

BUNKER HILL BAPTIST CHURCH

Constitution

and

Bylaws

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BUNKER HILL BAPTIST CHURCH

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BUNKER HILL BAPTIST CHURCH CONSTITUTION

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

I. NAME

This body shall be known as the Bunker Hill Baptist Church of Columbia, Mississippi, located at 63 Bunker Hill Road, Columbia, Mississippi 39429.

II. OBJECTIVES

EVANGELISM

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

WORSHIP

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

EDUCATION

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

MINISTRY

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

CHRISTIAN LIVING

To be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

III. STATEMENT OF BASIC BELIEFS

The basis for our beliefs is the Holy Bible, which we affirm as the inspired and inerrant Word of God. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963, together with the Article entitled "The Family" added to the same in 1998. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. (See Article V of the Bylaws.)

IV. CHURCH COVENANT

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in 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, doctrines, and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and 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, exemplary in our deportment; and 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 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.

V. POLICY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws)

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. Insofar as is practical this church will cooperate with and support the Marion County Baptist Association, the Mississippi Baptist Convention, and the Southern Baptist Convention.

BYLAWS FOR THE BUNKER HILL BAPTIST CHURCH

ARTICLE I. Church Membership

Section 1. General

This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy

Any person may offer him/herself as a candidate for membership in this church. All such candidates, after counsel with the pastor, may be presented to the church for membership at any regular church service in any of the following ways according to the policies of this church (Article V):

- A. Upon public profession of faith and baptism by immersion (Article VII - Baptist Faith & Message).
- B. Upon promise of letter from another Baptist church.
- C. By restoration upon statement of prior conversion experience and baptism by immersion in a Baptist church when no letter is obtainable.

Section 3. Rights of Members

- A. 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 provision has been made for absentee balloting.
- B. Every member of the church is eligible for consideration by the membership as a candidate for **any elective office** in the church, unless otherwise designated.
- C. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 4. Termination of Membership

Membership shall be terminated by any one of the following ways:

- A. By death of the member.
- B. By letter of admission to another Baptist church.
- C. Upon exclusion by action of this church.

- D. By proof of membership in a church of another denomination.
- E. By personal request of any member to have his or her own name removed by erasure.

Section 5. Reconciliation of Members

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 ministry helps 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 accordance with Matthew 18. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

ARTICLE II. Church Officers, Personnel, and Committees

All church officers and members of church committees shall be members of this church.

Section 1. Church Officers

The officers of this church shall be the pastor, active deacons, moderator, clerk, treasurer, and trustees.

- A. Pastor: The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks. The pastor is leader of pastoral ministries in the church.
 - A pastor shall be chosen and called by the church whenever a vacancy occurs. The election of pastor shall take place at a Sunday morning worship service in a special meeting called for that purpose. At least one week prior, an announcement will be made about the intent of the meeting. Notice will be placed in the church bulletin and announced from the pulpit. Any additional publicity will be given as needed.
 - A Pastor Search Committee consisting of five (5) members and one (1) alternate, shall be nominated by the Nominating Committee and elected by the church to actively seek out a suitable pastor. The recommendation of the Pastor Search Committee will constitute a nomination. They shall bring to the church only one name at a time.
 - Election of Pastor shall be by secret ballot. An affirmative vote of three-fourths of the ballots cast shall constitute a valid election.
 - The pastor may relinquish the office as pastor by giving at least two weeks' notice to the church at the time of resignation. The church may declare the office of pastor vacant. Such action shall take place at a meeting called for that purpose, with at least one week's public notice being given. This meeting may be called upon the recommendation of a majority of the Personnel Committee and a majority of the active deacons, or by written petition signed by not less than one-fourth of the

resident church members. The moderator for this meeting shall be elected by a majority vote of the members present, and shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of two-thirds of ballots cast being necessary to declare the office vacant. Except in the instance 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. Termination shall be immediate and compensation shall be rendered within thirty days.

B. Deacons

1. Qualifications of Deacons:

Acts 6:3-7 (KJV): “Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business. But we will give ourselves continually to prayer, and to the ministry of the word. And the saying pleased the whole multitude; and they chose Stephen, a man full of faith and the Holy Ghost, and Philip, and Prochorus, and Nicanor, and Timon and Parmenas, and Nicolas a proselyte of Antioch whom they set before the apostles; and when they had prayed, they laid their hands on them. And the word of God increased; and the number of disciples multiplied in Jerusalem greatly; and great company of priests were obedient to the faith.”

