

**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 membership.

**SECTION 2-CANDIDACY**

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church in any regular church service for membership in any of the following ways:

1. By profession of faith and for baptism according to the policies of the church.
2. By promise of a letter of recommendation from another Baptist church of like faith and order, the candidate's baptism having been determined to conform to the policies of this church.
3. By restoration upon a statement of prior conversion experience and baptism in a Baptist church of like faith and order when no letter is obtainable.
4. Members of other denominations shall be received by profession of faith and for baptism according to the policies of this church.

Should there be dissent as to any candidate, such dissent shall be referred to the pastor and deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three- fourths vote of those church members present and voting shall be required to elect such candidates to membership.

**SECTION 3-RIGHTS OF MEMBERS**

Every member of the church, 12 years of age and older, is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present. Both positive and negative sides of all issues will be open to discussion.

**SECTION 4-TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. Death of the member;
2. Dismissal to another Baptist church;
3. Exclusion by action of this church;
4. Erasure upon the request or proof of membership in another church.

**SECTION 5-DISCIPLINE**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, other members of the church staff, and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-20. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

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

**ARTICLE II-CHURCH ORDINANCES**

**SECTION 1-BAPTISM**

This 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.

1. Baptism shall be by immersion in water.
2. The pastor, or whomever the church shall authorize, shall administer baptism. The Servant Point of Contact? shall assist in the preparation for, and observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the pastor and/or staff or deacons. If negative interest is ascertained on the part of the candidate, he/she shall be deleted by the church action from those awaiting baptism.

**SECTION 2-THE LORD'S SUPPER**

The church shall observe the Lord's Supper quarterly (or as designated by the church), the first Sunday of the quarter, unless otherwise scheduled by the church. The observance may alternate between the morning and the evening service of worship. The pastor and the deacons shall administer the Lord's Supper, the Servant Point of Contact is responsible for the physical preparation.

Eligibility for participation is open to any member of this church and to anyone else who otherwise fulfills the requirements for membership in this church.

**ARTICLE III-CHURCH STAFF**

All who serve as ministerial staff of the church and those who serve on church committees shall be members of this church.

The personnel committee will write a job description for each position to be approved before hiring. This job description will be a part of their contract and they will be furnished a copy.

**SECTION 1-CHURCH STAFF**

Attachment (1) of this document is a detailed church organizational chart. A. THE PASTOR

In keeping with Ephesians 4:11; 1 Timothy 3:1-7; Titus 1:5-9; and 2:1-2; the Pastor is the “Overseer” or “Under Shepherd,” the servant of the Church in Jesus Christ.

The Pastor is responsible for leading the church to function as a New Testament church. The Pastor is leader and chief administrator of pastoral ministries in the church. As such he works with the deacons and church staff to:

1. Lead the church in the achievement of its mission;
2. Lead the church to engage in a fellowship of worship, witness, ministry, and the spiritual growth and development of members;
3. Proclaim the Gospel to believers and unbelievers;
4. Care for the church’s members and other persons in the community;
5. Organize and lead a visitation ministry.

**B. THE MINISTERIAL STAFF |**

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written for each staff position and amended as the need arises, approved by the church.

Those staff members of whom the church requires evidence of a personal call of God to the ministry shall be recommended to the church by the personnel committee and Pastor and called by church action.

**C. NON-MINISTERIAL STAFF**

The non-ministerial staff members shall be employed as the church determines the need for their services, the church personnel committee, in cooperation with the pastor, shall have the authority to employ and to terminate services of non-ministerial staff members.

**SECTION 2-CHURCH OFFICERS**

**A. THE DEACONS**

In keeping with Philippians 1:1; and | Timothy 3:8-13, deacons are called to be the servants of the church (in Jesus Christ). |

# **New Heritage Baptist Church Constitution and By-Laws**

Version 1.2  
Amended: 3/03/2019  
Adopted: 03/03/2019  
Effective: 03/03/2019

As the need arises, deacons shall be ordained by the church in accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the ministries of:

1. Leading the church in achievement of its mission;
2. Proclaiming the Gospel to believers and unbelievers;
3. Caring for the church's members and other persons in the community.

