth (1/4) of full members present and voting included in the latest church profile submitted to the Beauregard Baptist Association. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot, an affirmative vote of two-thirds (2/3) of the full members present being necessary to declare the office vacant.
- (vii) In an instance of gross misconduct by the pastor, he will be terminated from office effective immediately with no further compensation. The dismissal will be after a majority vote by the full members of the church body who are present. Said vote shall take place after at least one week prior public notice in the church bulletin, newsletter and on the information table. The deacon body shall advise the pastor of the outcome of the vote.

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- (b) The ministerial staff
 - (i) The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the Search committee and called by church action. At the time of resignation, not less than a two week notice shall be given to the church. The church may vote to vacate such position upon recommendation of the Personnel Committee, when at least two weeks public notice in the newsletter, church bulletin and on the information table has been given.
 - (ii) Non-ministerial staff members shall be employed as the church determines the need for their services. The church Personnel Committee shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church.
- (c) The deacons
 - (i) Deacon Election Process
 - 1) There will be deacons added as needed for the purpose of meeting the needs of the church membership. The church shall elect deacons as declared necessary by the deacon body. When the need arises the deacon body shall determine how many deacons are being sought and declare said number to the church body.
 - 2) When the need arises the deacons shall form a deacon screening committee. The committee shall be composed of the number of deacons selected by the deacon body with counsel provided by the pastor. The committee shall study the biblical qualifications (Acts 6 and 1 Timothy 3:8-13) and special requirements that the church follows for deacon selection.
 - 3) The deacon screening committee shall seek out recommendations from church members. Recommendations will be submitted orally or in writing. Church members are requested to share names of prospective deacon candidates with the deacon screening committee.
 - (ii) Qualifications:
 - 1) Be a member of the church for at least one year
 - 2) Meet the qualifications in 1 Timothy 3:8-12 and Acts 6:3
 - (iii) Nominations:
 - 1) After a list of names has been compiled, each prospective deacon is visited by the deacon screening committee. At this meeting the spiritual qualifications and church expectations for deacons are discussed.
 - 2) A person may withdraw his name if he desires to do so following this interview.
 - 3) After completion of the screening process, a list of names will be presented to the church as a recommendation from the deacon body. This recommendation shall consist of a minimum of the predetermined number of deacons needed by the deacon body.

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- 4) With the approval of the deacon body, nominees will be presented to the church after sufficient time has been given for each nominee to prayerfully consider the matter. After the announcement of the list of nominees to the church, a date shall be set by the church to vote. The voting date should allow adequate time for prayer.
- (iv) Voting
- 1) The vote shall be taken by secret ballot at a regular or special called business meeting of the church.
 - 2) Based on the number of deacons needed as determined by the deacon body, the ballots will be counted and the candidates receiving the most votes shall be announced immediately at said meeting and published in the next bulletin and newsletter.
 - 3) Those elected shall be called to serve as deacons.
- (v) Men who have served as deacons in another church of like faith and order and meet the above stated qualifications may be considered candidates for the deacon body and presented to the church by the deacon body to serve as a deacon at any business meeting.
- (vi) Deacons are to serve as long as they are able with no set term limits. If unable to serve, a deacon may continue as a deacon without responsibilities or duties of service (deacon emeritus). If he desires to be relieved, he should be released from his duties.
- (vii) In the case of death or removal from the deacon body, the need may arise for the selection/election of a deacon to fill the vacancy.
- (viii) In accordance with the meaning of the work and the practice in the New Testament (Acts 6:3 and 1 Timothy 3:8-12) deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of:
- 1) Leading the church in the achievement of its mission
 - 2) Proclaiming the gospel to believers and unbelievers
 - 3) Caring for church members and other people in the community
 - 4) Following the guidelines of the deacon handbook.
 - 5) In the absence of the pastor, the chairman of deacons shall preside, or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator.
- (d) The church clerk
- (i) The church shall elect annually a clerk as its clerical officer.
- 1) The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided.
 - 2) The clerk shall issue letters of dismissal, death, or reassurance.
 - 3) The church clerk will also keep a record of baptisms and issue a certificate of baptism.