I Timothy 3:8-13 (KJV): “Likewise must the deacons be grave, not double tongued, not given to much wine, not greedy of filthy lucre; holding the mystery of the faith in a pure conscience, and let these also first be proved; then let them use the office of deacon, being found blameless. Even so must their wives be grave, not slanders, sober, faithful in all things. Let the deacons be husbands of one wife, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and great boldness in the faith which is in Christ Jesus.”

A deacon is also expected to be well grounded in the biblical truth as **Baptists** believe it and be loyal to it. He is to have special qualities necessary to provide effective influence and leadership of the church. His personality, reputation, and active support of the church by faithful attendance prior to service as a deacon should be exemplary. A deacon must be 25 years of age or older and have been a member of the church at least two (2) years.

2. Responsibilities of Deacons:

A deacon is to be a servant of the church and is expected to partner with the pastor in implementing the church’s function of ministry. The deacons do not set church policy, however, they are expected to provide positive influence and effective leadership, both individually and collectively, in all areas of the church. The following areas of service are included to emphasize the role of deacons in the church and to encourage and assist deacons in fulfilling their responsibility to the church body.

- a. Deacons are expected to work under the leadership of the Holy Spirit to individually and collectively accomplish the goals and objectives of the church. In accomplishing this task they are to function as a body, not a board.
- b. Deacons are expected to be partners following Christ. It is expected that deacons be a positive force in their relationship to the church, home, and community. They are expected to be the household spiritual leader in their relationship to their wives and children. Wives are expected to be devout Christians and supporters of the programs and activities of the church.
- c. Deacons are expected to be partners in ministry to people in need. They are expected to be sensitive to physical and spiritual needs in the community. They are to work with the pastor, other deacons, staff and congregation in ministering to needs in a manner that will represent the hands and feet of Christ at work in our world today in calling, caring, encouraging, mentoring and witnessing.
- d. Deacons are to be partners in ministry to the pastor and staff. They are expected to understand and respect the pastor's vision for the church. Support can also be provided for the pastor and staff through prayer, conflict resolution and positive representation of the pastor and staff to others.
- e. Deacons are expected to be partners in spiritual growth by growing faith and leading by example. They should be committed to spiritual growth and personal accountability. They are expected to excel in the fundamentals of spiritual growth through obedience, fellowship, worship, giving and service.
- f. Deacons are expected to be partners in growing the church. They are expected to be sensitive to the Holy Spirit in setting the pace for evangelism, discipling, and equipping new Christians and seizing opportunities to help people come to know Christ.
- g. Deacons are expected to be partners in protecting and promoting church harmony in order that the church might give more effective witness to the community

3. Election Process:

It shall be the intent of the church to elect one deacon for active service for every twelve to fifteen church families. Each elected deacon shall serve a three year term, unless otherwise designated. A rotating system will be used in which approximately one-third of the active deacon body will be replaced each year by an election process. Deacons completing their three year term of active service will go to an inactive status and will not be eligible for re-election for a period of one year.

Deacons will be elected for active status by vote of the entire congregation as follows:

- a. The first Sunday in June an announcement of intent to nominate deacons for active service will be published in the church bulletin. Names of active deacons, deacons who have resigned during the current church year and other men that do not meet the age and/or two (2) year membership requirements that are not eligible for nomination shall be included with the "intent to

nominate” announcement. It is the responsibility of the deacon chairman to assist the church secretary in preparing this list of names. In consideration of deacon qualifications noted above, church members are encouraged to give much thought and prayer during the coming week to their choice of nominees. Strong emphasis from the pastor is encouraged.

