

# Pleasant Hill Baptist Church



**CONSTITUTION AND BYLAWS**  
**Adopted November 15, 2009**

# **CONSTITUTION AND BYLAWS OF PLEASANT HILL BAPTIST CHURCH**

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# **CONSTITUTION AND BYLAWS OF PLEASANT HILL BAPTIST CHURCH**

## **CONSTITUTION**

### Introduction

"By Grace are you saved through faith; and that not of yourselves; it is the Gift of God." This verse applies to you whether you were saved today, yesterday, or many years go. Salvation is instantaneous, but as Christians we must grow, as Paul says, from "Babes in Christ" into mature Christians, feeding ourselves on God's Holy Word and working and exercising our faith in the Christian Fellowship of believers.

This information is being presented to you as a guide to Christian growth, and to let you know what is expected of you as a Christian and as a member of Pleasant Hill Baptist Church.

The Articles of Faith state what we believe as the meaning of God, Jesus Christ, the Holy Spirit, man, the Church and the Bible. The Covenant is a statement of agreement between and among the members as to how they will conduct their daily lives. The Constitution is a statement of agreement as to how the business of the Church will be conducted.

None of the foregoing is to be taken as a creed or statement of belief which must be signed before entering into the fellowship of this Church. God alone will judge how well you keep your commitment to Him. However these statements should be of tremendous value in helping you understand more surely what it means - first of all to be a Christian, and, second, to be a God-pleasing Christian.

This information is provided to you with the hope and prayer that it will mean much to you as you grow in Christian Grace of God, and love for each other.

## **ARTICLE I. NAME**

This body shall be known as the PLEASANT HILL BAPTIST CHURCH located at 4930 Country Club Road, Troutville, Virginia at the intersection of Country Club Road and Haymakertown Road.

## ARTICLE II. MISSION STATEMENT, VISION AND CORE VALUES

### **Mission Statement**

This Church exists to share God's word in order that we may grow spiritually, and love, serve and lead others to Christ.

### **Vision**

We will provide a church for worship whereby all believers can enjoy fellowship and spiritual growth through biblical teaching and prayer.

### **Core Values**

1. Faith and Love

We are committed to grow in faith, love and service.

2. Prayer

We are committed to continuous prayer.

3. Worship

We are committed to faithfully worshiping God.

4. Biblical Teaching

We are committed to equipping Christians through biblical teaching of God's word.

5. Outreach

We are committed to go into the world as disciples and apostles to bring people to Christ.

6. Service

We are committed to provide worship experiences to meet the needs of our community.

7. Wellness

We are committed to the wellness of our church, its members, our community, and the world.

8. Missions

We are committed to local, state and world missions.

9. Stewardship

We are committed to be faithful stewards of our resources and use them to the advancement of God's kingdom.

## ARTICLE III. ARTICLES OF FAITH

We believe that Christianity is essentially a relationship and is not entered into by subscribing to creed and confessions of faith, nor does it basically consist of systematic theologies or philosophies of religion, but is rather a relationship of the regenerate believer to God through Jesus Christ by the power of the Holy Spirit on the basis of the revealed Word.

We believe, however, that as Christians, we should agree on and accept a common core of doctrine in order to perpetuate and extend the Kingdom of God and the Church. We, therefore, propose and subscribe to the following Articles of Faith:

1. The Scriptures

We believe that the Holy Bible was written by men divinely inspired; that it reveals the principles by which God judges us and is, therefore, supreme standard for human conduct, creed, and opinion.

2. God

We believe that there is one, and only one, living and true God, the maker and supreme ruler of heaven and earth, inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons: The Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

3. Christ

We believe that Jesus was begotten of the Holy Spirit and born of the virgin Mary; that He died for our sins and was raised for our justification; that He is true God and true man, and is the only and sufficient mediator between God and man through whom every soul may have direct access to God.

4. The Holy Spirit

We believe in the personality of the Holy Spirit and that He is constantly revealing Christ and the divine truth to men.

5. Salvation and Sin

We believe that all mankind has sinned "and come short of the glory of God", and therefore has an absolute need of salvation through the grace of God. We believe that the way to salvation is found in the teachings of Jesus Christ and that every man ought to show his love and faith in Christ by a public profession, followed by baptism and church membership that salvation is free to every one who sincerely repents of his sin, places his trust in Christ, and obeys His commandments; that in this salvation one is spiritually born.

6. Perseverance of Saints

We believe that only such as endure unto the end are real believers; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special providence watches over their welfare, and that they are kept by the power of God through faith unto salvation.

7. The Church

We believe that the church is a congregation of baptized believers; that every church is independent and self-governing, but under moral obligations to associate itself with other churches of like faith for the promotion of Christ's Kingdom, missions, Christian education and charity; and that its scriptural officers are Pastor and Deacons, whose qualifications are defined in the Epistles of Timothy and Titus.

8. Ordinances

We believe that Christian baptism is the immersion in water of a believer to symbolize our faith in the crucified, buried and risen Savior, as well as our death to sin and resurrection to a new life; that it is prerequisite to the privileges of church membership and to the Lord's Supper. The Lord's Supper is a symbolic act of obedience whereby members of the church; through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

9. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotions, both public and private, and by refraining from worldly amusements, and resting from secular employment, work of necessity and mercy being expected.

10. The World to Come

We believe that there is a radical and essential difference between the one who truly follows Christ and the one who does not; that only those who put their faith in Christ will escape an endless punishment in the world to come; and that at the second coming of Christ, the believers will enjoy an endless period of loving companionship with his Lord and God.

## **ARTICLE IV. CHURCH COVENANT**

Having been led, as we believe, by the Spirit Of God, to receive the Lord Jesus Christ as our 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 as one body of Christ.

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, discipline, and doctrines; 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 secret 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 be zealous in our efforts to advance the Kingdom of our Savior.

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 remove 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.

## **ARTICLE V. POLITY AND RELATIONSHIPS**

### **Section 1. Church Government**

The government of this Church is vested in the body of believers who compose its membership. All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action. This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.

### **Section 2. Affiliation with Associations and Conventions**

We recognize that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and goodwill. We also recognize that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian

and his Church family. So far as may be consistent with the principles and teachings of the Word of God, this Church shall cooperate insofar as practical, with and have representations in the denominational causes and organizations among Baptists, including the Southern Baptist Convention, Baptist General Association of Virginia and the Roanoke Valley Baptist Association, and other affiliated causes and auxiliaries of the Baptist churches of the county, state, and nation. As many messengers or representatives as may be allowed this Church at any such convention, meeting, or council, shall be elected by the Church at any of its business meetings. Each member of the Church present is entitled to cast one vote for each number of messengers or representatives.

### **Section 3. Cooperation with Other Denominations**

This Church shall cooperate with other local denominational bodies in the observance of special religious services and in community service projects, so long as the aforementioned do not conflict with the faith and practice of this Church.

### **Section 4. Doctrine**

This Church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Baptist Churches.

## **ARTICLE VI. CHURCH OWNERSHIP**

The ownership of the PLEASANT HILL BAPTIST CHURCH is vested in the membership of the Church.

## **BYLAWS**

### **ARTICLE I. CHURCH MEMBERSHIP**

#### **Section 1. Membership**

The membership of this Church reserves the exclusive right to determine who shall become a member and the conditions of such membership.

The membership of this Church shall be composed of persons who demonstrate evidence of salvation, who have been baptized by immersion, (except as noted in Section 2 below) who subscribe to the Constitution and Bylaws of this Church, who have offered themselves as candidates for membership and who have been received by an affirmative vote of the Church at any regular Church service.

#### **Section 2. Candidacy**

Any person may offer himself for membership in one of the following ways.

1. By profession of faith in Jesus Christ as Savior and Lord and for baptism according to the policies of this Church.

2. By a letter of transfer from another Baptist Church or a Christian Church which upholds believer's baptism.
3. By a statement of faith that he is a Christian and has been baptized.

