

**BY - LAWS
of the
HIGHLAND HILLS
BAPTIST CHURCH**

**1415 Northrup NW
Grand Rapids, MI 49504
616-453-4400**

ARTICLE I

CONGREGATIONAL MEETINGS

Section 1: Annual Election and Church Fiscal Year

The fiscal year of this church shall be from October 1 to September 30.

The annual election of church officers shall be held the first Sunday which falls on or after December 2, each year. Officers elected at this meeting shall begin their terms on January 1, of the following year. The Church Board may reschedule the meeting, and notice of such shall be published in the Church Bulletin for two consecutive Sundays prior to the new date.

Section 2: Annual Congregational Meeting

The annual congregational meeting of the church shall be held the third Tuesday of October. The Church Board may reschedule the meeting, and notice of such shall be published in the Church Bulletin for two consecutive Sundays prior to the new date. While this meeting is in session:

- A. All matters relating to the church may be considered and acted upon.
- B. A full and complete financial report of the affairs of the church for the preceding fiscal year shall be presented.
- C. An Annual Budget shall be approved. The Annual Budget shall include General and Missions expenses.

Section 3: Special Meetings

- A. Meetings dealing with church membership may be called by the church board provided the purpose is announced in advance. A quorum shall not be required.
- B. Other special meetings may be called by the church board provided the purpose is published two Sundays in advance.

Section 4: Quorum - Eligibility to Vote

One-fourth of the active membership eighteen years of age and above shall constitute a quorum. If a quorum be lacking, a smaller number may adjourn the meeting to a future date. The date of such adjourned meetings must be published at the next Sunday services.

Ineligibility to vote shall be defined as:

- A. Those under eighteen (18) years of age.
- B. Those under temporary discipline.
- C. Those not in good standing.
- D. Those not in regular attendance.

The pastors and elders shall rule on their eligibility (See ARTICLE II, Section 6).

Section 5: Opening and Closing Meetings

All meeting of the church, board, organizations and committees shall be opened and closed in prayer.

Section 6: Business Procedure

- A. The business of this church shall be conducted according to standard parliamentary procedure (Robert's Rules of Order).
- B. All congregational financial agreements shall be voted on by ballot. Other matters may be voted on by ballot or acclaim, depending on their gravity.

ARTICLE II

MEMBERSHIP

Section 1: Candidates for Membership

- A. All applicants for membership must give satisfactory evidence of having been born again by the Spirit of God and of being followers of our Lord and Savior, Jesus Christ. They must accept the Bible as the Word of God, verbally inspired, infallible and of full and final authority in all spiritual matters. They must agree to the church Confession of Faith and these By-Laws.
- B. Baptism by immersion is a prerequisite for membership. Persons may be received into the membership of the church by baptism and upon confession of their experience of faith in Jesus Christ, or restoration. Candidates from any evangelical church may be received by a letter of commendation and dismissal.
- C. Following satisfactory examination by the Elders, and upon recommendation by the Church Board, all candidates shall be required to give their testimony verbally or alternately write their testimony to be published in the church bulletin and shall be considered for membership at a regular Sunday service or a congregational meeting.
- D. They shall not be members of secret fraternal societies or lodges.
- E. They shall agree to walk in harmony with the By-Laws and confession of Faith of this church and, when health and strength permit, will be faithful in attendance, support, prayer and service.
- F. New members and restored members (ARTICLE II, Section 5, paragraph D) shall be publicly welcomed into this congregation by the right hand of fellowship at any communion service of the church.

Section 2: Conduct of Members

- A. All members of the church are expected:
 - 1. Achieve the high standards of Christian life which are taught in the New Testament (Romans 12:1-2; Phil. 4:8-9).
 - 2. Avoid worldliness (I John 2:15-17).
 - 3. Forego any questionable associations, practices or places which would bring reproach upon the name of Christ or cause a weaker brother to stumble (I Cor. 10:23-33; Rom. 14:1-23).
- B. Every member shall be expected to conduct his public and private life so as to be compatible with the Biblical principles of dedication (Rom.12:1), separation (Rom. 12:2; I John 2:15-17), godliness

(Tit. 2:12; I Pet. 1:16), expediency (Rom. 14:1-23, I Cor. 10:23-33), love (John 13:35, I John 4:20-21), and sanctification (Gal. 5:13-26).