- b. The second Sunday in June at the beginning of the eleven o'clock worship service, each church member present shall be given a ballot and asked to list one (1) nominee for deacon. Any ballot with more than one name listed shall be considered as a no nomination ballot. It is strongly encouraged that prior to nomination the intended nominee be contacted to verify his willingness to serve if elected.
- c. The pastor, chairman of deacons and other active deacons as deemed necessary, shall meet with eligible nominees to inform them of their nomination, review with each nominee the qualifications and role for a deacon and verify their willingness to serve as an active deacon if elected.
- d. The first Sunday in July a list of all eligible nominees willing to serve as deacons, if elected shall be published in the church bulletin.
- e. The second Sunday in July, at the beginning of the eleven o'clock worship service, each church member present shall be furnished a ballot with the names of all eligible nominees. The deacon chairman has the responsibility to direct the church secretary in the preparation of the voting ballots and the tally sheets for the vote count. Each member may vote for one or more nominees by placing an “X” by the name or names on the ballot, not to exceed the number of vacancies indicated. Ballots that have more names marked than existing vacancies will not be included in the vote and ballot counts.
- f. After the voting process has been completed, a counting committee composed of three (3) or more (not to exceed five) active deacons, previously appointed by the deacon chairman, shall immediately tabulate the votes and the number of ballots. Two tally sheets shall be completed and signed by the committee members counting the votes. Both tally sheets and the election ballots are to be retained on file in the church office for a period of one year. The required number of nominees to be elected that received the highest number of votes and attained a majority vote (50% + 1 vote) on the voting ballot shall be elected to a full three (3) year term beginning the first Sunday in September following their election. In the event two or more nominees receive the same number of votes for the final vacancy, and attain a majority vote (50% + 1 vote) they shall be elected to serve the following three (3) year

term. Also, if the required number of deacons four (4) are not elected during the annual election, the deacon body may function with a reduced number of deacons for the following three (3) year period. Therefore, depending on election results, the number of active deacons may vary from year to year. The results of the election shall be announced once the ballots have been tabulated and the candidates have been notified of the results. If an ordination service is necessary for any newly elected deacons, it shall be held prior to the beginning of their term as an active deacon.

- g. Any vacancy or vacancies caused by death, resignation, transfer of membership or any other reason shall be filled by the nominee or nominees receiving the next highest number of votes and having attained a majority vote (50% + 1 vote) on the voting ballot. This includes a vacancy that may occur within six months from the beginning of the forthcoming church year. Should there be two or more vacancies, the longer term shall be given to the nominee receiving the highest number of votes. In the event no nominee had achieved sufficient votes, the vacancy shall not be filled. If an ordination service is necessary for the nominees with sufficient votes at the last election to fill a vacancy, it shall be held prior to the beginning of their service as an active deacon.
- h. Deacons that fill unexpired terms of one year or less shall be eligible for election to a full three year term without serving one year in an inactive status.
- i. Deacons who have served more than one year of a term shall be considered ineligible for re-election until one year has elapsed in an inactive status.

C. Moderator

The Pastor shall serve as moderator and presiding officer. In the absence of the moderator, the Chairman of Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and preside for the election of an acting moderator.

D. Church Clerk

The Church Clerk shall be elected annually. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. This shall include, but not be limited to, keeping minutes of all regular and specially called business meetings. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, departure, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of departure voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The Clerk shall be responsible for preparing the annual letter of the church to the association.

E. Church Treasurer

The Church Treasurer shall be elected annually. The Church Treasurer is responsible for the proper receipt, accounting, and disbursement of church funds within the policies of these bylaws. All invoices and statements received are to be paid on a timely basis only after being approved and signed by authorized personnel. It is the duty of the Treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding. The Treasurer shall furnish each committee or staff member a breakdown of expenditures for budgeted items for which they are responsible. This breakdown shall consist of the date, items purchased, supplier, total cost, and the amount remaining in the budget. The Finance Committee shall be furnished copies of all committee expenditures for review. This procedure shall be considered an internal audit. The Treasurer shall be bonded, with the church paying for the bond.

F. Trustees

The church shall elect three or more trustees to serve as legal officers for the church. Trustees shall serve on a rotating basis, with one new trustee being elected every year. The Trustees shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, purchase, or rent property, or execute other legal documents related to church approved matters.

Section 2. Church Personnel

- All general staff/personnel shall be called and employed as the church determines the need. Those staff of whom the church requires evidence of a personal call of God to minister (other than the pastor) shall be recommended to the church by the Personnel Committee and called by church action. A job description shall be written or revised as needed.
- The church may declare any position vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel committee and a majority of the deacons or by written petition signed by not less than one-fourth of the resident church members. 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. The termination shall be immediate, and the individual will be compensated for services rendered to the date.
- At such time as any personnel shall resign, at least two weeks' notice shall be given to the church. The church's acceptance of such resignation shall be considered a declaration of vacancy.
- The church shall maintain an "Employment at Will" policy regarding all paid church personnel. The Personnel Committee is hereby authorized to write or amend job descriptions as needed, and to submit same to the church for consideration and action. All job descriptions are maintained in the Operations Manual. Personnel shall be divided into two groups of service - ministerial and non-ministerial. Personnel, and their respective principal

functions are as follows (please refer to Operations Manual for Complete List of Responsibilities):