Under special circumstances and upon recommendation by the Pastor, or when a person who is physically unable to present himself for membership, or who is physically unable to be baptized by immersion may be received by vote of the Church.

Once the candidate meets the qualifications as set forth above, such person shall be formally presented to the Church for a membership vote. Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and the Deacons for a confidential investigation and the making of a recommendation to the Church within thirty (30) days. A three-fourths (3/4) vote of these members present and voting shall be required to elect such candidates to membership.

### **Section 3. Termination of Membership**

Membership in the Church will be terminated in one of the following ways:

1. A member may request a letter of transfer to any other church.
2. By death of the member.
3. By action of the Church:
  - a. Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, the Pastor and Deacons will take every measure to resolve the problem in accord with Matthew 18. If the Deacon Council determines that it is necessary for the Church to take action to exclude a member, a three-fourths (3/4) vote of the members present at a special called business meeting is required. All such proceedings shall be carried out in a spirit of Christian kindness and forbearance.
  - b. The membership roll of the Sunday School and the Church may be reviewed periodically for the purpose of maintaining accurate records. Members who are shown to be inactive by our records will be contacted and given the opportunity to remain on the rolls. If no response is received or if they request to be removed from the rolls, then the Church will take action to remove that person's name from the rolls as noted above.
4. By personal or written request from the member.

If the membership of a person has been terminated under Section 3.A (3a), the Church may restore membership to the person terminated upon the request of that person, and by vote of the Church upon evidence of the person's repentance and reformation. A three-fourths (3/4) vote of the members present at a special called business meeting is required.

#### **Section 4. Rights of Members**

Every member shall have equal rights to speak and vote on all matters of Church policy and business. Every member of the Church is eligible for consideration for elective offices in the Church and Church organizations with such restrictions as may be set forth in these Bylaws.

Every member of the Church is entitled to one (1) vote at all elections and on all questions submitted to the Church in conference, provided the member is present. There shall be no voting by proxy or voting by absentee ballot unless the member is classified as a shut-in. If a member is classified as a shut-in, said member may vote by absentee ballot if the member knows beforehand a particular issue is coming before the Church. The Church is not obligated to inform members, including shut-ins, of all issues which the Church may consider at a business meeting. Voting on matters of personnel shall be by written ballot. All other matters shall be by voice vote unless a written ballot is requested. Every member shall have the right to nominate a qualified member from the floor, prior to the vote at any election.

In the event a member has a grievance and after all other reasonable methods of resolution have been exhausted he can submit the grievance in writing to the Pastor or the Chairperson of the Church Council for resolution.

Every member of the Church may participate in the observance of Communion.

#### **Section 5. Duties of Members**

Members are expected to uphold the Church Covenant as set forth in Article IV of the Constitution.

Every member is expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of the Church, to give regularly and systematically to the support of the Church and Kingdom causes, and to share in its organized work.

The duties and responsibilities of the members include:

1. Approving any modifications to this document.
2. Approving of the church budget.
3. Disposal of assets in excess of \$500.00.
4. Calling or removing Ministerial and Non-Ministerial Staff.
5. Affirming the nomination of the elected officers: Deacons, Clerk, Trustees, Treasurer(s), Sunday School Director(s) and Moderator.
6. Affirming the nomination of Committee and Organizational Council members.
7. Approving financial and contractual agreements not included in the budget, in excess of \$500.00. Emergency repairs in excess of \$500.00 may be approved by the Budget and Finance Committee chair and must be ratified at the next business meeting.
8. Approving ministry and fellowship groups to be associated with the church.
9. Approving policies related to other uses of the church facilities.
10. Accepting members.

When a member moves his residence to a location that makes it impractical for regular worship at this Church, he should apply for a letter of transfer to a church near his new home.

## **ARTICLE II. CHURCH STAFF AND OFFICERS**

### **Section 1. General**

The Church staff (full-time, part-time, and/or interim) and officers shall consist of

- 1) the ministerial staff,
- 2) the non-ministerial staff, and
- 3) the elected lay officers.

### **Section 2. The Ministerial Staff**

#### General

The ministerial staff may consist of, but not be limited to, one or more of the below listed positions as deemed necessary by the Church. Nothing in these Bylaws is intended to prevent any staff member from serving in more than one of the positions simultaneously; nor does it require that each position noted be filled by an individual. Job descriptions and duties for any or all staff may change as the Church deems necessary and are described herein or in the POLICY AND OPERATIONS MANUAL.

1. Pastor
2. Associate Ministers may be called to provide ministry in any one or more of the following areas:
  - a. Education
  - b. Music
  - c. Adults
  - d. Youth
  - e. Children
  - f. Family Life

#### The Call of Ministerial Staff

All ministerial staff members shall be called by the Church to serve until the relationship is dissolved at the request of the staff member or the Church. In either case, at least thirty (30) days notice shall be given to terminate the relationship, unless otherwise mutually agreed, with both staff member and Church seeking to follow the will of God and the leadership of the Holy Spirit.

The call of the Pastor shall be upon the recommendation of a special Pastor Search Committee of seven (7) members, nominated jointly by the Church Council and Deacon Council and elected by the Church. All on this committee shall have been a member of this Church for at least three (3) years. This committee will use "The Pastor Search Committee" manual from the Baptist Convention as its guide. The Personnel Committee, in consultation with the Church Council and the Budget and Finance Committee, will provide this committee guidelines dealing with the total compensation package for the proposed call. Before a nomination is brought before the Church, this special committee will finalize the total

compensation package for this nominee. This committee shall seek out and nominate persons whose Christian character, education, and experience qualify them for the office. The committee shall bring only one name at a time for the consideration of the Church, and no other nominations shall be made.

The need to call an Associate Minister shall be upon the recommendation of the Pastor to the Church Council. After the recommendation and upon confirmation of the Church Council and the Church, a special committee (Associate Minister Search Committee) of seven (7) nominated by the Church Council and elected by the Church will be formed. Two (2) of these committee members shall be chosen from the Personnel Committee. This committee shall seek out and nominate persons whose Christian character, education and experience qualify them for the office. The Personnel Committee, in consultation with the Church Council and the Budget and Finance Committee, will provide this committee guidelines dealing with the total compensation package for the proposed call. Before a nomination is brought before the Church, the Personnel Committee will finalize the total compensation package for this nominee. The committee shall bring only one name at a time for the consideration of the Church, and no other nominations shall be made.

In the event the Church is without a Pastor and an Interim Pastor is serving in that capacity, the Church will only call an Interim Associate Minister. This Interim Associate Minister may be full or part time. This Interim may become permanent only after the Church secures a Pastor, and upon recommendation of the above special committee and approval of the Church.

The call of a ministerial staff member shall take place at a meeting especially called for that purpose. At least fourteen (14) days notice must be given to the membership as described in Article VI.

An affirmative vote of at least three-fourths (3/4) of those present and voting shall be necessary for a call. Should the one being considered fail to receive the three-fourths (3/4) vote, the Committee will be instructed to seek out another person and the meeting shall be adjourned without debate.

#### Managing Ministerial Staff

Staff Review Committee - The Church Council shall elect a Staff Review Committee consisting of five active Church members, one of whom shall be the Chairperson of the Deacon Council, one of whom shall be the Chairperson of the Church Council and one of whom shall be Chairperson of the Personnel Committee. The Chairperson of the Personnel Committee shall serve as Chairperson of the Staff Review Committee. The Committee shall conduct an annual performance review of each Staff person by the 15<sup>th</sup> of November. Following this review the committee shall meet jointly with the Personnel and Budget and Finance Committees to discuss compensation prior to the preparation of the budget.

Staff Grievance – In the event of a grievance involving staff, and after all other reasonable methods of resolution have been exhausted, the staff member shall bring such

grievances in writing to the Church Council. The Church Council shall investigate the grievance and shall respond to the grievance in writing within thirty (30) days.