C. It shall be understood that any member who fails to follow these Biblical principles shall be subject to admonition.

Section 3: Duties of Members

- A. It is expected that each member shall be present for instruction in God's Word at the appointed meetings of the church, both on the Lord's Day and on weekdays.
- B. Members should exhibit a mutual love and vital interest in the spiritual and material welfare of all.
- C. It is expected that each voting member shall be present at the church business meetings.

Section 4: Church Discipline

The pastors and the elders shall constitute the discipline committee of the church.

To avoid the necessity of church discipline in matters of personal grievances, all members should follow the commandment of Christ found in Matthew 18:15-17. It is expected that each member shall accept a rebuke in love and also admonish a brother or sister in love without first referring to a third party.

It is specifically directed that the discipline committee, in safeguarding the purity and peace of the church, shall move with promptness in the case of anyone who is obstructing the work or disturbing the peace of the church by slander, falsehood, unseemly gossip, conspiracy; advocating speaking in tongues, a second work of grace, faith healers; unfair or unchristian conduct. Negligence in attendance or support shall be considered matters for discipline (ARTICLE II, Section 5, paragraph and ARTICLE II, Section 8, paragraph F).

Kindness, consideration and Christian love shall characterize the committee in all of its actions (ARTICLE III, Section 3, paragraph F).

Section 5: Cessation of Membership

Membership in the church shall cease upon transfer, dismissal, removal or discipline, This shall be done by congregational action,

- A. Transfer - A letter of transfer shall be granted for any member in good and regular standing upon request from the church to which the member is transferring, if a church of like tenets of faith.
- B. Dismissal - A letter of dismissal shall be granted for any member in good and regular standing, certifying his standing in the church, if he desires to terminate membership to join a church other than one of like tenets of faith.
- C. Removal - Any member who has not attended the church for a period of twelve (12) months, and who has not supported the work of the church for that period - sickness or disability excepted - may, on recommendation of the church board, be removed from the membership.
- D. Discipline - Any member who has come under discipline by action of the congregation as outlined in ARTICLE II, Section 4, shall no longer be carried on the membership roll. He may be restored by action of the congregation, upon his expressed desire for restoration, and upon church board recommendation.

Section 6: Membership Record

A membership record shall be kept by the pastors and elders. This record shall identify members who are

active, inactive and non-resident. Active members shall be defined as those who are on the membership roll and who are faithfully endeavoring to fulfill the duties of membership as given in ARTICLE II, Section 3. Inactive members shall be defined as those who are consistently absent from meetings because of infirmity or illness. Non-resident members shall be prolonged defined as those who have relocated such as missionaries, those in the Armed Forces, students and those who have moved to another locality.

Section 7: Associate Membership

- A. Associate membership is on a twelve (12) month basis and must be renewed.
- B. Applicants must meet the standard for membership as stated in ARTICLE II, Section 1, and must be members of a sister Baptist Church, from whom we would receive a letter stating their membership is in good standing.
- C. Renewal of associate membership requires the applicant to meet with the church board only.
- D. Associate members have all the rights of regular members, are subject to the discipline of the church, but do not have the right to vote or hold any elective office.

Section 8: Communion

- A. The policy of this church will be to observe communion restricted to its membership and upon invitation to baptized believers of other churches.
- B. Communion services shall be held on the first Sunday of each month unless otherwise directed by the elders of the church or the church board.
- C. It is expected that each member shall regular present himself at the Lord's Table which is the believers reminder of union with Christ in His death until He comes and of continued fellowship in Him and with other members.
- D. Inasmuch as it is the duty of members of this church to sustain its worship, ordinances, doctrine and discipline, we believe willful absence from the Lord's Table is disobedience to the Scriptures
- E. It shall be the duty of each member to concern himself with fellow members whose spiritual interests have declined so as to keep them from the Lord's Table
- F. Any member who absents himself from the communion service without just cause (such as continued out-of- town residence, care of the sick, sickness, Sunday duties, old age, infirmity or other legitimate excuse) shall be subject to admonition and reminded of his privilege and duty.