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- 4) The clerk shall issue a letter of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws.
- 5) The clerk shall be responsible for preparing the Annual Church Profile of the church to the association.
- (ii) The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office when an office is maintained.
- (e) The treasurer
 - (i) The church shall elect annually, a church treasurer as its financial officer.
 - (ii) It shall be the duty of the treasurer to receive, preserve and pay out necessary payment, track all money or things of value paid or given to the church, keeping at all times an itemized account of receipts and disbursements
 - (iii) The treasurer's report and records shall be reviewed annually by an Auditing Committee or public accountant.
 - (iv) The treasurer, church secretary, chairman of the deacons and the chairman of finance shall be bonded, the church paying for the bond.
 - (v) The church rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk, who shall keep and preserve the account as a part of the permanent records of the church.
- (f) The trustees
 - (i) The church shall elect three or more trustees to serve as legal officers for the church.
 - (ii) They shall hold in trust the church property.
 - (iii) Upon a specific vote of the church when signatures are required for authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property.
 - (iv) When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters.
 - (v) Trustees shall be nominated by the Church Nominating Committee and presented and approved by the church annually.

Article V. CHURCH COMMITTEES

Section 5.01 The policy-making committees of this church shall consist of :

- (a) Deacons
- (b) Nominating Committee
 - (i) The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein.

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- (ii) Individuals considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment.
- (iii) The Nominating Committee shall present to the church for election all who accept the invitation to serve.
- (iv) The Sunday School director will serve as a member of the Nominating Committee.
- (v) The Church Council will select the Nominating Committee.
- (c) Personnel Committee
 - (i) The Personnel Committee assists the church in matters related to employed personnel administration, including those called by church action.
 - (ii) Their work includes such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.
- (d) Building and Grounds Committee
 - (i) The Building and Grounds Committee assists the church in matters related to properties administration.
 - (ii) Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.
- (e) Finance Committee.
 - (i) The Finance Committee develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans.
 - (ii) It advises and recommends in the administration of the gifts of church members and others, using sound biblical principles of financial management.
 - (iii) It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church.
 - (iv) It shall be the duty of the finance chairman to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month.
- (f) Safety and Security
 - (i) The Safety and Security Committee assists the church in matters related to safety and security of all members and facilities.
 - (ii) Their work includes making policies and oversight concerning the use of church facilities, and overall security of church members/property.
 - (iii) These policies are presented to the church for approval.
 - (iv) Due to the highly sensitive nature of some of the matters that this committee handles the members shall be non-rotating, it shall be a standing committee.
 - (v) In the event that one of the members of this committee must be replaced the nominating committee shall recommend to the church a replacement for approval.

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Section 5.02 All church committee members shall be recommended by the church Nominating Committee and elected by the church unless otherwise specified within these bylaws.

- (a) Each policy-making committee will select its own chairman and notify the Nominating Committee chairperson of its selection. If a committee cannot select a single chairperson, the Nominating Committee will appoint a chairman for the committee.
- (b) Policy making committee members will serve on a three or five year rotation basis depending on the number of members on the committee with one member rotating off annually.
- (c) Church members can serve on no more than two policy making committees. Deacons may serve on one policy making committee while serving as a deacon.
- (d) No individual may chair two policy-making committees.
- (e) The pastor/designee will serve as a non-voting ex-officio member of all policy-making committees.
- (f) Policy-making committees will be from three to five members. (Deacon membership may vary.) If a committee drops to less than three or five members, the Nominating Committee will recommend replacements.
- (g) Policy making committees shall have the following qualifications:
 - (i) They shall be exemplary in their conduct, discreet in judgment, of honest report, full of faith, and conscious that they shall set worthy examples of cooperation, love and loyalty for all members of the Church.
 - (ii) They should be faithful at all Sunday services, unless hindered by reason of good conscience, so they are aware of the faithfulness of those they consider for positions.
 - (iii) They should be faithful and fully cooperate with the leadership of the church.
 - (iv) They must also be able to keep in secrecy those things discussed about members as they are considered and evaluated for leadership.
- (h) Non policy-making committees such as regular (decorating, baptismal, etc.) and ad-hoc committees will be organized as the church shall authorize by amendment procedures prescribed within these bylaws.
- (i) Each non policy-making committee will select its own chairman and notify the Nominating Committee chairperson of its selection. If a committee cannot select a single chairperson, the Nominating Committee will appoint a chairman for the committee.

