

**EASTERN HILLS BAPTIST CHURCH BY-LAWS  
(ADOPTED JAN. 20, 2016)**

**ARTICLE I. CHURCH MEMBERSHIP**

**Section 1 - General**

Eastern Hills Baptist Church is an autonomous and democratic Baptist Church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. Additionally, the membership reserves the right to associate with any local, state, or national Baptist Association.

**Section 2 - Membership**

Persons may be received into membership who presents themselves to the church in one of the following ways:

- (1) By profession of faith in Jesus Christ as personal Savior and Lord and for baptism by immersion.
- (2) By transfer of letter from another Baptist church.
- (3) By statement of prior conversion experience in another church of like faith and having been baptized by immersion, or as a candidate for baptism by immersion in this church. A church of like faith shall be determined by the Senior Pastor or his delegated minister, after discussion with the prospective member.
- (4) Exceptions to these procedures may be made upon recommendation of the Senior Pastor or an associate minister in unusual circumstances that justify a change from normal practice, such as extended illness of the candidate who wishes to be received.
- (5) The congregation shall vote on the requests for church membership.

**Section 3 - Orientation of New Members**

All new members of the church will be expected to participate in a new members' class led by the Pastor or taught under his direction. The Pastor will inform all new members of the schedule for this class. The class shall make new members aware of the church's vision and mission, expectations of members, doctrinal beliefs and practices, programs and ministries, opportunities of service, etc. Children (grade 6 and below) and youth (grades 7-12) will also be expected to attend a new member orientation class for their age group conducted under the supervision of the appropriate member of the Church Staff.

#### **Section 4 – Rights of Members**

- (1) Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provisions have been made for absentee balloting.
- (2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church unless otherwise specified by church policy.
- (3) Every member of the church may participate in the ordinances of the church as administered by the church.

#### **Section 5 – Termination of Membership**

Membership may be terminated in one of the following ways:

- (1) Death
- (2) Transfer of letter of membership to another Baptist Church.
- (3) Affiliation with a church of another denomination.
- (4) Exclusion by action of the church.
- (5) By written request of the member.

#### **Section 6 - Discipline**

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.

Should some serious condition exist which 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 accord with Matthew 18:15-22. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

## ARTICLE II. STAFF, CHURCH OFFICERS AND DEACONS

All who serve as officers and ministerial staff of the church shall be members of this church. The church officers of this church shall be the Pastor, Church Moderator, Church Treasurer, Assistant Treasurer, Church Clerk, and Church Trustees.

### Section 1 Ministerial Staff

- (1) Pastor. The pastor is responsible for leading the church to function as a New Testament church. The pastor will provide the spiritual leadership for the congregation, organizations and the church staff.

The pastor is leader of pastoral ministries in 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, and (3) care for the church's members and other persons in the community.

The pastor or his staff designee shall serve as ex-officio member of all church committees.

The 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.

The pastor may relinquish the office as pastor by giving at least two weeks notice by written resignation. The chairman of the Personnel Committee shall accept the resignation and convey the pastor's wishes to the deacons and church. 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 public notice 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 of the resident church members. The Church Moderator or in his absence the Chairman of Deacons shall call and preside at the business meeting. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

- (2). Ministerial Staff. 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 new staff member is determined and submitted to the Personnel Committee for study and evaluation. The request shall be sent to the Stewardship Committee for a cost survey and study. The Stewardship Committee shall return the request to the Personnel Committee outlining the total cost to the church, the availability of money to cover the expenditure if approved or a recommendation as how the Position could be funded. In considering the request with the financial data submitted by the Stewardship Committee, the Personnel Committee may then submit the proposal to the church with a recommendation for church action.

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 Personnel Committee and called by church action. A staff member may relinquish this position by submitting a resignation to the pastor and Chairman of the Personnel Committee two weeks prior to vacating the office.

The church may vote to vacate such positions upon recommendation of the Personnel Committee, such termination being immediate and the compensation conditions may be the same as for the pastor, except that the amount shall relate to the individual's compensation.