Dismissal of Ministerial Staff- In the event the need arises to dismiss a Ministerial Staff person, the Chairperson of the Church Council will contact the Chairperson of the Personnel Committee and request a joint meeting of the Personnel Committee, the Deacon Council, and the Church Council. A quorum of three-fourths (3/4) of the Deacon Council and three-fourths (3/4) of the Personnel Committee, and three-fourths (3/4) of the Church Council must be present before any vote can be taken. A vote to recommend dismissal of a Ministerial Staff person will require passage by a three-fourths (3/4) margin of the collective body present. If the vote is to recommend dismissal, the Chairperson of the Church Council will call a Special Business meeting for a vote by the church membership.

### The Duties of the Ministerial Staff

#### Pastor

The duties and responsibilities of the Pastor are generally described below and shall be outlined in the POLICY AND OPERATIONS MANUAL. The Pastor shall be the spiritual leader of the Church, leading by Christian example, and entrusting all of the affairs of the Church to God through prayer. The Pastor shall be in charge of the welfare of the Church and shall supervise the Church staff. He shall be an ex-officio member of all councils, organizations and committees. He may call special meetings of the Church Council or of any committee according to procedures which may be set forth in these Bylaws. He shall conduct regular and special worship services, administer the ordinances, minister to the members of the Church and community, and perform other duties that usually pertain to that office. He shall be responsible for the pulpit ministry of the Church. In cooperation with the Deacons he shall arrange for pulpit supply for those who will assist in revival meetings and other special services. He shall perform wedding ceremonies and conduct funeral services. The Senior Pastor shall be an authorized messenger to all denominational associations and conventions. The Pastor shall prepare an annual "State of the Church" letter to the congregation in January setting forth accomplishments of the previous year as well as goals and objectives for the coming year. If called upon, the Senior Pastor shall preside at business meetings of the Church in the absence of the Moderator and the Chairperson of the Church Council. He shall be the administrator of the Church and staff, and he shall approve all absences and vacations of all Church employees.

The Pastor shall meet with the Staff Review Committee annually at a minimum, or as often as deemed necessary in order to review performance and update or revise duties and responsibilities as outlined in the POLICY AND OPERATIONS MANUAL.

#### Associate Ministers

Associate Ministers are responsible to the Pastor for assisting in the proclamation, pastoral care, and administration of the Church. The duties and responsibilities of Associate Ministers shall be outlined in the POLICY AND OPERATIONS MANUAL.

### **Section 3. The Non-Ministerial Staff**

The non-ministerial staff may consist of the church secretary and other positions as deemed necessary by the Church.

#### The Employment of Non-Ministerial Staff

The hiring of non-ministerial staff shall be done in the following manner:

1. The Pastor or an individual committee may request an additional position. The Pastor or committee shall draft a description of the job, estimate the required hours of work and other characteristics of the job and forward that information with their recommendation to the Personnel Committee.
2. The Personnel Committee shall review the request and if approved, finalize the job description and determine the guidelines for filling the position. The Personnel Committee, in consultation with the Budget and Finance Committee, will establish a total compensation package for the proposed request.
3. After approval of the Personnel Committee, they shall present the position (not the person) to the Church for a vote before recruiting can take place. If the Church approves the position, the Pastor or requesting committee will then recruit to fill the position. The terms of advertisement and other criteria for recruitment will be determined by the Personnel Committee.
4. Applications received will be screened by the Personnel Committee and the Pastor, and the top candidates will be interviewed by same. Upon selection of a candidate, the Personnel Committee shall inform the Church Council to call a Special Business meeting for a vote by the church membership.

#### Dismissal of Non-Ministerial Staff

In the event the need arises to dismiss a non-ministerial employee, the Chairperson of the Church Council will contact the Chairperson of the Personnel Committee and request a joint meeting of the Personnel Committee, the Deacon Council, and the Church Council. A quorum of three-fourths (3/4) of the Deacon Council and three-fourths (3/4) of the Personnel Committee, and three-fourths (3/4) of the Church Council must be present before any vote can be taken. A vote to recommend dismissal of a Non-Ministerial Staff person will require passage by a three-fourths (3/4) margin of the collective body. If the vote is to recommend dismissal, the Chairperson of the Church Council will call a Special Business meeting for a vote by the church membership.

#### Staff Performance Review

The Staff Review Committee shall conduct an annual performance review of each Staff person by the 15<sup>th</sup> of November. Following this review, the committee shall meet jointly with the Personnel and Budget and Finance Committees to discuss compensation prior to the preparation of the budget.

### Duties of Non-Ministerial Staff

The specific duties and responsibilities of non-ministerial staff shall be outlined in the POLICY AND OPERATIONS MANUAL.

### **Section 4. The Elected Lay Officers**

All elected lay officers, with the exception of Deacons and Trustees, shall serve from January 1 through December 31 unless otherwise specified herein. Deacon Council members shall serve for a 3-year term. Trustees will serve a 3-year term with no limit on consecutive terms. The elected lay officers of the Church may consist of, but shall not be limited to, the following:

1. Deacon Council
2. Clerk
3. Moderator
4. Trustees
5. Treasurers
6. Sunday School Director

### Election and Duties of Lay Officers

#### 1. Deacons

Principal Function: Deacons are to be spiritual leaders and servants of the Church and shall be responsible for assisting the Pastor and Church leaders in promoting, developing, and carrying out the ministries of the church. The Deacon Council shall establish ministry teams as necessary to meet the needs of the church. All ordained Deacons who are members of this church should serve on the ministry teams. These teams may include:

- Bereavement
- Hospital and Assisted Living Visitation
- New Member
- In-reach
- Out-reach
- Visitation

Deacons shall subscribe to Matthew 25:40, “truly, I say to you, as you did it to one of the least of these my brethren, you did it to me.”

Deacon Fellowship: The Deacon Fellowship shall consist of

- a) the Deacon Council,
- b) all ordained Deacons, who are members of this church, who are not currently serving on the Deacon Council, and
- c) the Deacon Emeritus.

### The Deacon Council

#### (1) Qualifications

Deacons shall be people who possess the scriptural qualifications of Deacons, who are committed to the Great Commission, who have demonstrated Christian

maturity and who have love and compassion for their fellow man. A person must have been a Christian member of a Baptist church for a minimum of five (5) years, and a member of this Church for a minimum of two (2) years, prior to his election as a Deacon.

(2) Nominations

All proposed Deacon Council members shall be nominated annually by the Deacon Nominating Committee. This Committee shall consist of seven (7) members, including four (4) Deacons who are completing their second or third year of Deacon Council service and three (3) members who are not ordained deacons. The Pastor and Chairperson of the Deacon Council shall be ex-officio members of this Committee.

The Deacon Nominating Committee shall be appointed by the Deacon Council no later than October 1<sup>st</sup> each year. The number of serving Deacon Council Members required will be determined and made known to the Church by the Deacon Council prior to the annual election of Deacon Council members. This Committee shall nominate only the number of Deacons required to carry out the duties of the Deacon council. The Church membership may propose names to the Deacon Nominating Committee. The Committee will utilize the Newsletter to inform the membership of the qualifications of the office of Deacon and request their input. The Deacon Nominating Committee shall present their slate of nominees to the Deacon Council at their November meeting for approval.

(3) Election

The required number of nominees shall be presented to the Church for election in the December business meeting. Any church member elected to the Deacon Council, who has not been previously ordained, shall be ordained in a special ordination service, prior to serving.

The Deacon Council shall meet, no later than December 31<sup>st</sup>, to elect a Chairperson for the following year. The Chairperson shall serve as a member of the Church Council. Other officers of the Deacon Council shall be elected as required.