If the absentee continues to refrain from communion, he may be subjected to official action and removal by the church

ARTICLE III

OFFICERS OF THE CHURCH AND CHURCH. ORGANIZATIONS

The officers, individually or as a body in regular session, constitute entrusted stewards, having liberties and responsibilities as given by these By-Laws, but in no other sense may they exercise authority over the church, individual members, offices or officers. All members of the church board shall be males, 21 years of age or over (Matt. 23:9-11; II Cor. 1:24; I Peter 5:3; I Tim. 2:12).

Section 1: Senior Pastor

- A. There shall be one senior pastor of this church. The senior pastor may be called from among the membership or from without. If, by death, resignation or removal, the pastorate shall become vacant, successor shall be chosen by the church at its earliest convenience.

B. The following procedure shall be followed in calling a senior pastor:

1. A pulpit committee shall be called immediately upon vacancy in the office of senior pastor.
2. This committee shall be composed of seven (7) men: the three (3) elders in office, two (2) men from the church board and two (2) men from the congregation appointed by the church board and approved by the congregational vote.
3. The pulpit committee shall elect one of its members to serve as chairmen.
4. Duties of the pulpit committee:
 - a. The pulpit committee shall be responsible for pulpit supply.
 - b. They may choose to recommend to the congregation someone to serve as interim pastor.
 - c. They shall contact, interview and consider those whom they feel qualified to serve in the office of senior pastor
 - d. They should attend services in the church where the person under consideration is ministering.
 - e. They shall also, when agreed as a committee, invite persons who might be considered candidates to fill the pulpit for at least one Sunday. They may invite a pastor who is not a candidate to supply. Any prospective candidate shall have filled the pulpit previously.
 - f. They should keep the congregation informed of their activities periodically by bulletin or verbal announcement.
 - g. They shall be responsible for all moving arrangements and installation services for a new senior pastor with board approval.
 - h. They shall function until a new senior pastor is installed.
 - i. Their authority as a committee shall not exceed these stated duties.
5. Extending a call to the senior pastorate:
 - a. The pulpit committee, when in complete agreement, may recommend to the church board an individual whom they feel should be extended a call to the senior pastorate.
 - b. Upon approval of this individual by the church board, election notice for a new senior pastor shall be read at the regular morning and evening services for two (2) Sundays prior to a special congregational business meeting" at which time the election shall be held. A three-fourths vote by ballot, of all voting members present and absentee ballots received shall be required to elect a new senior pastor. Members eligible to vote see ARTICLE I, Section 4) who cannot attend the meeting for reasonable cause as determined by the Board, and have heard the candidate speak at least one time, may request in writing an absentee ballot. Such ballots must be returned to the Church clerk prior to the meeting and will be included in the voting count during the Special Business Meeting.

C. The senior pastor shall be:

1. Responsible for the preaching, teaching and exposition of the Bible;
2. Administrator of the ordinances of the church;
3. Responsible for the spiritual welfare, life and program of the church and various administrations necessary to its well-being;

4. Responsible to keep the pastor of youth and education informed regarding spiritual and disciplinary matters within the membership body;
5. The chairman of the church board;
6. The moderator of all church business meetings, except in matters concerning himself;
7. A member ex-officio of all other boards and committees of the church departments and organizations, and may be called upon at any time for advice.

D. In the event of resignation, the senior pastor shall:

1. Give written notice to the elders;
2. Give public notice to the congregation of not less than thirty (30) days prior to the effective date of resignation.

E. In the event of discipline or dismissal of the senior pastor, ARTICLE III, Section 3, paragraph G shall be the procedure.

Section 2: Pastoral Assistants

A. Other members of the pastoral staff may be called from the membership or from without, according to the need and qualifications. If by death, resignation or removal a position shall become vacant, a successor may be chosen by the church at its earliest convenience.