## **Section 2 - Non-ministerial Staff**

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.

The Personnel Committee may delegate to the appropriate staff member the authority to employ and terminate certain janitorial and support personnel as designated by the committee.

## **Section 3 - Church Moderator**

If the pastor elects not to serve as Church Moderator then the Committee on Committees shall nominate to the church, prior to the beginning of a new church year, a member to serve as church moderator. The moderator shall preside at all regular and special called business meetings. The moderator shall serve for a period of one (1) year or until his successor has been elected by the church. The moderator may excuse himself from presiding when issues are before the church that involves him personally. In that case the Chairman of Deacons shall preside. In the absence of the moderator the Chairman of Deacons shall act as moderator. In the absence of the moderator and the Chairman of Deacons, the Church Clerk shall call the church to order and preside for the election of an acting moderator.

## **Section 4 - Church Treasurer**

The Church Treasurer is elected annually upon recommendation of the Committee on Committees. The Church Treasurer serves as a financial liason between the church staff and membership. He is an Ex-Officio member of the Stewardship and the Personnel Committee and may serve on other Ad-hoc committees as assigned. He will review all financial statements, bank reconciliations and all other financial documents to ensure accuracy, completeness and timeliness. The Treasurer will report to the Stewardship Committee on a monthly basis a summary of this review which shall include historical data. He oversees the work of the Assistant Treasurer and consults with the minister responsible for church administration on matters of financial procedures, management or spending.

## **Section 5 - Assistant Treasurer**

The Assistant Treasurer is elected annually upon recommendation of the Committee on Committees. The Assistant Treasurer assists in Bank Reconciliations, accepts other duties as assigned by the Treasurer or by request of the Stewardship Committee and is able to fulfill duties of the Treasurer in the absence of a Treasurer.

## **Section 6 - Church Clerk**

The Church Clerk is elected annually upon recommendation of the Committee on Committees. The church clerk shall be responsible for keeping a record of Minutes from all official church business actions and shall make sure those are presented as part of the Business Meeting agenda. The Clerk shall also be responsible to make sure notices are given for all required meetings of the church according to the By-Laws.

## **Section 7 - Church Trustees**

The Committee on Committees shall nominate to the church three (3) members as trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. 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. The trustees shall serve on a rotation basis, with one new trustee being elected each year.

## **Section 8 - Deacons**

The church shall designate the number of active Deacons to serve the needs of the church. The members serving as active Deacons shall serve on a rotating system as follows

- (1) That each Deacon be elected for a three-year term and at the expiration of the term that each deacon be ineligible for reelection for a period of one year.
- (2) That only one-third of the active Deacons be elected each year, thus causing a change of only one-third of the active membership each year. If however, the church elects to increase the number of active Deacons, this increased number shall be in addition to the one-third whose term expires.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries task of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

The Deacons reserve the right to counsel with any member of the ministerial staff when deemed necessary to fulfill the mission of the church.

## ARTICLE III. CHURCH COMMITTEES

The committees of the church shall be standing, service, ad hoc, and search. All church committee members shall be church members and shall be elected by the church. Additional Committees may be recommended to the church as deemed necessary to effectively carry out the mission of the church.

### Section 1 - Definition

**(1) Standing Committee** - A Standing Committee is established to provide service, leadership, advice and direction within the approved church policy for a certain program, project, ministry, and to make recommendations regarding policies for carrying out the specific assigned duties by the church. Standing Committee members are elected for a three year period with one-third rotating off each year and that member is not eligible for re-election to the same committee for a period of one year. Each committee shall elect a chairman, vice-chairman and secretary.