(4) Term of Office

The Deacon Council shall consist of nine (9) members, unless otherwise approved by the Church. Deacons shall be elected annually for a three-year term from January 1 – December 31. The Deacon terms shall be staggered with one-third (1/3) of the Deacon Council rotating off each year and one-third (1/3) new members elected each year. Some terms may be less to ensure that one-third (1/3) of the Deacon Council members have their term expire at the end of each Church year. After serving a (3) three-year term or completing an unexpired term, a Deacon shall not be eligible to serve on the Deacon Council until a lapse of at least one (1) year has occurred. Exception: this requirement may be waived in the event

of a Deacon filling the unexpired term of one duly elected but who for good reason does not complete the full term of three years. In the event of a vacancy by death, transfer of membership, or resignation, the Deacon Nominating Committee shall add an equal number of nominees to fill the unexpired term of office. The nominees shall be presented to the Church for election in a business meeting.

Should such a vacancy occur within three months of an annual election, nominations will be made along with the regular election of officers. At other times, the Deacon Nominating Committee' will seek a replacement within two months of the vacancy.

(5) Meetings

The Deacon Council shall meet monthly or as deemed necessary by the Chairperson of the Deacon Council. Fifty-one percent (51%) of the Deacon Council shall be present to constitute a quorum.

(6) Responsibilities of Deacon Council members

- (a) Recognize the role of deacon as a special calling in the ministry of the church and commit to fulfilling the responsibilities of deacons as outlined in the Church Constitution and By-Laws.
- (b) Develop a shared working relationship with the pastor, ministerial staff and all active deacons in the church.
- (c) Provide pastoral ministry to church families when the pastor is away.
- (d) Encourage church families and individuals to maintain a healthy relationship to the church by growing in their Christian faith, church attendance and commitment to the church.
- (e) Provide an outreach ministry to inactive church individuals and families by assimilating them into the fellowship of the church.
- (f) Communicate the church's mission and programs to inactive members through visits, calls, letters and cards.
- (g) Participate in training opportunities and workshops provided by the church in developing, implementing and evaluating skills and responsibilities to our assigned deacon ministry teams.
- (h) Submit appropriate and timely reports and requested information to the Chairperson of the Deacon Council.
- (i) Attend scheduled monthly meetings held by the Chairperson of the Deacon Council to discuss needs, concerns and development of plans for

the Deacon Ministries.

(j) Contact the pastor, Chairperson of the Deacon Council and church secretaries regarding the needs and concerns of the congregation.

(k) Assist in the observance of church ordinances as requested by the pastor and Chairperson of the Deacon Council.

(7) Training and Mentoring

Deacon Council will be required to attend a training session or retreat in January or as soon as available each year. The purpose of the training sessions will be to formulate the Deacon Ministry teams.

Some of the topics to be explored will include:

(a) Exploration of each deacon’s concept of the Deacon Ministry Teams and his/her responsibilities and performance.

(b) Definition of the church’s mission in the Deacon Ministry Teams.

(c) Examination of the relationship between the role of each individual deacon in the church and the goals and purposes of the Deacon Ministry Teams.

The pastor and Chairperson of the Deacon Council will request each church member when ordained as deacon to commit to the following Covenant:

**COVENANT AS A DEACON OF PLEASANT HILL BAPTIST CHURCH**

I commit to following the biblical model of the Deacon Ministry Teams outlined in the Pleasant Hill Baptist Church By-Laws and Constitution by making myself completely and totally available to my Lord and Savior Jesus Christ. I also commit with all my heart to prayer, encouragements and support as I participate with my pastor and deacons in ministering to the members of Pleasant Hill Baptist Church.

Name \_\_\_\_\_ Date \_\_\_\_\_

Deacon

Name \_\_\_\_\_ Date \_\_\_\_\_

Pastor

All ordained Deacons, who are members of this church, who are not currently serving on the Deacon Council

All ordained Deacons, who are members of this church, who are not currently serving on the Deacon Council will assist the Deacon Council in carrying out Deacon responsibilities and Ministries when called upon by the Deacon Council. They shall share in all Deacon

fellowships, retreats and are eligible to attend Deacon Council meetings as non-voting members.

### The Deacon Emeritus

The Deacon Emeritus is a person who has served faithfully as a Deacon, and who by special recommendation of the Deacon Council and vote of the Church has been elected to this position. Deacon Emeritus is eligible to attend all Deacon Council meetings as a non-voting member, to offer guidance and suggestions and assist in the decision making process. Their presence, however, is not counted towards requirements for a quorum.

#### 2. Clerk

The Clerk shall be nominated by the Nominating Committee and elected annually. It shall be the Clerk's duty to attend, or to be represented at all business meetings and Church Council meetings; to keep accurate minutes of the meetings and to prepare the annual associational letter. The Clerk shall issue letters of transfer as authorized by the Church, preserve all historic papers and valuable letters and records that belong to the Church to preserve a true history of the Church. It shall also be the duty of the Clerk to see that an accurate roll of the Church membership is kept with dates and methods of admission and transfer, change in name, correct mailing addresses and other pertinent information.

#### 3. Moderator

The Moderator shall be nominated by the Nominating Committee and elected annually. The Moderator shall preside at all business meetings. In the absence of the Moderator, the chairperson of the Church Council shall serve as Moderator. In the absence of both the Moderator and the chairperson of the Church Council, the pastor shall serve as moderator. Unless otherwise stated Robert's Rules of Order will be the guide for conducting all meetings.

The Moderator shall:

- a. Have the primary duty of directing the business meetings.
- b. Be familiar with the church Constitution and By-laws.
- c. Have a strong knowledge of Robert's Rules of Order.

#### 4. Trustees

The Trustees shall be nominated by the Nominating Committee and elected to serve for a three 3-year term, with no limit on consecutive terms. There shall be three (3) Trustees. The Trustees shall, as provided by law and the action of the Church, hold in trust the title of all property of the Church and shall represent the Church in all matters of legal responsibility regarding the purchase and disposal of Church property except responsibilities relating to the Endowment and Memorial Funds Committee. They shall execute all legal papers relating to the Church without a specific vote of this Church authorizing such action; however, they shall have no power to buy, sell, mortgage, lease, or transfer any property of the Church without a specific vote of the Church authorizing such action. Neither shall they have any

control over the use of the Church property except by vote of the Church. Trustees shall  
Trustees may be authorized to sign checks.

The Trustees shall review all insurance policies annually, and ensure the Church has an adequate insurance plan.

#### 5. Treasurers

The Treasurers shall be nominated by the Nominating Committee and elected annually.

All monies received for any and all purposes by the Church and its various organizations shall be properly recorded on the books of the Church by the Treasurer. Disbursements shall be according to the Church budget and its operation, or if designated, according to the designation.

The Treasurer shall keep accurate records of all receipts and expenditures in a format approved by the Budget and Finance Committee. These records shall be the property of the Church and shall be available for inspection, upon request by any Church member. Individual contribution figures are confidential and shall be viewed only by personnel responsible for maintaining those records. Only total and statistical information that in no way can be referenced to identify or reveal individual contribution amounts shall be available for inspections.

Within two weeks following the end of each quarter, the Treasurer shall submit a written financial report to the Budget and Finance Committee. The report shall itemize all receipts and disbursements according to the approved budget categories, or if designated, according to the designation. The Treasurer shall also submit a report outlining the assets and liabilities of the Church.

#### 6. Sunday School Director

The Sunday School Director shall be nominated by the Nominating Committee and elected annually. The Sunday School Director, in cooperation with the Church Staff, shall have general oversight of the entire school. The Director shall acquaint himself with the best methods of religious education and endeavor to adopt them in his school. It shall be the Director's duty to counsel with his teachers and officers. The Director shall see that a Sunday School report is made in the regular business meetings of the Church. The Sunday School Director shall be a member of the Church Council.