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Article VI. CHURCH PROGRAM ORGANIZATIONS

Section 6.01 The church shall maintain programs of Bible teaching; church member training; church leader training; new member orientation; mission education, action and support; and music education, training and performance. All organizations related to the church programs shall be under church control; all officers being elected by the church and reporting regularly to the church and all program activities subject to church resources and the financial resources for the appropriate advancement of these programs.

Section 6.02 The Sunday School shall be the basic organization for the Bible Teaching program.

- (a) Its tasks shall be to teach the Biblical revelation; to reach people for Christ and church membership; to perform the functions of the church within its constituency; and to provide and interpret information regarding the work of the church and denomination.
- (b) The Sunday School shall be organized by departments and/or classes as appropriate for all ages, and shall be conducted under the direction of the Sunday School director elected by the church.

Section 6.03 The church shall endeavor to offer Discipleship Training for the church family.

- (a) Its tasks shall be to train church members to perform the functions of the church; train church leaders; orient new church members; teach Christian theology, Christian ethics, Christian history, and church policy and organization; and provide and interpret information regarding the work of the church and denomination.

Section 6.04 Adults on Mission (AOM) shall be the mission education, mission action, and mission support organization of the church for men and women, and youth/children organizations.

- (a) Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.
- (b) Adults on Mission shall have such officers and organizations as the program requires.

Section 6.05 The Church Music organization, under the direction of the church-elected music director shall be the music education, training, and performance organization of the church.

- (a) Its tasks shall be to teach music; train people to lead, sing and play music; to provide music in the church and community; and to provide and interpret information regarding the work of the church and denomination.
- (b) The Church Music program shall have such officers and organizations as the program requires.

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Article VII. CHURCH COUNCIL

Section 7.01 The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

- (a) The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations and committees; to recommend to the church the use of leadership, calendar, time and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.
- (b) Regular members of the Church Council shall be the pastor, other church staff members, and directors of church program organizations, chairman of deacons, church officers, and chairmen of church policy-making committees.
- (c) All matters agreed upon by the council that call for action not already approved shall be referred to the church for action.
- (d) The Church Council will select the Nominating Committee.

Article VIII. CHURCH ORDINANCES

Section 8.01 Baptism

- (a) This church shall receive for baptism any person who has received Jesus, the Christ, as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.
- (b) Baptism shall be by immersion in water
- (c) The pastor, or whomever the church shall authorize, shall administer baptism. The Baptismal Committee shall assist in the preparation for, and the observance of baptism.
- (d) Baptism shall be administered as an act of worship during any worship service of the church.
- (e) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons.

Section 8.02 The Lord's Supper

- (a) The Lord's Supper is a testimony of remembrance of our personal salvation experience. Subsequently, the Lord's Supper should only be observed by those who have believed on Jesus, the Christ, as Savior.
- (b) The church shall observe the Lord's Supper at least quarterly unless otherwise indicated.
- (c) The pastor and the deacon chairman shall prepare the Lord's Supper.

Article IX. CHURCH MEETINGS

Section 9.01 Worship services

- (a) The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God.

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- (b) Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services.
- (c) The pastor shall direct the church services.

Section 9.02 Special services

- (a) Revival services and any other church meetings essential to the advancement of the church's objectives, with the approval of the church council, shall be placed on the church calendar.

Section 9.03 Regular business meetings

- (a) The church shall hold regular business meetings monthly on a designated Sunday night.
- (b) Special business meetings
 - (i) The church may conduct a called business meeting to consider matters of a special nature and significance.
 - (ii) A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notices impractical. Such notice must be approved, documented and signed by 5 of the 8 chairmen/directors/leaders i.e. Pastor, Sunday School Director, Chairman of Deacons, Personnel, Finance, Nominating, Safety and Security, and Building and Grounds Committee.
 - (iii) The notice shall include the subject, date, time, and place; and it must be given in such a manner that all resident members have an opportunity to know of the meeting.
- (c) Quorum
 - (i) The quorum consists of those full members who attend the business meeting, provided it is a standing meeting or one that has been properly called.
- (d) Parliamentary Rules and Decorum
 - (i) All church members are expected to honor the Church Covenant and the Word of God in both word and deed within (and without) the church fellowship, doing all in the name of the Lord Jesus, the Christ.
 - (ii) Christian conduct as defined in the Word of God takes precedence over all other rules of order.
 - (iii) In the absence of guidelines or direction in the church bylaws, Robert's Rules of Order – Newly Revised, shall be the authority.