B. The members of the pastoral staff shall:

1. Be responsible to the church board under the direction of the senior pastor;
2. Be ex-officio members of the board and all committees of the church, its departments and organizations. They may attend any (unless the nature of the business warrants their exclusion), but are required to attend only those pertinent to the area of their ministry;
3. Be responsible for the administration and the training of the leaders and required personnel of the particular area of the church's ministry to which they were called-
4. Minister in the church services as requested by the senior pastor and/or church board.

C. The following procedure shall be followed in calling pastoral staff:

1. A search committee shall be appointed by the board. The board may choose to select a standing committee with or without additional representatives, or appoint a committee pro tem.
2. The duties of the committee:
 - a. They may choose to recommend someone to the congregation to serve in the vacant post during the interim.
 - b. They shall contact, interview, and evaluate those they feel qualified to serve in the position.
 - c. They shall also, when agreed as a committee, invite persons who might be considered candidates to visit the church for at least one Sunday.
 - d. They should, with board approval, keep the congregation informed as to their activities by periodic bulletin or verbal announcements.
 - e. Their authority as a search committee shall not exceed these stated duties.

3. Extending a call to pastoral staff:

- a. The search committee, when in complete agreement, may recommend to the church board an individual whom they feel should be extended a call to fill the position.

- b. Upon approval of this individual by the church board, election notice shall be read at the regular morning and evening services of two (2) Sundays prior to a special congregational business meeting, at which time the election shall be held. A three-fourths vote, by ballot, of all voting members present shall be required to call a pastoral assistant.

D. In the event of resignation, the pastoral staff member shall:

1. Give written notice to the elders;
2. Give notice to the congregation of not less than thirty (30) days prior to the effective date of resignation.

E. In the event of discipline or dismissal of a pastoral assistant, ARTICLE III, Section 3, paragraph G shall be the procedure.

Section 3: Elders

There shall be three (3) elders, in addition to the pastors. They shall be chosen on the basis of scriptural qualifications, purity of life, personal godliness, and ability to serve and to bear no personal or family reproach (Gal. 6:8; I Tim 3:1-7; Titus 1:6-9; Heb. 13:7,17).

- A. As assistants and advisors to the pastors, they shall be responsible for the spiritual welfare of the church.
- B. They shall visit the membership concerning spiritual matters (see ARTICLE II, Section 4).
- C. They shall, in the pastors' absence, lead the meetings or provide suitable leadership and speakers.
- D. They shall minister the ordinances of the church in the pastors' absence.
- E. They shall be guardians of the purity of doctrine as set forth in our Confession of Faith.
- F. They shall cause the decisions of the church to be executed and enforce the church's discipline in accordance with the New Testament (II Tim.4:2; Titus 2:15).
- G. All issues which may arise in the church concerning officers (I Tim. 5:19), members or candidate for office or membership shall be referred to the pastors and elders, who shall judge the merits involved in the issue before presentation to the church board and, from there, to the congregation, if necessary (I Cor. 6:3-6; Eph- 4:32; I Tim. 5:19).

Section 4: Deacons

There shall be not less than six deacons in this church.

Their qualifications are given in the following scriptures: Acts 6:1-8; I Tim. 3:8-13. The number of deacons may be increased upon board recommendation and congregational approval.

- A. They shall be helpers of the pastors in the administration of the church's ordinances and guardians over its purity, piety and activity.
- B. They shall be sole administrators of the Needy Fund.
- C. They shall visit the needy members and care for such temporal affairs as may require attention.

- D. They shall be responsible for the counting and safeguarding of church funds.
- E. In January of each year the deacons shall elect from their number a supervising deacon whose duties shall include the following:
 - 1. Assist the pastors with the organization, training and administration of the deacon caring ministry.
 - 2. Serve as a liaison to the pastors/elders regarding the needy and other special concerns of the church family.
 - 3. Scheduling of deacons to serve in the administration of the ordinances, receiving and counting church offerings and the safeguarding of church funds.
- F. One of their number shall be designated and authorized by the church board to sign checks in the absence or disability of the treasurer.