### **ARTICLE III. COMMITTEES**

#### **Section 1. General**

The Church shall elect such committees as may be deemed necessary to carry out the ministries of the Church. The classification, purpose, qualifications, responsibilities, authority, relationships, term of service, term limits, restrictions or limitations of eligibility and the number of members of all the committees of this Church will be defined herein, or in

the POLICY AND OPERATIONS MANUAL. Unless otherwise specified, terms shall begin on January 1 and expire on December 31. This information will serve as a guideline for committee work and as a resource for the Church Nominating Committee in seeking out persons to serve on these committees. The Nominating Committee shall fill any vacancies.

All committees are responsible to the Church and shall report to the Church at the regular business meetings as appropriate. It is recommended that proposals be presented to the Church Council prior to presentation at a business meeting.

Realizing from time-to-time there may be a need to establish additional committees or change names and/or duties of existing committees, these additional committees or changes may be authorized in the following manner, without having to amend this Constitution and Bylaws.

1. The name and complete description of the proposed committee and/or change in existing committee must be presented to the Church Council for review and approval, prior to being presented to the Church for approval in accordance with Article VI.
2. After Church approval, such changes shall become effective.

There will be three committee classifications – Administrative, Service and Special. The Administrative Committees and Service Committees being referred to as Standing Committees

#### Administrative Committees

These committees shall be those that meet on a regular basis to administer the business of the Church and recommend policies that affect the ministries of the Church.

The members of these committees shall be elected by the Church upon recommendation of the Nominating Committee. Fifty-one percent (51%) of the Committee members must be present at a meeting to constitute a quorum.

Administrative Committees shall include:

1. Budget and Finance
2. Buildings and Grounds
3. Long-Range Planning
4. Nominating
5. Personnel

#### Service Committees

These committees shall be those that perform a certain service for the Church. These committees may or may not meet on a regular basis depending upon their function.

Service Committees shall include:

1. Audio Visual
2. Baptism
3. Benevolent
4. Communion
5. Flower and Decorating
6. Music
7. Social – Kitchen
8. Transportation
9. Ushers - Greeters

### Special Committees

These committees shall be those that are formed for a special short-term purpose or project. The term of office for these committees shall be only as long as the project or purpose exists. The members of these committees shall be recommended to the Church for election by the Nominating Committee, unless otherwise specified in these Bylaws. The recommending body also shall provide a written document outlining the specific duties of these committees at the same time it makes its recommendations regarding committee membership.

### **Section 2. Meetings**

All committees are encouraged to conduct their regularly scheduled meetings without conflicting with normal Church activities.

### **Section 3. Election of Committees and Chairmen**

All committees shall be elected by the Church to aid the congregation and the Church staff in carrying out their work.

All new members of committees (except the Pastor Search Committee, Associate Minister Search Committee, Deacon Nominating Committee, Staff Review Committee and Audit Committee which are nominated, elected, and function as set forth in Article II, Sections 2 and 4; and Article V) shall be elected annually by the Church upon the recommendation of the Nominating Committee. Any member of the Church may make nominations from the floor.

Preferably, all committee chairmen (except the chairperson of special committees) should serve on a committee at least one year prior to being elected chairperson. In cases in which none of the eligible committee members would accept chairmanship, the Committee may select co-chairs. Preferably, at least one of the co-chairs should have served on the committee at least one year prior to being elected co-chairperson.

### Procedure for Nominating and Electing Members of Committees

The Nominating Committee shall present the names of nominees to fill all required Committee positions to the church for election at the December business meeting.

Following the church's election of nominees to fill the committee positions, each Committee will meet and elect its chairperson not later than December 31<sup>st</sup>.

## **Section 4. Duties of Committees**

### **Administrative Committees**

#### **1. Budget and Finance Committee**

The Budget and Finance Committee shall study and make recommendations to the Church for all matters that relate to the finances of the Church. This Committee shall:

- a. develop an annual budget,
- b. develop and recommend financial policies and procedures,
- c. review expenditures of the Church-approved budget,
- d. submit a Financial Report at each quarterly business meeting which shall itemize all receipts, disbursements, budget account balances and designated receipts balances.

This Committee shall include other committees in the decision-making process when the matter relates to the respective committee responsibilities. The Treasurer(s) shall be an ex-officio member of this Committee.

#### **2. Building and Grounds**

The Building and Grounds Committee shall work with program leaders in space allocation and acquiring furnishings and equipment. This Committee will maintain an inventory of all equipment and furnishings. They will recommend policies and procedures relating to maintenance and use of premises and equipment. This Committee will prepare budget recommendations for the Budget and Finance Committee and administer the maintenance and repair budget of the Church premises and equipment. They will promote the conservation of energy and other natural resources which are used in the operation of the Church facilities. They shall also be responsible for maintenance and use of the grounds, parking lots and other land areas, and keep the trees, shrubs, flowers and lawn areas in good condition. This Committee shall be responsible for obtaining Custodial and Lawn Care services from an independent contractor. They shall include other committees in the decision-making process when the matter relates to the respective committee's responsibilities. They shall secure volunteers for assisting in the care and maintenance of the premises and equipment.

#### **3. Long-Range Planning Committee**

The Long-Range Planning Committee shall recommend 3-5 year strategies for the Church in areas such as facility enhancement, programming, outreach, and personnel. The Long-Range Planning Committee shall review the Church's strategic plan regularly.

#### **4. Nominating Committee**

The Nominating Committee shall be nominated by the Church Council for election by the Church. The report of the Nominating Committee shall consist of nominations for all elected officers, organizations, councils and committees at the business meeting in December in accordance with Article III, Section 3. They shall also fill vacancies during the year as they occur.

## 5. Personnel Committee

The Personnel Committee shall be responsible for the recommendation to the Church of additional staff positions after determining a need exists and after appropriate study and review with the Pastor and the Church Council. The Personnel Committee shall prepare and update job descriptions and organizational charts to insure proper chains of authority and acknowledge responsibility and accountability. This Committee shall also develop, update, and recommend policies and procedures for the total staff including such areas as: absences, employee anniversary, counseling, leave of absence, vacations and other general areas. In addition, they shall keep the staff and Church informed on all legal and government requirements relating to areas such as: Fair Labor Standard Act, Equal Employment Opportunity, Occupational Safety and Health Act, Employee Retirement Income Security Act, etc.

The Personnel Committee shall provide appropriate evaluation forms for use by the Staff Review Committee. The evaluation forms shall deal with job knowledge, work accomplished, planning, initiative, teamwork, quality and quantity of work, human relations skills, managerial skills and personal growth. A performance evaluation of all Staff shall be performed annually by the Staff Review Committee.

Following the Staff Review evaluations, the Staff Review Committee and Personnel Committee shall meet to insure all staff evaluation recommendations comply with Church policies and procedures, and to recommend a compensation program for each staff member. The compensation program shall be approved by the Budget and Finance Committee before presentation to the Church.

This Committee shall participate in the employment or termination of non-ministerial staff as set forth in Article II.

## **Service Committees**

### 1. Audio-Visual Committee

The Audio-Visual Committee's responsibilities shall include the operation of sound and audio equipment during worship services and special programs of the Church. They shall also oversee the maintenance of the Church's audio-visual equipment and be responsible for providing, through the library, audiotapes of worship services to be used in our tape ministry.

### 2. Baptism Committee

The Baptism Committee shall make all arrangements for preparing the Baptistry, rooms, and robes for the Baptism services and assist the pastor and candidates during the service, and cleaning robes following the service.

### 3. Benevolent Committee

This Committee shall consist of the Pastor, Chairperson of Deacons and the Treasurer. This Committee shall establish procedures to disburse funds allocated to them. It shall be the duty of this Committee to determine the need of the recipients of these funds. They shall also receive and distribute clothes, food and household furnishings and other items, as they deem necessary.

4. Flower and Decorating Committee

The Flower and Decorating Committee shall be responsible for flowers being placed in the sanctuary each Sunday and Church decorations for the sanctuary and other areas of the church for all special Church-wide events such as Christmas, Easter, etc. They may see that flowers are furnished in memory of Church members.