Article X. CHURCH FINANCE

Section 10.01 Budget

- (a) The Finance Committee, in consultation with the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

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- (b) It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. When the need arises (building projects, etc.) there shall be an opportunity provided to secure worthy commitments of financial support from the church members. Offering envelopes will be provided for members' use.

Section 10.02 Accounting Procedures

- (a) All funds received for any and all purposes shall pass through the hands of the church treasurer, who solely shall have access to the entrance password(s) of the accounting system.
- (b) In the event of an emergency the bank shall hold the sealed instructions to the accounting password(s) that could only be rendered to the chairman of the deacon body.
- (c) Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond. (See Section 4.02 (e) (iv) regarding the church treasurer.)
- (d) Every effort will be made to back up accounting systems and a backup copy kept offsite.

Section 10.03 Fiscal year

- (a) The church fiscal year shall begin on January 1 and end on December 31.

Article XI. CHURCH OPERATION MANUAL

Section 11.01 The Internal Audit committee consisting of policy-making chairpersons shall develop and maintain a church operation manual which includes church policies and procedures and organizational charts.

- (a) The manual shall be kept in the church office and made available for use by any member of the church and by the church secretary.
- (b) The Internal Audit Committee shall review the manual at least annually and recommend changes.
- (c) Any church member or church organization may suggest changes to the manual.

Section 11.02 Addition, revision or deletion of church policies and/or procedures requires:

- (a) Recommendation of a church officer, deacons, or committee to whose areas of assignment the policy relate.
- (b) Discussion by the church.
- (c) Approval of the church by two-thirds (2/3) of full members present at a business meeting.

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Article XII. AMENDMENTS

A motion to amend the By-laws may be presented in writing in any regular business meeting of the church and voted on at a subsequent regular business meeting provided the amendment is published in the church bulletin, newsletter and on the information table at least two Sundays prior to voting. Amendments to the By-laws require a two-thirds (2/3) majority of the full members present.

Article XIII. CONSTRUCTION AND DEFINITION

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Louisiana Nonprofit Corporation Law shall govern the construction of these Bylaws. If any provision of these Bylaws, or application thereof to any person or circumstance is held invalid by a court of appropriate jurisdiction, such invalidity shall not affect other provisions or applications of these Bylaws which can be given effect without the invalid provision or application, and to this end the provisions contained herein are declared severable.

Article XIV. DISSOLUTION

Written, oral, and/or electronic notice must be given to the congregation at least thirty (30) days prior to a vote to dissolve and liquidate the Church. Approval of dissolution shall require a three-fourths (3/4) vote of the full members at a duly called and noticed business meeting. Should Pleasant Hill Baptist ever disband and/or cease to be in cooperation with the Southern Baptist Convention, and/or cease to exist, all net assets shall be transferred to the Beauregard Baptist Association. Any dissolution of the Church corporation shall be in exact compliance and consent with the provisions of the Louisiana Nonprofit Corporation Law and the Internal Revenue Code, § 501(c) (3), *et seq.*

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Article XV. AFFIRMATION OF RELIGIOUS PURPOSE

Section 15.01 This affirmation of religious purpose does not exhaust the extent of our beliefs. However, Pleasant Hill Baptist affirms that:

(a) Holy Scriptures

The Holy Scriptures shall be the ultimate authority of the Church. Any conflicts between the Holy Scripture and any governing document shall be resolved in favor of the Holy Scriptures. The Holy Scriptures are the inerrant and inspired word of God written through men inspired by the Holy Spirit, and contain God's plan and will for Creation. The Holy Scriptures are the ultimate authority concerning truth, morality, and the proper conduct of man. For the purposes of Church doctrine, practice, policy, and discipline, the Church membership shall be the interpretive authority on the Holy Scriptures' meaning and application. (The Baptist Faith & Message dtd June 14, 2000 Section I)

(b) God

There is one true living God who is intelligent, spiritual, and personal. God is omnipotent, omniscient, and most holy. God has existed from eternity past and will exist in eternity future as a triune God revealed as the Father, Son, and Holy Spirit, each of whom are distinct persons, but are not divided in their nature, essence, or being. (The Baptist Faith & Message dtd June 14, 2000 Section II)