Section 5: Deacon.-Clerk

The position of deacon-clerk shall only be occupied by those men who meet the qualifications required of deacons as outlined in I Timothy 3 and these By-Laws. It shall be the duty of the deacon-clerk to:

- A. Prepare the minutes and keep records of all business meetings of the board and church;
- B. Receive and issue all official church letters;
- C. Be custodian of all church records in the church storage room;
- D. All records and documents of policy shall be edited, indexed and filed by the clerk for ready access. A copy of these documents shall be kept in a separate file for ready access.
- E. At the close of his term of office, all current records in his custody shall be given to his successor. All other records shall be filed in a church storage room.

Section 6: Church Board and Administrative Practices

The Church Board shall be the administrative and executive body of the church and shall consist of the pastors, elders and deacons. The Church Board shall:

- A. Meet in regular monthly sessions, or in special meetings as requested by the pastor, elders, deacons or church officers.
 - 1. Regular monthly meetings - greater than one-half of the Church Board members shall constitute a quorum. A quorum is required to conduct business at regularly scheduled meetings.
 - 2. Special meetings - two-thirds of the Church Board members shall constitute a quorum. A quorum is required to conduct business at specially called meetings.
- B. Consider and recommend for vote by the Church Membership all matters of polity, the Annual Budget the regular monthly support of missionaries, matters of special discipline, amendments to the by-laws, the expenditure of church funds defined as "Legal transactions requiring membership approval," and any other matters, financial or otherwise, which for reasons of gravity shall be acted on by the Church Membership.

1. Legal transactions requiring Church Membership approval shall be defined as:
 - a. The purchasing or selling of real estate.
 - b. The incurrence of any form of indebtedness which exceeds an amount equal to 1% of the Annual Budget.
 - c. Any transaction which the Deacons or Church Board are not empowered to authorize as described in Article III, 7, B, 2.
2. Legal transactions not requiring Church Membership approval, but requiring the authorization the Church Board (or Deacons alone in matters of the Needy Fund), shall be defined as:
 - a. The payment of all regular church expenses as provided for in the Annual Budget.
 - b. The disbursement of monies from the Needy Fund. The Deacons shall be the sole administrators of the Needy Fund.
 - c. The disbursement of monies from Special Funds, provided that the intent and purpose of the Special Fund was clear when monies were directed into the fund.
 - d. The disbursement of unrestricted monies from Endowed Funds. Unrestricted monies are those monies that are available for disbursement according to the policies of each Endowed Fund.
 - e. The disbursement of monies from Renewal and Replacement Funds when the amount is less than an amount equal to 5% of the Annual Budget. All such expenditures which are also in excess of one-thousand (\$1,000) dollars, shall be reported to the Church Membership by means of a letter, or a printed notice in the church bulletin.
 - f. The purchase of non-real estate assets, or other service expenses, from the General Fund, with a cost that does not exceed an amount equal to 1% of the Annual Budget, and are not provided for in the Annual Budget. All such expenditures which are also in excess of one-thousand (\$1,000) dollars, shall be reported to the Church Membership by means of a letter, or a printed notice in the church bulletin.
 - g. The purchase of non-real estate assets, or other service expenses from the General Fund, with a cost in excess of an amount equal to 1% of the Annual Budget but less than an amount equal to 10% of the Annual Budget and not provided for in the Annual Budget, when a State of Exigency is declared by the Church Board. A State of Exigency may be declared only by the unanimous act of the Church Board, when it is determined that:
 - 1.) The failure to immediately make a purchase or enter into a contract for services would result in significant and avoidable harm to the church.
 - 2.) It is evident to the Church Board that the Church Membership would consider its actions to be reasonable and appropriate.
 - 3.) In the event that a purchase is made or a contract for services is entered into under a State of Exigency, the Church Board shall call a special meeting of the Church Membership at its earliest reasonable opportunity to inform them of the action.
- C. Appoint three or more of its number to be trustees to represent the church in legal matters as require by the laws of the State of Michigan;

D. Appoint qualified auditors for an annual audit of the treasurer's records;

E. Approve all teachers and workers.

F. Approve or appoint chairmen of all church committees. The names of all prospective committee members shall first be submitted by the chairmen to the church board for approval. All committees shall have policies approved by the board. The term of all church committees shall be from June 1 to May 31 of the following year

G. Elect one of its number annually to be vice-chairman to serve in the absence of the pastors or in matters pertaining to them;

H. Examine the qualifications of candidates for church membership as determined by ARTICLE II, Section 1;

I. Set up and administer policies to cover the following: licensing, ordination and commissioning of members engaged in Christian ministries.