5. Lord's Supper Committee

The Communion Committee shall be responsible for purchasing and preparing the Lord's Supper elements and seeing to the storage, care, and replacement of related equipment.

6. Music Committee

The Music Committee shall work with the Minister of Music in developing the total music ministry of the Church. This Committee shall recommend to the Church all policies and procedures relating to the choirs, and other matters relating to the music ministry of the Church. The Minister of Music shall be a member of the Music Committee.

7. Social - Kitchen Committee

The Social Committee shall be in charge of all kitchen equipment and supplies. They shall secure volunteers for assisting in the preparation and serving of all refreshments and meals. This committee shall recommend to the Church all policies and procedures relating to the operation and use of the kitchen.

8. Transportation Committee

The Transportation Committee shall establish guidelines concerning the use of church-owned vehicles for all Church-related functions. They shall oversee the maintenance church-owned vehicles and establish a list of approved drivers. They will seek to meet the needs of providing transportation for the elderly and others.

9. Ushers and Greeters Committee

This Committee shall recruit and organize volunteers to serve as ushers and greeters at all services of the Church.

## **ARTICLE IV. ORGANIZATIONS**

### **Section 1. General**

The Church shall maintain programs of Bible teaching; Church member training; Church leader training; new member training; mission education, action, and support; music education, training and performance; and fellowship. The Church shall elect such organizations as may be deemed necessary to carry out the ministries of the Church. The organizations may include, but not be limited to, the following:

1. Worship Council
2. Sunday School
3. Education Council
4. Pre-School Council
5. Children's Council
6. Youth Council
7. Young Adult's Council
8. Women's Council
9. Men's Council
10. Senior Adult's Council
11. Missions Council
12. Wellness Outreach Council

The purpose, qualifications, responsibilities, authority, relationships, term of service, term limits, restrictions or limitations of eligibility and the number of members of all organizations of this Church will be defined herein, or in the POLICY AND OPERATIONS MANUAL. Unless otherwise specified, terms shall begin on January 1 and expire on December 31. This information will serve as a guideline for the organizations and as a resource for the Church Nominating Committee in seeking out persons to serve on these organizations. The Nominating Committee shall fill any vacancies.

All organizations are responsible to the Church and shall report to the Church at the regular business meetings as appropriate. It is recommended that proposals be presented to the Church Council prior to presentation at a business meeting.

Realizing from time-to-time there may be a need to establish additional organizations or change names and/or duties of existing organizations, these additional organizations or changes may be authorized in the following manner, without having to amend this Constitution and Bylaws.

1. The name and complete description of the proposed organization and/or change in existing organization must be presented to the Church Council for review and approval, prior to being presented to the Church for approval in accordance with Article VI.
2. After Church approval, such changes shall become effective.

#### Procedure for Nominating and Electing Members of Organizations and Councils

1. The Nominating Committee shall present the names of nominees to fill all required Organization positions to the church for election at the December business meeting. Any member of the Church may make nominations from the floor.
2. Following the church's election of nominees to fill the organization positions, each organizational council will meet and elect its chairperson not later than December 31<sup>st</sup>. Preferably, the chairperson of each organization and council shall have served at least one year prior to being elected chairperson.

All organization members shall be elected by the Church and all organizations shall report to the Church at regular business meetings, as appropriate. The Church shall provide the physical, financial, and human resources for the appropriate advancement of these programs.

### **Section 2. Worship Council**

The Worship Council shall plan and periodically review the overall worship service including announcements, moment with the children, praise time, praise music, special music and to provide a meaningful service for all members. The Worship Council shall co-ordinate with the Lord's Supper, Baptismal, Flower and Decorating, Music, Audio-Visual and Ushers and Greeters committees, as needed.

### **Section 3. The Sunday School**

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Bible, reach persons for Christ and encourage Church membership. 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.

### **Section 4. Education Council**

The Education Council shall be responsible for planning, coordinating, evaluating and promoting Bible study, Church member training, Church leader training and new member training.

### **Section 5. Pre-School Council**

The Pre-School Council shall be responsible for planning, coordinating, evaluating and promoting the preschool ministries (birth- age 5 or up to 1st grade) such as Sunday School, worship, educational, music, missions and recreation. This Council shall be responsible for staffing the nursery with volunteer help as required to support the entire Church program. This Council shall work closely with the Ministerial Staff in planning and promoting the Pre-School Ministry.

### **Section 6. Children's Council**

The Children's Council shall be responsible for planning, coordinating, evaluating and promoting the children's programs (grades 1 – 5) of the Church such as Sunday School, worship, educational, music, missions and recreation. This Council shall work closely with the Ministerial Staff in planning and promoting the Children's Ministry.

### **Section 7. The Youth Council**

The Youth Council shall be responsible for planning, coordinating, evaluating and promoting the youth programs (grades 6-12) of the Church such as Sunday School, worship, educational, music, missions, recreation and fellowship. This Council shall work closely with the Ministerial Staff in planning and promoting the Youth Ministry.

**Section 8. The Young Adult’s Council**

The Young Adults Council shall be responsible for planning, coordinating, evaluating and promoting the young adults programs of the Church such as Sunday School, worship, educational, music and missions. This Council shall work closely with the Ministerial Staff in planning and promoting the Young Adult’s Ministry.

**Section 9. The Women’s Council**

The Women’s Council shall be responsible for planning, coordinating, evaluating and promoting the Women’s programs of the Church such as Sunday School, worship, educational, music and missions. This Council shall work closely with the Ministerial Staff in planning and promoting the Women’s Ministry.

**Section 10. The Men’s Council**

The Men’s Council shall be responsible for planning, coordinating, evaluating and promoting the Men’s programs of the Church such as Sunday School, worship, educational, music and missions. This Council shall work closely with the Ministerial Staff in planning and promoting the Men’s Ministry.

**Section 11. The Senior Adult’s Council**

The Senior Adult’s Council shall be responsible for planning, coordinating, evaluating and promoting the Senior Adult’s programs of the Church such as Sunday School, worship, educational, music and missions. This Council shall work closely with the Ministerial Staff in planning and promoting the Senior Adult’s Ministry.

**Section 12. Missions Council**

The Missions Council shall plan, coordinate, and evaluate mission and community outreach programs and events.

**Section 13. Wellness Outreach Council**

The Wellness Outreach Council shall plan, coordinate, and evaluate the Wellness Outreach Ministry.

**ARTICLE V. CHURCH COUNCIL**

The Church Council shall serve the Church by leading in annual and monthly planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations. Actual implementation of plans should be carried out by appropriate Church organizations or committees. The primary functions of the Church Council shall be to recommend to the Church suggested objectives and Church goals; to develop an annual calendar; to review and coordinate ministry and program plans recommended by Church staff officers, organizations, and committees; to recommend to the Church the use of leadership and other resources according to program priorities; and to evaluate achievements in terms of Church objectives and goals.

Members of the Church Council shall be:

Chairperson of Deacon Council  
Chairperson of Worship Council  
Sunday School Director,  
Chairperson of Education Council  
Chairperson of Pre-School Council  
Chairperson of Children's Council  
Chairperson of Youth Council  
Chairperson of Young Adult's Council  
Chairperson of Women's Council  
Chairperson of Men's Council  
Chairperson of Senior Adult's Council  
Chairperson of Missions Council  
Chairperson of Wellness Outreach Council  
Chairperson of Budget and Finance  
Chairperson of Buildings and Grounds  
Chairperson of Long Range Planning  
Chairperson of Personnel Committee

The Pastor and Ministerial Staff shall serve as non-voting members of the Church Council.

Fifty-one percent (51%) of the Church Council shall be present to constitute a quorum. The Church Council will elect a Chairperson and Vice-Chairperson for the following year, no later than December 31<sup>st</sup>.