The following standing committees are hereby established:

a. **Committee on Committees.** The purpose of this committee is to select, enlist and nominate persons to serve on church committees. The membership of the committee is as follows: (1) Pastor, (2) Chairman of Deacons, (3) Chairman of Personnel Committee, (4) Chairman of Nominating Committee, (5) Chairman of Stewardship Committee, (6) Chairman of Church Council.

b. **Personnel Committee.** The Personnel Committee represents the church in matters related to employment of salaried staff personnel, including those called by church action. The membership of the committee shall be as follows: (1) Chairman of Deacons, (2) Church Treasurer and \*six (6) members nominated by the Committee on Committees

c. **Stewardship Committee.** The Stewardship Committee shall oversee financial matters related to the church, and they shall be responsible for the preparation of the church budget. The Stewardship Committee shall consist of the Church Treasurer, Assistant Church Treasurer and nine (9) members nominated by the Committee on Committees.

d. **Church Council.** The Church Council shall lead the planning, coordinating, conducting and evaluating of programs within church organizations. The membership shall consist of the Sunday School Director, Discipleship Director, Woman's Missionary Union Director, Women's Ministry Director, Men's Ministry Director, Chairman of Deacons, and all called staff ministers.

e. **Nominating Committee.** The Nominating Committee coordinates the staffing of all church program leadership positions filled by volunteer workers. Persons considered for any positions shall be members of the church and shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve. The Nominating Committee shall consist of six (6) members recommended by the Committee on Committees, in addition to the Sunday School Director, Discipleship Director, Men's Ministry Director and Woman's Missionary Union Director.

(2). **Service Committees.** Service Committees are specialized areas of service that require continuity and special training to support church ministries. These committees do not generally rotate members on and off as regular standing committees due to experience and training needs.

(3). **Ad Hoc Committee.** A Committee established by the church for a specific study, evaluation and to make reports and/or recommendations to the church regarding their designated charge. These committees serve for a specific period of time.

(4). Pastor Search Committees. A search committee to fill a vacant office of Pastor would serve as an Ad Hoc committee and be governed as follows:

a. The Committee on Committees shall nominate eighteen (18) church members to the church for consideration to serve on the Search Committee. The nominations shall include eight (8) men, six (6) women and four (4) youth. When making the nominations the committee shall consider young adults and older adults alike. Additional nominations may be made from the floor.

b. The church in a designated business meeting shall elect from the nominees nine (9) members (4 men, 3 women and 2 youth) to serve as an Ad Hoc Committee to search for a prospective Pastor to fill the vacancy. In addition to the elected membership, the Chairman of the Personnel Committee and the Chairman of Deacons shall serve on the Search Committee. The election of the Search Committee membership shall be by secret ballot.

c. The Search Committee shall elect a chairman, vice-chairman, and secretary. The chairman shall make periodic reports to the church as to their progress. After due time the Search Committee feeling that they are unable to concur in a prospect may request that a new Search Committee be elected. The Personnel Committee will request of the Committee on Committees for a new search committee. The procedure for electing the membership will be the same as the original committee.

d. The committee shall bring to the consideration of the church only one name at a time. Election shall be by an affirmative majority vote of those present. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

(5) Ministerial Staff Search Committee. A search committee to fill any ministerial staff position, other than pastor, would serve as an Ad Hoc committee and be governed as follows: When a vacancy occurs in a called ministerial staff position other than the pastor, the Personnel Committee may proceed as a Search Committee with the pastor to fill the vacancy. If the Personnel Committee feels the need for a Search Committee, they may request the Committee on Committees to nominate a Search Committee to be considered for election by the church. Additional nominations may be made from the floor.

(6) Committee Purpose and Membership. Each committee will have a detailed description of the mission and ministry it supports. The number and types of members needed will be determined once the committee is designated by the Committee on Committees and approved by the church. The detailed purpose and membership of each committee will be maintained by the Church Clerk and included as part of church records.

## **ARTICLE IV. CHURCH PROGRAM ORGANIZATIONS**

The church shall organize and maintain ministries that support the overall church functions of worship, evangelism, discipleship, fellowship and ministry. Primary ministries include Sunday School, Discipleship, Music Ministry, Women's Ministries, Men's Ministries and Missions Education. However, the church may initiate or terminate any particular ministry, including those listed, in order to most effectively promote the mission of the church.