Section 7: Elective Offices

The following shall constitute elective office: Elders (with the exception of the Pastors), Deacons, Deacon-Treasurer and Deacon-Clerk. These shall be elected by the church at the annual election provided in ARTICLE I, Section 1.

Section 8: Terms of office

A. The terms of all elected officers of the church departments and organizations shall begin on January 1 of each year.

B. The term of office shall be as follows:
Elders - three years, one to be elected each year, provided there is a qualified candidate; Deacon-Clerk - two years; Deacons - two years, one-half of their number to be elected each year provided there are qualified candidates.

Section 9: Requirements of Office

A. All Church board officers and officers of church organizations and ministries shall be members of Highland Hills Baptist Church.

B. Their personal life should be above reproach in order that the work of the Lord be not hindered. Their conduct and duties as members are given in ARTICLE II, Section 2 and 3.

C. In the case of church board officers and officers of organizations and ministries the following shall apply:

1. They shall have been a member in good standing of the Highland Hills Baptist Church for at least one year and manifest an exemplary conduct and walk with the Lord.

2. Persons divorced or married to a divorced person shall not be eligible for the office of elder or deacon. (I Tim. 3:2,13).

Section 10: Corporate Treasurer

A. The Corporate Treasurer's principal function is to ensure the highest level of fiscal integrity over the financial affairs of the church. This entails:

1. Receiving and recording all the funds of the church.
 2. Maintaining accurate financial books and records including monthly reconciliations and balancing as necessary.
 3. Ensuring that sound financial controls are in place and functioning.
 4. Maintaining contribution records and providing annual offering statements to members.
 5. Paying out all funds as directed by congregation and Church Board.
 6. Providing a monthly financial report to the Church Board.
 7. Presenting an annual financial report to the congregation at the annual meeting.
 8. Having primary responsibility for the preparation of the budget and presentation to the congregation at the annual meeting.
 9. Complying with all federal, state, and local tax reporting requirements.
- B. The Corporate Treasurer shall be appointed by the Church Board for a term of two years and serve at its discretion.
- C. The Corporate Treasurer shall assure compliance with all church financial policies and propose new policies and procedures as deemed advisable.
- D. The Corporate Treasurer shall serve as an ex-officio member to all financially related ministries; perform other duties as assigned by the Board; and assist should it become necessary in any audit of the church's financial statements.

Section 11: Removal from Office

The failure of any elected or appointed officer, or committee chairman, of the church to fulfill the responsibilities of his/her office for a period of three (3) months shall be sufficient reason for the Elders to declare the office vacant. If during his/her term of office it is discovered that he/she does not meet the qualifications and requirements of his/her office, the Elders shall declare the position vacant.

Section 12: Vacancies

- A. In the event of a vacancy in the office of elder, the church board shall meet at an early date and nominate one or more men for such vacancy. The congregation may also nominate two additional men providing such men are qualified according to these By-Laws and are willing to serve (ARTICLE III, Section 10).

The church board nominations must be published prior to election in an annual or special election called as provided in ARTICLE I, Section 1 or 3.

- B. In the event of a vacancy in any church board office (other than pastor or elder), the church board shall, at any early date, appoint a qualified member of the church to fill the office until the next annual election, when the unexpired term, if any, shall be filled.

ARTICLE IV ELECTION OF CHURCH OFFICERS

Section 1: Nominating Committee

- A. The nominating committee shall consist of the elders and deacons whose terms are not expiring, plus two additional members of the church appointed by the church board.
- B. The nominating committee shall present one or more names for each office to be filled. Nominations shall be published in the church bulletin on each of two Sundays preceding the annual election.

- C. The publication in the church bulletin shall provide that the nominations from the floor will be recognized if it has been determined before the meeting that the nominee is qualified according to By-Laws and is willing to serve.