Deacons shall support the church with their tithes, perform the role of peacemakers, and live exemplary lives as set forth in the church covenant. The deacon family ministry plan will be in effect in this church. The deacons are the representatives of each member.

There shall be no obligation to constitute as an active deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for election as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

A new member shall not be eligible for election as a deacon until (1) one year of active service in the church.

Deacon Officers to be elected by the deacons annually in January are: Chairman; Vice-Chairman, and Secretary.

The deacon body shall meet each month at a date and time of the deacon's and pastor's choosing.

## **B. THE CHURCH MODERATOR**

The pastor, or a member he designates, shall serve as the moderator.

## **C. THE CHURCH CLERK**

If the church secretary is a member of New Heritage Baptist Church, the church secretary is automatically the church clerk. If the church secretary is not a member, the church shall elect a church clerk as they do the pastor search committee and trustees, The church shall elect a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, and dismissal, death, or erasure, together with a record of baptism. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk. All church records are church property and shall be kept in the church office, or safety deposit box in the name of the church.

All committees and departments having business will provide the church clerk with official minutes. The church clerk will be responsible to maintain these minutes and to bind these at the close of each year.

**D. THE CHURCH FINANCIAL SECRETARY**

The financial secretary is responsible to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or things of value paid or given to the church, in keeping at all times an itemized account of all receipts and disbursements of the preceding month. The financial secretary is not authorized to sign checks, but five (5) members in good standing will be selected by the church to have authority to sign all checks for payment.

Expenditures of un-budgeted funds from the general fund in excess of \$1,000.00 must have church approval prior to payment.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the financial secretary to the church clerk, who shall keep and preserve the account as part of the permanent record of the church. The financial secretary shall attend all budget and finance committee meetings.

**E. THE TRUSTEES**

The church shall elect three trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific majority vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease or transfer any church property. When the signatures of trustees are required, they shall sign legal documents related to church-approved matters.

Trustees shall serve on a rotation basis, with one new trustee being elected every year. The church clerk and trustees are to be nominated and elected in the same manner as the pastor search committee.

**F. ELECTIONS**

Election of the Pastor Search Committee and Trustees

The church, on a specified Sunday Service, announced one week in advance, at either service, shall nominate from its members, persons to serve for the period specified for that office. Those willing to serve, receiving the most votes are elected to serve. Votes are to be counted by the deacons and the persons elected announced to the church.

**SECTION 3-CHURCH COMMITTEES**

The standing committees of the church shall be:

1. The Personnel Committee
2. The Finance and Stewardship Committee
3. The Building and Grounds Committee

All church committees shall be recommended to the church by the pastor and the deacons. These members shall be voted on by the church on an announced Wednesday night service. Other

nominations may be made to a committee by members from the floor for others to serve if that person has agreed in writing to serve.

If more are nominated than the number of positions available, there must be a vote, by secret ballot, to determine who will serve in the positions available. Those members receiving the most votes will serve in the number of positions available.

All committees will elect their own chairman and vice-chairman at the first meeting each year. A person may serve as chairman of only one standing committee at a time. A committee that is non-functioning may be reviewed by the pastor and deacons for recommendation to the church. The number of members to serve on each committee shall be an odd number at all times (3, 5, 7, 9, etc...).

Committee members shall serve on a three-year (3) rotation basis with one third (1/3) to be elected each year. The responsibilities and duties of the various committees include the following:

1. The personnel committee assists the church in matters related to employed personnel administration, including those called by church action. Their work includes, in cooperation with the pastor, such areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services.
2. The finance committee develops and recommends an overall unified church budget. It works with the treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church, based on sound principles of financial management. The committee develops and recommends all stewardship development and budget subscription plans. It advises and recommends in the administration of gifts of church members and others. The following team falls under the umbrella of the finance committee:
  - The counting team: shall count all money received during regular and special services, ready the funds for deposit, and forward all funds to the financial secretary for deposit. The team is also responsible for completing the deposit form in triplicate leaving one form to the financial secretary, placing another in the deposit bag, and forwarding a third to the church secretary.
3. The building and grounds committee assists the church in property administration, assists in maintaining church properties, and recommends policies regarding use of church properties.
4. The servant point of contact shall serve the congregation and the church in different areas of ministry. The servant point of contacts shall be prayerfully considered by the pastor and deacon board. Once the pastor and deacon board have prayed through and considered all candidates they shall approach the individuals under consideration and ask if they would be available to serve. The servant point of contact reports to the pastor and the financial committee, in the event that church funds need to be expended, or a quote is needed for service. The servant point of contact will engage other members in assisting with the duties of their ministry areas in an as needed basis.