Each ministry organization of the church, and those church members who agree to serve in a particular ministry, shall be under the leadership of a church minister. The church shall strive to provide the resources for every ministry to function in the most effective manner possible.

## **ARTICLE V. CHURCH ORDINANCES**

### **Section 1 - Baptism**

The church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Jesus Christ as Lord.

- (1) Baptism shall be by immersion in water.
- (2) The pastor, or whomever the church shall authorize, shall administer baptism.
- (3) Baptism shall be administered as an act of worship during any worship service of the church.

### **Section 2. The Lord's Supper.**

The church shall observe the Lord's Supper at least once quarterly. The observance shall be in accordance with Biblical teachings in the Gospels and 1 Corinthians 11 and at the service designated by the pastor and deacons. The pastor and deacons shall administer the Lord's Supper.

## **ARTICLE VI. CHURCH MEETINGS**

### **Section 1 - Worship Service**

The church shall meet regularly on Sundays and Wednesdays for worship. It will also meet for worship at other times as designated by the church leadership.

### **Section 2 - Special Services**

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar. The membership of the church shall be notified in advance of all special service events.

### **Section 3 - Regular Business Meetings**

The church shall hold regular quarterly business meetings. A quorum for an official business meeting is considered those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

### **Section 4 - Special Business Meetings**

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given unless extreme urgency renders such notice impractical. The notice shall include the subject, the 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.

## **ARTICLE VII. CHURCH FINANCES**

### **Section 1 - Faithful Stewardship**

It is understood that membership in this church involves financial obligation to support the church and its causes with regular and proportionate gifts. We believe tithing is a biblical principle ordained by God.

### **Section 2 - Budget**

The Stewardship Committee, in consultation with the Ministry staff and church members responsible for church programs, 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.

### **Section 3 - Accounting Procedures.**

The Stewardship Committee and the Minister in charge of Administration shall maintain a system of accounting which will adequately provide for the proper handling and disbursing of all church funds. All funds received for any and all purchases shall pass through the church finance office and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond.

**Section 4 - Monetary Gifts** The Church reserves the right to determine if it will receive any gift, monetary or in kind.

### **Section 5 - Benevolence.**

The Administering of the Benevolence Fund is the responsibility of the Pastor and the Associate Pastor of Administration and Senior Adults, in cooperation with the Stewardship Committee.

**ARTICLE VIII. CHURCH ACTIVITIES, POLICIES AND POLICY MANUAL**

The minister in charge of Administration, in consultation with the Church Staff, shall develop and maintain a Church Operations Manual to include church policies, procedures and charts illustrating lines of responsibility in the administration of the church as adopted by the church. The manual shall be kept in the church office and made available for use by any member of the church. The manual is to be reviewed at least annually for needed changes by the minister in charge of Administration in consultation with the church staff.

**ARTICLE IX. MARRIAGE**

We believe that marriage is a union between one man and one woman, following biblical principles (Gen. 2:19-24, Lev. 18:22, Matt. 19:4-6, Rom. 1:18-27, Eph. 5:22-33, Heb. 13:4). We believe that God sanctions only the union in marriage of a man to a woman. Therefore, Eastern Hills Baptist Church sanctions only a ceremony compatible with those standards, and establishes the following policies. (1) Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities or on any properties owned by Eastern Hills Baptist Church. (2) Ministers of Eastern Hills Baptist Church will not perform any same sex marriages or civil unions, whether on or off church owned properties. Doing so would be grounds for termination.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church

**ARTICLE XI. AMENDMENTS**

Changes in the by-laws may be made at any regular business meeting of the church provided each change shall have been presented at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the by-laws shall be by a majority of the members present and voting.

This copy of by-laws is current and includes all amendments and changes previously adopted by the church. The by-laws have been re-typed and clarified to ensure the by-laws are consistent and allow for the ongoing pursuit of fulfilling our mission to reach the lost with the Gospel of Christ. The by-laws represent a general methodology of conducting church related activities and prescribes specific guidance only where necessary.

Moderator \_\_\_\_\_

Church Clerk \_\_\_\_\_