ARTICLE V CHURCH DEPARTMENTS

Section 1: Christian Education Committee

A. Objectives

1. To serve as a body of unification and correlation for all educational programming in the church.
2. To function as the administrative body of all education ministries, programs, agencies, and their personnel.
3. To provide for the integration of all educational activities and programs toward the common objective of worship, edification, evangelization, and training.

B. Membership of the Committee

The following positions and individuals shall constitute the membership of the Christian Education Committee:

1. Pastors
2. Chairman - appointed by the church board annually
3. Sunday School Superintendent
4. Director (s) of Children's Chapel
5. Awana Commander
6. A Sunday School teacher
7. A member of the church board
8. Adult representatives as appointed by the chairman.

C. Duties of the Chairman

1. He shall appoint other members of the committee in addition to those who become members by virtue of their responsibilities. The Sunday School Superintendent and AWANA Commander shall be approved by the church board.
2. Schedule and chair all meetings.
3. Plan agendas for all meetings.
4. Counsel with all agency representatives to insure that all approved plans are implemented.
5. Serve as a liaison between the C. E. Committee and the church board as well as serve as spokesman for the committee to the congregation.

D. Meetings

The committee will meet at the request of the chairman.

E. Duties of the Committee

1. To establish the policies and the structure of the total educational ministry of the church for approval by the church board and the congregation.
2. To periodically evaluate the effectiveness and sufficiency of each ongoing ministry and provide counsel and assistance to the personnel responsibilities for its progress.
3. Assist the Pastor of Youth and Education with the administration of the Christian Education program of the church.

4. To develop an annual Christian Education budget to be submitted to the church board.

5. To plan and make available teacher training courses and materials.
6. To make annual appointments of needed individuals to specific places.
7. To assist each teacher worker, etc., in developing their ministry to its fullest potential by providing counsel, resources, curriculum and teaching aids.
8. To provide long-range planning for educational ministries in the areas of programming, personnel, training, and equipment which will improve the total church program.
9. To conduct an annual planning conference to evaluate ministries and establish goals for the following year (s).
10. To set the date and plan the program for the annual New Year's Eve "Watch Night Service in cooperation with the pastors.
11. To assume the role of a search committee, in accordance with the By-Laws, when the position of Pastor of Youth and Education is vacated.

Section 2: Auxiliary Organizations

Auxiliary organizations may include such groups as children's chapel, youth groups, choirs, missionary circle, fellowships, etc. such organizations shall assist the church in promoting evangelism of the lost, edification of the believers, Biblical instruction, missionary education, information and assistance, as well as to provide opportunities for Christian fellowship, activities and service. Although an organization's activities may not include all the aforementioned, its contribution must be consistent with the purpose of the church.

- A. All organizations of the church shall be approved by the church board and shall be subject to the By-Laws and Confession of Faith of the church.
- B. All individuals engaged in the organizational ministries of the church as instructors of the Word of God on a regular basis must be members of the church (regular or associate) . This does not include guest speakers or guest teachers. All workers are encouraged to identify with the church as members. Workers who do not hold membership in the church must be born again and are required to sign a statement indicating their agreement with our Teachers . Confession of Faith And workers shall serve for a period of one year, at the end of which reappointment may be made.
- C. All organizations having officers shall elect the same at a convenient time early in December of each year so as to coordinate with the church year. All officers shall be members of the church in good standing. They shall not hold office for more than three consecutive terms.
- D. All organizations through collegiate must have adult sponsorship supervision.
- E. All organizations shall be self-governing.
- F. Organization leaders, sponsors and officers are responsible to see that social and recreational activities meet the general church approval. Activities differing from the past must obtain church board approval.
- G. No organization may take on the regular support of any work or missionary without the approval of the church board.
- H. No organization shall seek to receive funds which may detract from the church budget.
- I. No organization meeting shall interfere with regular or special church meetings. Those desiring use of the church facilities must consult the church calendar so that building use may be coordinated and all arrangements for custodial care may be made.

J. All organizations shall submit a written yearly activity report to the church clerk and a financial report to the church treasurer at the close of each year.