The Church Council shall be responsible for reviewing contracts and the POLICY AND OPERATIONS MANUAL annually.

All matters which call for action by the Church not already approved shall be referred first to the Church Council for a recommendation for approval or disapproval.

The Church Council shall be the final interpreter of the Constitution and Bylaws. Any proposed amendment, alteration, addition or repeal shall be given in writing to this Committee. After careful consideration, and upon determining that such amendment is in the best interest of the Church, this Church council shall present the proposed amendment to the Church for consideration and recommended adoption according to Article XI, Section 2. If the Church Council determines that such an amendment is not in the best interests of the Church, they shall inform the person making the proposal of their decision. The Church Council shall keep the Constitution and Bylaws up-to-date and shall make available to the Church members copies of any approved change.

By the 1<sup>st</sup> of October of each year, the Church Council shall elect a Staff Review Committee consisting of five (5) active Church members, one (1) of whom shall be the

Chairperson of the Deacon Council, one (1) of whom shall be the Chairperson of the Church Council and one (1) of whom shall be Chairperson of the Personnel Committee.

By the 1<sup>st</sup> of December of each year, the Church Council shall elect an Audit Committee consisting of at least three (3) active church members

## **ARTICLE VI. MEETINGS**

### **Section 1. Worship Services**

#### Regular Worship Services

Regular worship services of the Church shall be held on Sunday mornings, Sunday evenings, and Wednesday evenings at times agreed upon by the Church. The Pastor shall direct these services which shall be for the purpose of worship, prayer, praise, preaching, discipleship and evangelism. In the absence of the Pastor, the Associate Ministers shall direct the services or shall in cooperation with the Deacons provide for appropriate pulpit supply.

#### Special Worship Service

Special worship services, such as revivals, mission programs, musical programs, dramatic presentations, concerts and other such meetings that will advance the Church's objectives shall be placed on the Church calendar with the approval of the Church Council.

### **Section 2. Business Meetings**

#### Quorum

A quorum for the transaction of business at any regular or special business meeting shall be fifteen (15). In determining the quorum only church members shall be counted.

#### Parliamentary Rules

The current edition of Robert's Rules of Order Newly Revised is the authority for parliamentary rules of procedure for all business meetings of this Church. In the event a matter becomes confrontational, and if in the opinion of the Chairperson of the Church Council, the Pastor, or the Chairperson of Deacons, it would be in the Church's best interest to adjourn the current meeting, any one of the three (3) may stand and take control of the floor and adjourn the business meeting for fourteen (14) days without requiring a second or a vote. The continued or adjourned business meeting will be advertised and called to order on the appropriate date. This procedure cannot be used to end two (2) consecutive meetings.

#### Regular Business Meetings

The Church shall hold regular scheduled quarterly business meetings on dates to be announced each year in the following months: January, April, July and October. A regular business meeting shall also be held in December to approve the budget, and elect Officers, Council members and Committee members. The Church may decide to change the frequency and/or the day of the regular business meeting.

### Special Called Business Meetings

A special business meeting may be called to consider matters of significant nature. The Church membership shall be notified at least fourteen (14) days prior to the meeting. The notification shall include the subject, date, time, and location of any special business meeting. Notice of special meetings shall be given by announcement at two consecutive regular Sunday morning worship services. Announced subjects only shall be considered at a special called business meeting. A special business meeting may be called by the Pastor, the Chairperson of the Deacons, or the Chairperson of the Church Council.

### **Section 3. Non-Church Meetings**

Meetings not related to activities of our Church shall not be held on the premises of the Church without the prior consent of the Pastor or Chairperson of the Church Council. When deemed necessary in the judgment of the Pastor or Chairperson of the Church Council, requests in question shall be brought before the Church Council for approval. Meetings or activities by any organization or club shall not be permitted that would be contrary to the work of the Gospel of Christ and the New Testament.

## **ARTICLE VII. CHURCH ORDINANCES**

### **Section 1. Baptism**

Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, and who has received an affirmative vote of the Church, shall be received for baptism.

Baptism shall be by immersion in water and shall be administered by the Pastor or his designee or whomever the Church shall authorize at any worship service of the Church.

In instances where it is not possible for a person to be immersed, the matter of receiving that person may be referred to the Deacons for a decision upon recommendation of the Pastor.

### **Section 2. Communion**

The Lord's Supper is a symbolic act of obedience whereby those professing Jesus Christ as their Lord and Savior, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

This Church shall strive to observe the Lord's Supper quarterly, and at times as designated by the Pastor or Deacons. The first Sunday of January, April, July and October shall be the designated Sunday for regular Communion.

The Pastor and Deacons shall administer the Lord's Supper.

All Christians in attendance when the Lord's Supper is served shall be invited to participate.

## **ARTICLE VIII. CHURCH FINANCES**

### **Section 1. Fiscal Year**

The fiscal year shall begin on January 1 and shall terminate on December 31.

### **Section 2. Church Budget**

All monies received for any and all purposes by the Church and its various organizations shall be properly recorded on the books of the Church by the Treasurer. Disbursements shall be according to the Church budget and its operation, or if designated, according to the designation.

The Budget and Finance Committee shall present to the Church, after approval by the Church Council, a proposed budget, in reasonable detail, for the next fiscal year for discussion and recommended changes. Copies of the proposed budget shall be distributed to the membership for consideration at least seven (7) days prior to the December business meeting.

The proposed budget shall include all anticipated revenues and expenditures for the upcoming fiscal year. The Budget and Finance Committee shall supervise the monies received by the Church and expended through the budget.

The Church budget shall contain allocations for the Roanoke Valley Baptist Association, and the Cooperative Program through the Baptist General Association of Virginia as approved by the Church.

The Church may make changes to its current budget at any time during the fiscal year by a majority vote of those present at a Church business meeting. Proper notice shall be provided not less than 2 weeks prior to the meeting.

All non-budgeted expenditures, except designated gifts, shall first be approved by the Church Council. All non-budgeted expenditures exceeding \$500.00 must be approved by the church membership. In emergency situations, non-budgeted expenditures may be authorized by the Budget and Finance Committee and such actions shall be reported to the membership at the first Sunday morning service following the expenditure, or at the next regular business meeting.

Proposed changes to the current Church budget or requests for non-budgeted expenditures shall first be presented to the Budget and Finance Committee for their recommendation prior to being brought to the Church Council and then to the Church for approval. The Budget and Finance Committee shall finalize their recommendation within thirty (30) days of the receipt of the written request. In the event the Budget and Finance Committee denies the request, the request may be presented to the Church at the next regular business meeting following the Budget and Finance Committee's decision. If the Church

approves the request without the recommendation of the Budget and Finance committee, the Church must direct the Budget and Finance Committee on the method of funding for the request.

### **Section 3. Financial Audit**

The financial records of the Church shall be audited at the close of each fiscal year by the Audit Committee elected by the Church Council. A report of the auditor's findings shall be presented to the Church on or before the April business meeting. Special audits may be requested by a majority vote at a Church business meeting and the report presented to the Church as directed.

### **Section 4. Special Offerings**

Special offerings other than the specified mission offerings may be approved by the Church Council and shall be received at appropriate times; emphasis shall be Church-wide and shall stress that these are over-and-above regular offerings, and that the full tithe and all regular offerings should go to the Church treasury. Special Offerings may include, but not be limited to the Lottie Moon Christmas offering and the Annie Armstrong Offering to the Cooperative Baptist Fellowship Association, the Alma Hunt Offering for Virginia Missions to the Virginia Baptist Association, and the Roanoke Valley Baptist Missions Offering to the Roanoke Valley Baptist Association.

Special offerings may be taken for the expense of special meetings including honorarium for special guests. The Church may include an expense item in the budget to supplement this special offering when needed.

Other special offerings may be taken as approved by the Church and, in the case of emergencies, as designated by either the Pastor, the Church Council, or the Budget and Finance Committee.