A. MINISTERIAL:

- Pastor - The Pastor is responsible to the church for using his skills in proclamation and pastoral care in meeting the needs of persons in the church and community and for providing administrative leadership for the church.
- Minister of Music - The Minister of Music is responsible to the Pastor for planning, implementing, and evaluating a program of worship and ministry through music.
- Minister of Youth - The Minister of Youth is responsible to the Pastor for ministering to the youth of the church. He shall work cooperatively with all staff members, church leaders and church members in supporting the greater good and harmony of the church, to reach people with the gospel of Christ, and to exhort the saints towards Christlikeness.
- Minister of Education - The Minister of Education is responsible to the Pastor for the total educational church program in planning, conducting, and evaluating a comprehensive Christian education ministry to achieve the mission of the church.

B. NON-MINISTERIAL

- Church and Financial Secretary - The Church and Financial Secretary is responsible to the Pastor for performing secretarial duties related to pastoral ministries and for maintaining and completing church related reports and records.
- Accompanists - All Church Accompanists are responsible to the Minister of Music for assisting in the music ministry.
- Sunday School Director - The Sunday School Director is responsible to the Minister of Education to communicate the overall mission and message of Sunday School to other leaders and the entire church.
- Discipleship Training Director - The Discipleship Training Director is responsible to the Minister of Education to communicate the overall mission and message of Discipleship Training to other leaders and the entire church.
- Activities Director: The Activities Director is responsible to the minister of education for planning, conducting, and evaluating programs of recreation for church members and other persons in the community.
- Nursery Coordinator - the Nursery Coordinator shall be responsible to the Pastor for supervising the overall operation of the Church nursery program on an as-needed basis.
- Custodian - The Church Custodian is responsible to the Personnel Committee for keeping the church buildings clean and orderly.
- Wednesday Night Cook - The Church Cook is responsible to the Church Hostess for the Wednesday night fellowship meals.
- Church Hostess - The Church Hostess is responsible to the Pastor, and works with the Church Council, staff, and all appropriate committees to plan church activities and fellowships.

- Media Center Director - The Church Media Center Director is responsible to the Minister of Education for ensuring that all materials contained within the church media center are organized, properly cataloged, and that all materials are properly inventoried.

Section 3: Office Hours

The Church offices will be officially closed on the following days and will be considered as time off for the Pastor and Church Staff. Days not used should not be considered in computing later vacation time, and holidays falling on Saturday or Sunday will not be taken on weekdays:

New Year's Day
 Good Friday (Friday before Easter Sunday)
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving
 Christmas

The Pastor and any other ministerial staff shall be given one day off each week for "family time." Such day off will be approved by the Pastor and announced to the Church Secretary.

Section 4: Church Committees (Generally)

The committees of this church (along with the number of members) are: Nominating (3), Personnel (3), Property & Space (6), Finance (3), Cemetery (5), Money Counting (3), Alternate Counting (3), Activities (3), Media (3), Flower (3), Hospitality (9), Special Needs (6), Music (3), Youth (3), Children (3), Bus (3), and such other regular and special committees as the church shall authorize. Additional regular committees may be added by amendment procedures prescribed within these bylaws. *Nominating Committee members are recommended by the Church Council. All other church committee members shall be recommended by the Nominating Committee and elected by the church unless otherwise specified within these bylaws. Committee members shall serve on a three year rotation basis with one-third to be elected each year. After serving a term of three year assignments, a committee member shall be eligible for re-election to the same committee only after the lapse of one year, unless otherwise designated within these bylaws.*

Committee Principal Functions (please refer to Operations Manual for Committee Responsibilities):

- A. Nominating Committee - The Nominating Committee will nominate and present to the church people to serve as teachers, officers, or committee members (unless otherwise provided in these Bylaws) vacated by expiration of term of office, by death, by resignation, or by removal. Each person contacted shall be informed of his or her responsibilities.
- B. Personnel Committee - The Personnel Committee will represent the church in matters related to administration regarding employed personnel, and will serve as an advocate for the Pastor

and Church Staff in order to protect the church's investment of time and money related to staff.