**ARTICLE IV-CHURCH PROGRAM**

The church shall maintain programs of Bible teaching, church member training, church leader training, new member orientation, mission education, action and support. All organizations related to the church programs shall be responsible to the church. All officers are to be elected by the church and report regularly to the church. All program activities are subject to church coordination and approval. The church shall provide the human, physical, and financial resources for the appropriate advancement of these programs.

**ARTICLE V-WORSHIP SERVICES**

**SECTION 1-WORSHIP SERVICES**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor shall direct the services for all the church members and for all others who may choose to attend. The pastor will have complete control of the pulpit and have complete freedom of subject. The pastor will be expected to cooperate on special promotions or emphasis.

**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 at the pastor's discretion.

**SECTION 3-REGULAR BUSINESS MEETINGS**

The church shall hold regular business meetings quarterly<sup>1</sup> on the third Wednesday night of the month (unless it conflicts with a major calendar event such as Spring Break, Vacation Bible School, etc... in which case it would move back to the fourth Wednesday of the month); or unless otherwise designated by a vote of the church in a regular business meeting.

**SECTION 4-SPECIAL BUSINESS MEETING**

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for specially called business meetings unless extreme urgency renders such notice impractical. The notice shall include the subject, date, and time and place of the meeting and it must be given in such a manner that all resident members have opportunity to know of the meeting. A special business meeting may be called by the pastor, deacon body, or by a signed petition of at least ten percent (10%) resident members.

**SECTION 5-QUORUM**

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<sup>1</sup> NHBC voted to revise this section to read 'quarterly' as opposed to 'monthly' 07/31/2022

The quorum consists of those members who are present and voting, provided it is a stated meeting or one that has been properly called.

#### SECTION 6-PARLIAMENTARY RULES OF CONDUCT

The Bible shall serve as the primary guide to the conduct of all church business. Robert's Rules of Order, (latest edition), is the general guide for parliamentary rules of procedure for all business meetings of the church.

#### SECTION 7-VOTING

##### 1. Eligibility

All members age 12 and older are eligible to vote in all elections.

##### 2. Balloting

There shall be (2) two methods of voting:

A. Votes for non-controversial items may be taken by show of hands, standing, or voice, as desired. If division is requested according to Robert's Rules of Order a secret ballot must be conducted, except in the cases of frivolity or nuisance acts.

B. All matters of serious or controversial nature, calling or terminating ministerial personnel, or termination of membership etc..., must be voted on by secret ballot. Votes are to be tabulated by the deacons and the result reported to the church.

#### SECTION 8-CALLING AND TERMINATING STAFF MEMBERS

##### PASTOR-CALLING

The pastor search committee shall select, interview, and recommend to the church a person they feel is God's choice for our church. The committee shall bring to the church, for consideration, one person at a time. This person will come before the church "in view of a call" on an announced Sunday morning and Sunday evening for all to hear. This person must also come before the church at a designated time to meet with the church members in an informal question and answer time.

Following the evening worship service on the "view of a call" day, the church will enter into Church Conference for discussion, questions, and then vote by secret ballot. The deacons shall tabulate the votes. It will take an eighty five percent (85%) positive vote to call that person. A written benefit package shall be presented to the church as part of the recommendation and become a part of the church records.

A pastor search committee shall be elected by the church to seek out a suitable pastor, and its recommendation will constitute a nomination. The committee shall consist of four men and three women. On a specified Sunday, during either service, each church member may vote by secret ballot for four men and three women. The deacons shall tabulate the names and present back to



the church those receiving the most votes who are willing to serve. Not more than one of any immediate family shall serve.