ARTICLES VI RAISING OF CHURCH FUNDS

All funds of the church, Bible School and organizations shall be raised on a voluntary basis. No money shall be raised by means of sales or fund-raising contests.

ARTICLES VII EXPLOITATION OF MEMBERS

In services or meetings of organizations, outside organizations shall not be permitted to use promotional means designed to obtain names of the membership for the purpose of soliciting funds. Church, class or organization membership rolls shall not be given to outside organizations.

ARTICLE VIII PICTURES

Section 1: Use of Film or Slides

Films or slides, other than those definitely missionary in character, may be shown in the church only after board approval. They shall not be used during a regularly scheduled Sunday service (Sunday School, Children's Chapel, etc. excepted).

Section 2: Time of Showing

Films or slides may be shown on prayer meeting nights provided a time of prayer is held and the pictures shown are wholly in keeping with the spirit of the meeting, thus presenting prayer objectives.

ARTICLE IX USE OF THE CHURCH BUILDING AND FACILITIES

The principle purpose of the Lord's house is to provide the meeting place of the congregation for the regular Sunday Services and weekly activities of the church. It is also provided for general church fellowship, which can include the serving of food and refreshments and other social activities, but such use shall be incidental to the spiritual objectives.

Section 1: Rules for Use

The church board shall establish written rules governing the use of the building and/or equipment.

Section 2: Members and church groups

- A. Members and friends in regular attendance are entitled to use the building and facilities. The church, however, may require a fee to compensate the custodian for extra work.
- B. Regular meetings of groups, classes or organizations shall be scheduled in advance as provided in ARTICLE V, Section 2, paragraph 1. Special meetings or social events must be scheduled in advance as provided in ARTICLE IX, Section 1.
- C. Members of the church, or non-members in regular attendance are welcome to use the church facilities for weddings, receptions, etc. Such shall be requested in advance as provided in ARTICLE IX, section 1.

Section 3: Non-members

The use of the church facilities by non-members not in regular attendance, outside groups or community organizations, shall be permitted only by proper authorization of the church board.

Section 4: Conduct

No smoking, no alcoholic beverages, rowdiness or use of unchristian language shall be permitted at any time.

ARTICLE X OTHER AGENCIES

Agencies which are of a civic nature (such as the Red Cross, Community Chest, W.C.T.U., Y.M.C.A., Boy Scouts, Campfire Girls, political groups, etc.) while such may be good in themselves, shall not be formed in this church.

ARTICLE XI LICENSING, ORDAINING AND COMMISSIONING

Section 1: Licensing

When men of the church have evidenced the call of the Lord by their life and actions, then, upon the request of the individual, the pastors, elders and deacons will examine the individual and present him to the congregation for a motion to license him to the ministry. Such license shall be for one year.

Section 2: Ordination

When the church desires to set aside one of its members to the full-time work of the ministry it shall invite pastors and brethren from other Baptist churches to sit in council with them to advise concerning ordination. This council, after due examination of the candidate and consultation, may advise the church to ordain or refrain from ordaining, but the final decision shall rest with the church.

Section 3: Commissioning

When an individual is called of the Lord and there is supporting evidence, the pastors, elders and deacons shall meet with the candidates for examination. They shall, if satisfied, recommend that the individual be commissioned by the church as a missionary. A service of commissioning will be arranged after the vote of the church and before the individual leaves for the field.

ARTICLE XII EFFECTIVE. DATE, AMENDMENTS-, EXCEPTIONS- SUSPENSION

Section 1: Effective Date

These By-Laws shall be fully effective on the first day of the month following their approval and acceptance by the congregation. Approval and acceptance shall be by two-thirds of the voting members present at the business meeting at which these By-Laws are presented.

Section 2: Amendments

These By-Laws may be amended at a business meeting by the vote of two-thirds of the voting members present, providing previous notice of the proposed change has been published on two Sundays preceding the business meeting.

Section 3: Exceptions

Any matters not covered by these By-Laws shall be referred to the church board for consideration and recommendation to the congregation.

Section 4: Suspension

These By-Laws shall not be suspended at any time.