- C. Property and Space Committee: The Property and Space Committee will assist the church in caring for all property and buildings.
- D. Finance Committee: The Finance Committee will develop a program for budget development and budget administration. It will advise and recommend in the administration of the gifts of church members and others, using sound principles of financial management.
- E. Cemetery Committee - The Cemetery Committee will manage all church-owned cemeteries. Members of this committee are standing members.
- F. Money Counting Committee - The Money Counting Committee will count all funds received by the church and submit said funds, together with signed reports, to the Church Treasurer.
- G. Alternate Counting Committee - The Alternate Money Counting Committee will serve secondary to and in the absence of any member(s) of the Money Counting Committee.
- H. Activities Committee - The Activities Committee will coordinate special events for all age groups and oversee the effective utilization of the Family Activity Center (FAC).
- I. Media Committee - The Media Committee will work under the direction of the Media Center Director to encourage religious education through the use of the church library. The church media center will provide and promote the use of printed and audiovisual resources.
- J. Flower Committee - The Flower Committee will make certain that a floral arrangement is in the auditorium for worship and special services.
- K. Hospitality Committee: The Hospitality Committee is responsible to the church hostess to provide meals for church-wide fellowships, funerals, revivals, and special occasions that involve the kitchens and fellowship hall. They will supervise all kitchen and fellowship hall equipment and accessories.
- L. Special Needs Committee - The Special Needs Committee will provide material assistance to Christians within our church, Christians outside our church, and those who are not Christians (based upon Galatians 6:10; John 17:20-21).
- M. Music Committee - The Music Committee will assist the Minister of Music in planning and evaluating the music program for the church.
- N. Youth Committee - The Youth Committee will assist the Minister of Youth in carrying out an effective youth program.
- O. Children's Committee - The Children's Committee will promote children's ministry through education and special activities.
- P. Bus Committee: The Bus Committee is to oversee the maintenance of the church bus(es), draft and interpret guidelines for use of the bus(es), and make recommendations to the church concerning the bus(es).

ARTICLE III. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain a program of Bible teaching, church member training, church leader training, and mission education training and performance. Further, the church should also maintain a program of church leader training and new member orientation. Organizations related to church programs shall be under church control, all regular program officers and teachers being elected by

the church and reporting regularly to the church. All program activities are subject to church coordination and approval. All literature must be approved by the director of that department. The church shall provide the human, physical, and financial resources for the appropriate advancement of these programs. All regular program teachers shall be members of this church. Any teachers needed for special programs and/or study courses shall be approved by the Pastor, or in his absence, the Minister of Education.

Church Program Organizations are as follows:

- Sunday School
- Discipleship Training
- Woman's Missionary Union
- Brotherhood
- Church Music
- Ushers

For a detailed list of Church Program Organizations and their principal functions, please refer to the Operations Manual.

ARTICLE IV. CHURCH COUNCIL

The Church Council shall lead in planning, coordinating, conducting, and evaluating the ministries and programs of the church and organizations. The Pastor shall serve as the leader of the Church Council.

The principal functions of the Council shall be to:

- Recommend goals and objectives
- Review and coordinate ministry and program plans recommended by the church officers, organizations, and committees
- Recommend the use of leadership, calendar time, and other resources according to program priorities
- Evaluate achievements in terms of church objectives and goals.

Regular members of the Council shall be the Pastor, Minister of Music, Minister of Youth, Minister of Education, Activities Director, Church Hostess, Chairman of the Deacons, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Brotherhood Director, and the Chairmen of the following committees: Children, Youth, and Activities.

The Council will be responsible for recommending a person to the church for election to serve on the Nominating Committee each year. This will be presented at the August business meeting, along with the other committees, teachers, and officer recommendations.

All matters agreed upon by the Council which call for action not already approved shall be referred to the church for approval or disapproval.

ARTICLE V. CHURCH ORDINANCES

Section 1. Baptism (Reference: Article VII - *The Baptist Faith and Message*)

Bunker Hill Baptist 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 Christ as Lord.

- A. Baptism shall be by immersion in water.
- B. The pastor, or whomever the church shall authorize, shall administer baptism. The deacons shall assist in the preparation for, and the observance of baptism.
- C. Baptism shall be administered as an act of worship during any worship service of the church.
- D. A person who professes Christ and declines baptism shall be counseled by the pastor and/or ministerial staff or deacons. If negative interest is ascertained on the part of the candidate, he shall be deleted from those awaiting baptism.