**PASTOR-TERMINATION**

1. The pastor may resign the office of “Pastor” by giving a written resignation.
2. The church may declare the office of “Pastor” vacant. Such action shall take place at a meeting called for that purpose of which at least (1) one week’s notice to the resident members has been given. The meeting may be called upon recommendation of a majority of the deacons and personnel committee, or by written petition of fifteen percent (15%) resident members.

The vote to declare the “office” vacant shall be by secret ballot. An affirmative vote of two thirds (2/3) of the voting members being needed to declare the office vacant.

Except in instances of gross misconduct, the pastor shall be compensated one twelfth (1/12) of his present annual salary. This shall be paid over a thirty (30) day period. In no case may a pastor be paid more than one twelfth (1/12) of his annual salary beyond his final date of service.

3. If a pastor becomes ill and cannot continue performing his duties the deacons and the personnel committee may make a recommendation to the church to continue payments upon the church approval.
4. Upon the death of the pastor in office, the church shall continue sixty five percent (65%) of the pastor’s salary for a period of six months to the pastor’s widow.

**OTHER MINISTERIAL STAFF-CALLING**

1, Other members of the ministerial staff may be called as the church has a need. The pastor, in cooperation with the personnel committee, shall bring before the church their selection of the person they feel God has called to that position. On a Sunday morning and evening, previously announced, that person shall present himself/herself before the church “in view of a call” for the position he/she is to fill. He/she shall also be present on a designated time for questions and answers from the congregation.

Following the evening worship service on the “view of a call” day, the church will enter into Church Conference for discussion, questions, and then vote by secret ballot. The deacons shall tabulate the votes. it will take an eighty five percent (85%) positive vote to call that person. A written benefit package shall be presented to the church as part of the recommendation and become a part of the church records.

**OTHER MINISTERIAL STAFF-TERMINATION**

- 1, Other ministerial staff members may terminate their position by a letter of resignation.

2. The church may terminate other ministerial staff personnel in the same manner as the pastor. A terminated staff member shall be compensated one twenty fourth (1/24) of his/her annual salary.
3. Termination for gross misconduct will be immediate without additional compensation.

**ARTICLE VI-CHURCH FINANCES**

**SECTION 1-BUDGET**

The finance committee shall prepare and submit to the church for approval an inclusive budget, indicating by line items the amount needed and sought for all local and other expenses. The budget shall be a line item budget with salaries and other compensation of each person as an attachment to the

budget.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular tithes, offerings and gifts. Offering envelopes will be provided for members use. The total annual budget is the reflection of the desires of the membership.

**SECTION 2-ACCOUNTING PROCEDURES**

All funds received for any and all purposes shall pass through the hands of the finance committee, and be properly recorded on the books of the church on a cash basis of accounting.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance committee and church financial secretary. A monthly financial statement shall be submitted in regular business meetings for the prior month and year to date amounts compared to the budget. Salaries will be shown separately for each paid position. Designated funds may be changed to General Fund upon approval of two thirds (2/3) vote at a regular or called business meeting. In the vote of transfer of funds repayment terms must be discussed. There must be two (2) signatures on all checks. These signatures may be of any of the church elected “authorized check-signers,” and that these “authorized check-signers” be designated as ex-officio members of the finance committee.

If a member of this church feels lead to move funds already designated for a specific purpose to another designated section, that member must present the suggestion to the church during the monthly business meeting. Once the suggestion to move funds to a different designated section has been presented, the suggestion will be tabled until the next monthly business meeting when the matter will be voted on.

**SECTION 3-FISCAL YEAR**

The church fiscal year shall run from January 1 through December 31. The Sunday School year shall run September 1 through August 31.

**ARTICLE VII-AMENDMENT**

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Version 1.2  
Amended: 3/03/2019  
Adopted: 03/03/2019  
Effective: 03/03/2019

Changes in these bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. A notice of proposed changes must be mailed to each resident member to be received at least fourteen (14) days prior to the vote.

Amendments to these bylaws shall be adopted upon a two-thirds (2/3) affirmative vote of the church members present. Each approved change must show date of approval.