### **Section 5. Designated Gifts**

The Treasurer shall be responsible for receiving and disbursing all Designated Funds and Gifts.

### **Section 6. Deposit of Receipts**

All monies received shall be deposited in a local financial institution where the deposits are adequately insured by an appropriate Federal agency.

Special accounts may be established as approved by the Church.

### **Section 7. Expenditures**

All expenditures shall be in accordance with the policy as stated herein.

Budget allocations for the Roanoke Valley Baptist Association and the Cooperative Program of the Baptist General Association of Virginia shall be disbursed quarterly at the discretion of the Treasurer. All funds received for special mission offerings shall be disbursed within sixty (60) days after the completion of the offering.

A petty cash fund may be established and operated from the Church office in an amount authorized by the Budget and Finance Committee.

A centralized purchasing policy shall be followed when purchasing goods or services on behalf of the Church. The Budget and Finance Committee shall be responsible for implementing this policy.

Reimbursement for out-of-pocket expenditures shall follow the procedures outlined in the POLICY AND OPERATIONS MANUAL.

### **Section 8. Records and Reports**

The Treasurer shall keep accurate records of all receipts and expenditures in a format approved by the Budget and Finance Committee. These records shall be the property of the Church and shall be available for inspection during regular business hours of the Church office by any Church member. Individual contribution figures are confidential and shall be viewed only by personnel responsible for maintaining those records. Only total and statistical information that in no way can be referenced to identify or reveal individual contribution amounts shall be available for inspections.

At the end of each quarter, a written financial report shall be prepared which shall itemize all receipts, disbursements, and budget account balances. This report shall include a summary of all designated accounts. The report shall be written in a consistent format, and shall be presented at the regular quarterly business meetings.

At the close of each fiscal year an annual financial report shall be prepared and presented to the Church for acceptance. This report shall be printed and made available to the membership at the business meeting where it is being presented. After acceptance, the Church office shall file and preserve this annual financial report as part of the permanent records of the Church.

### **Section 9. Fidelity Bond**

The Church may purchase a fidelity bond to cover those who handle Church funds. The Budget and Finance Committee shall be responsible for determining if and when to do so.

### **Section 10. Acquiring Debt**

The Church may pledge as collateral on indebtedness, all or a portion of the Church's assets, with the approval of a three-fourths (3/4) majority vote at a Church business meeting. If real estate is being pledged as collateral, then the Church shall notify the membership of the proposed transaction by announcement at two consecutive regular Sunday morning worship services, prior to a vote by the Church membership at a regular or special called business meeting. Debt instruments shall be executed by the Trustees of the Church.

### **Section 11. Property Transaction**

The Church shall not buy, sell, mortgage, lease, transfer, or acquire any property which requires the signatures of the Trustees without a specific vote of the Church membership authorizing each such transaction. A three-fourths (3/4) majority vote is required for approval.

## **ARTICLE IX. LICENSING AND ORDINATION OF MINISTERS**

### **Section 1. Licenses**

When a member of the Church announces that he has been called to the ministry, the Church, upon a positive recommendation from the Deacon Council, by vote at a business meeting may grant him a license as an acknowledgement of his call and encouragement to make preparation for the ministry. The Clerk shall furnish the member with a copy of the minutes of the meeting or a certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by applicable state law.

### **Section 2. Ordination**

In the event this Church is requested to ordain a member who has been called to preach the Gospel in a Baptist Church or serve as a Baptist missionary, the following procedure shall be observed. The Church, upon a positive recommendation from the Deacon Council, will express its approval by a vote of three-fourths (3/4) of the members present at any regular business meeting of the Church. Then the Church shall invite the Associational Council on Ordination to examine the candidate concerning his fitness for the ministry. In the event the Association has no such council, this Church shall invite the representative of other Baptist Churches to examine the candidate and report to the Church. If the report of the committee is favorable, the Church shall proceed with the ordination.

## **ARTICLE X. CHURCH POLICY AND OPERATIONS MANUAL**

The development of the POLICY AND OPERATIONS MANUAL shall be overseen by the Pastor, Church Council and Deacons. This Manual shall include all Church policies, procedures, memos relating to use of Church property, standard operating procedures, job descriptions and organization charts depicting lines of responsibility in the administration of the Church.

The classification, purpose, qualifications, responsibilities, authority, relationships, term of service, term limits, restrictions or limitations of eligibility and the number of members of all the committees of this Church will be defined in the POLICY AND OPERATIONS MANUAL.

The Manual shall be kept in the Church office with additional copies available for use by any member of the Church. The Church secretary shall maintain the Manual. The Church council shall review the Manual and all changes at least annually. Whenever a committee establishes a procedure for addressing an issue, it should be documented in writing and submitted to the Church Council for inclusion in the Manual.

The POLICY AND OPERATIONS MANUAL shall be approved for use at a regular business meeting. Any proposed changes to this Manual shall be recommended to the Church Council and, if deemed necessary, to the Church for approval at a regular business meeting. Any Church member may initiate in writing suggested additions, revisions, or deletions to the Manual by recommendation to the related organization or committee.

## **ARTICLE XI. ADOPTION AND AMENDMENTS**

### **Section 1. Adoption**

Notice of a meeting to adopt proposed Constitution and Bylaws shall be given by announcement at two consecutive regular Sunday morning worship services. This vote shall be taken not less than fourteen (14) days after presentation of the proposed Constitution and Bylaws of Pleasant Hill Baptist Church. This Constitution and Bylaws shall be considered adopted and in effect upon a designated date if and when a three-fourths (3/4) majority of the members present at the business meeting at which the vote is taken shall vote in favor of same. The adoption of this Constitution and Bylaws shall effect a repeal of all previously adopted Constitution and Bylaws. This Constitution and Bylaws shall be in effect as of 15 November, 2009.

### **Section 2. Amendments**

Any Article or Sections in the Constitution or Bylaws may be amended, altered, or repealed by a three-fourths (3/4) majority vote of the members present at any regular or special called business meeting of the Church; provided, however, that notice of such amendments, alteration, or repeal has been given by announcement at two consecutive regular Sunday morning worship services.

### **Section 3. Official Record**

A copy of this Constitution and Bylaws and any amendments or revisions, shall at all times be kept by the Clerk among his records and another copy shall be kept in the Church office. All amendments to or revisions thereof shall, after passage by the Church, be prepared by the Clerk and posted in the copies of the Constitution and Bylaws and made available to the Church members upon request.

## **ARTICLE XII. MISCELLANEOUS**

### **Section 1. Partisan Political Activity**

The Church shall avoid partisan political activity by following these basic principles: A candidate for elective or appointive public office shall not be endorsed or recognized.

The Church shall not provide financial or other support to a campaign for elective office.

Campaign literature for a candidate for elective office shall not be distributed or displayed on Church premises except as provided under state law when being used as a polling place.

The Church shall not organize, establish or support a political action committee.

## **Section 2. Definitions**

**Church** – Pleasant Hill Baptist Church

**Church Policy and Operations Manual** – Manual showing policies and procedures of the operation of the Church.

**Employee** – The use of employee refers to the Pastor, Associate Ministers and non-ministerial staff whether they are engaged as hourly workers or on a contract service basis.

**Formal Names of Affiliated Organizations or Bodies Referenced Herein** – In the event of name changes the reference will apply to its successors.

**Gender** – The specific use of gender based terminology shall be construed as gender neutral.

**Ministerial Staff** – The use of Ministerial Staff refers to the Pastor or Associate Ministers.

**Newsletter** – Monthly newsletter mailed to each family of the Church.

**References to Articles** – All references contained herein are references to Articles within the Church Constitution and Bylaws unless otherwise stated.

**SBC** – Refers to the Southern Baptist Convention.

**Shut-In** – Any member whose physical and/or mental impairment prevents their attendance at Church