Section 2. Lord's Supper (Reference: Article VII - *The Baptist Faith and Message*)

The church shall observe the Lord's Supper during any morning or evening service, but at least once each quarter. The church may observe the Lord's Supper upon such occasions other than the quarterly observance at times as the need may arise. The deacons shall be responsible for the physical preparations of the Lord's Supper. The Pastor and Deacons shall be responsible for administering the Lord's Supper.

ARTICLE VI. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship of Almighty God. Components of these services shall include prayer, praise, preaching, instruction, and evangelism. The Pastor shall direct the services for all the church members and for all others who may choose to attend. In the event it becomes necessary or advisable, the Pastor and Church Council will be responsible for canceling the service.

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.

Section 3. Regular Business Meetings

The church shall hold regular business meetings monthly on the second Wednesday night, unless otherwise designated. Motions should be submitted in advance, in writing, to the moderator and the church clerk.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. One week's notice must be given for any specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, time, and place, and must be given in such a manner that all resident members have opportunity to know of the meeting.

Section 5. Quorum

A quorum is the minimum number of members required to be present before an assembly can transact business and consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

Section 6. Parliamentary Rules

Robert's Rules of Order, Revised (10th edition), is the authority of parliamentary rules of procedure for all business meetings of the church, unless set aside by motion and vote.

ARTICLE VII. CHURCH FINANCES

Section 1. Budget

- The Finance Committee 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.
- It is understood that membership in this church involves financial obligation to support the church and its causes with tithes and offering. Offering envelopes will be provided for each member's use.
- Any proposed non-budgeted expenditure of \$100.00 or more must be written in the form of a motion and placed in the bulletin on the Sunday preceding the business meeting in which it will be considered for vote.

Section 2. Accounting Procedures.

- All monies received for any proposed funds shall be counted by the Counting Committee, with at least two (2) members of the committee present. A report of this count, with at least two (2) signatures, will be given to the Treasurer along with the money. The Treasurer will properly record the money on the books of the church and deposit it in the bank.
- A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee.

Section 3. Fiscal Year.

- The church fiscal year shall run concurrently with the calendar year, beginning on January 1 and ending on December 31.

Section 4. Designated Funds

- A designated Fund may be established only by church action.

- A motion to establish a designated fund should designate the department director, committee, or staff member responsible for approving expenditures from said fund.
- A motion to establish a designated fund should include a provision for any fund overages.

ARTICLE VIII. CHURCH OPERATIONS MANUAL

The church operations manual includes:

- A. Committee obligations and responsibilities;
- B. Church policies, procedures and guidelines;
- C. Job descriptions;
- D. Guidelines concerning use of the church facilities; and
- E. An organizational chart depicting lines of responsibility in the administration of the church.

The manual shall be kept in the church office and made available for use by any member of the church. The church secretary shall maintain the manual. The church council shall review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization may suggest changes to the manual.

Church policies or procedures may be added, revised, or deleted only by approval of the church. Recommendations must come through the Church Council, church officers, committees, or organization to whose areas of assignment the procedures relate. The motion for these changes must be printed and included in the Sunday bulletin for the two consecutive Sundays immediately preceding the business meeting at which the motion will be presented.

ARTICLE IX. ADOPTION AND AMENDMENTS

Section 1.

This constitution and by-laws shall be considered adopted and shall take effect immediately upon a passing vote of two-thirds of the members present. This vote shall be taken not less than thirty (30) days after the formal presentation of these documents to the church. Notice of such formal presentation shall be given at least seven (7) days in advance by written notification mailed to all church members and/or by posting an announcement in the church bulletin.

Section 2.

This constitution and by-laws may be amended or replaced by a two-thirds vote of members present and voting at any regular or special business meeting of the church; provided, however, such amendments[, *alterations,*] or repeal be presented to the church secretary, in writing, and published in a regular publication of the church at least thirty (30) days prior to the time the vote is taken.

ARTICLE X. VALIDATE

Section 1.

The adoption by the church of this constitution and by-laws shall repeal all previously adopted rules in conflict here-with.

Section 2.

A copy of this constitution and by-laws shall be kept in the church office by the secretary at all times. All amendments to or revisions thereof shall be prepared by the church secretary and attached to copies of the constitution and by-laws and made available to the church membership upon their request.