(i) God the Father

God the Father reigns over Creation as provider and with the purpose of demonstrating His attributes. He is also faithful in His provision for the saints and acts in a fatherly manner for all of mankind. . (The Baptist Faith & Message dtd June 14, 2000 Section II A)

(ii) God the Son

Jesus, the Christ, is the incarnation of God the Son who was conceived by the Holy Spirit, born of a virgin, lived a life without sin, died on the cross, was buried three days, later rose from the grave, appeared to the apostles, and ascended into heaven to the right hand of God the Father. Christ's death was the substitution atonement for the sins of mankind so that mankind might be reconciled with God. One day Jesus shall return to judge the living and the dead.. (The Baptist Faith & Message dtd June 14, 2000 Section II B)

(iii) God the Holy Spirit

The Holy Spirit is the person of the trinity that inspired the authors of Scripture. The Spirit works in the hearts of mankind to bring conviction of sin, righteousness, and the judgment to come. Upon salvation, the Spirit is the agent of regeneration, sanctification, and granting of spiritual gifts. The Spirit serves to comfort, enlighten, encourage, and empower believers. (The Baptist Faith & Message dtd June 14, 2000 Section II C)

(c) Man

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Man is the crowning work of God's act of creation that was formed in His image. God created both the male and female. Man was created without sin, with free will, and with perfect fellowship with God. However, man chose to sin and thus fell out of fellowship with God. This allowed sin to enter into the world and sin now affects all man, thus creating the need for a savior for all man. Only the sacrifice of Jesus, the Christ, provided by the grace of God, can bridge the gap created by sin and restore man to his original condition. The unique creation of man is evidence of the specialness of man and the inherent worth and dignity of each individual. (The Baptist Faith & Message dtd June 14, 2000 Section III)

(d) Salvation

Salvation is the redeeming of man and his reconciliation with God. Salvation is offered as a free gift to anyone who will accept Jesus, the Christ, as Lord and Savior. Salvation is only through an individual and personal faith in Jesus, the Christ. Salvation is both an event and a process. The process of salvation is regeneration, justification, sanctification, and glorification. (The Baptist Faith & Message dtd June 14, 2000 Section IV)

- (i) Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus, the Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus, the Christ, and commitment of the entire personality to Him as Lord and Savior. (The Baptist Faith & Message dtd June 14, 2000 Section IV A)
- (ii) Justification is a display of God's grace in that He credits the righteousness of Jesus to the account of an individual at the moment of salvation. Justification allows the individual to be removed from the state of war and broken fellowship with God to a state of peace and fellowship with God. (The Baptist Faith & Message dtd June 14, 2000 Section IV B)
- (iii) Sanctification is the process that begins with regeneration and justification and lasts until death or glorification. Sanctification is the progression toward spiritual and moral maturity through the work of the Holy Spirit that distinguishes and prepares an individual for their role in God's plan. (The Baptist Faith & Message dtd June 14, 2000 Section IV C)
- (iv) Glorification is the final result and completion of salvation, justification, and sanctification. Glorification is the eternal state of the saints upon the completion of salvation. (The Baptist Faith & Message dtd June 14, 2000 Section IV D)

Section 15.02 Statement of Biblical Authority

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This affirmation of faith does not exhaust the extent of our beliefs. The Bible, as the Inspired and infallible Word of God, which is the final authority concerning truth, morality, and the proper conduct of mankind, shall be the sole and final source of all that we believe. For purpose of Church doctrine, practice, policy, and discipline the Full Members of Pleasant Hill Baptist shall be the final interpretive authority on the Bible's meaning and application.

Section 15.03 Statement on Marriage and Sexuality

- (a) We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between an originally born man (male) and an originally born woman (female) who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- (b) We believe that any form of sexual immorality is sinful and offensive to God.
- (c) We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the Church members and the community, it is imperative that all persons employed by the Church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
- (d) Because we believe in the biblical teaching that marriage is between one originally born man and one originally born woman, marriages outside those parameters will not be performed by Church officials or on Church property.
- (e) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus, the Christ.
- (f) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrine of the Church.
(The Baptist Faith & Message dtd June 14, 2000 Section XVIII)

Section 15.04 Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Ps. 139.)