

# HAYES BARTON BAPTIST CHURCH CONSTITUTION AND BYLAWS



**Hayes Barton  
Baptist Church**

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**FAITH, HOPE, LOVE. AND YOU.**

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# HAYES BARTON BAPTIST CHURCH CONSTITUTION

## Preamble

For the more certain preservation and security of the principles of the Baptist faith described in Article I, Section 1 of this Constitution, and to the end that this Body may be governed in an orderly manner consistent with the accepted tenets of the Baptist faith, and for the purpose of preserving the liberties inherent in each individual member of this Church and the freedom of action of this Body with respect to its relation with other churches of the same faith, we do declare and establish this Constitution.

## ARTICLE I - NAME AND CHARACTER OF ORGANIZATION

### Section 1. NAME OF BODY

This Body, founded on the principles of Baptist faith and composed of persons who believe in Jesus Christ as their Lord and Saviour, in the authority of the Holy Scriptures, in the priesthood of the believer, in the competency of the soul in matters of religion, in the autonomy of the local church, in believer's baptism, in religious liberty and in the separation of church and state, shall be known as Hayes Barton Baptist Church.

### Section 2. LEGAL POWERS

The Hayes Barton Baptist Church shall have power to contract and be contracted with, to assume obligations and to transact any and all business matters necessary and incident to its operation consistent with its rules of order regulating the Constitution of the same. The title of the church property shall be in the Trustees named by this Body, and held by the Trustees for the use and benefit of the Church, subject always to the direction and control of the Church.

### Section 3. CONSTRUCTION OF TERMS

Words of the masculine gender, including but not limited to "chairman" and "deacon," shall be deemed and construed to include correlative words of the feminine gender.

## ARTICLE II - MEMBERSHIP

### Section 1. QUALIFICATIONS FOR MEMBERSHIP

The membership of this Church shall be composed of persons who have professed faith in Jesus Christ as Lord and Saviour and have received believer's baptism by immersion. If, however, the person requesting membership has previously professed faith in Christ and has been baptized by a Christian church in a mode other than immersion, and that baptism is meaningful to the person, this Church shall accept that person's previous baptism. All new members and candidates for membership are expected to participate in Membership Matters and subscribe to the "Covenant of Christian Faith and Discipleship" and the Constitution of this Church.

### Section 2. RECEPTION OF MEMBERS

Those who desire to join this Church may present themselves to the Church during a congregational service. In cases of illness or other extenuating circumstances, and on the recommendation of the pastor and deacons, a person may be presented to the congregation in absentia. New members may be received in any of the following ways:

- a. **Profession of Faith and Baptism.** Those who have never been members of any church may be received on profession of their faith in Jesus Christ as Saviour and Lord, and subsequent baptism by immersion. Those with physical or emotional challenges preventing baptism by immersion may be baptized by a method agreed upon by the pastor and deacons, or will be received into membership on profession of faith alone.

- b. Letter of Transfer.** Those who hold current membership in other Baptist churches may be received by letter of transfer.
- c. Statement of faith.** Those who have already made a profession of faith, have been baptized consistent with Section 1, and have been received as a member in another non-Baptist church may be received on statement of faith.

### **Section 3. RESPONSIBILITIES OF MEMBERSHIP**

Concurrent with church membership is the responsibility of maintaining a growing faith in Jesus Christ as Savior and Lord and an active participation in the life of the Church. Members are expected to observe the Church's currently adopted "Covenant of Christian Faith and Discipleship" and the Constitution of this Church and be loyal in attendance, service, and stewardship.

### **Section 4. TERMINATION OF MEMBERSHIP**

Membership in this Church shall be terminated by transfer of letter to, or verified affiliation by membership with, another church; personal request but without the issuance of a letter; or exclusion by a three-fourths vote of church members present and voting at a regular church business meeting for reasons this Church considers to warrant such action.

## **ARTICLE III - CHURCH OFFICERS**

### **Section 1. GENERAL**

Church officers shall include the Pastor, Deacons, Trustees, Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer who shall be called or elected and have duties as set forth herein, and other such officers as deemed necessary for the operation of the Church.

### **Section 2. PASTOR**

The Pastor shall be nominated by a Pulpit Search Committee appointed by the Chair of the Deacons and the Chair of the Trustees and approved by the Diaconate and by the church members present and voting in business session. At least a majority of the Pulpit Search Committee members shall be Deacons. The Pastor shall be called, after nomination by the Pulpit Search Committee, by a majority of the church members present and voting in business session. Notice of the time of the election to call a Pastor shall be given by announcement from the pulpit at a Sunday morning service at least seven days prior to that meeting. The pastoral relationship shall continue indefinitely until dissolved at the request of the Pastor or of the Church. In either case, at least thirty days' notice shall be given of termination of this relationship, unless otherwise mutually agreed.

### **Section 3. DEACONS**

- a. Definition.** The Church recognizes all Deacons who have been elected by this Church for any stated term to be Deacons for life (or so long as they remain members of this Church), continuing to exercise the spiritual and exemplary role of Deacon in one of the following categories:
  - 1. Active Deacons.** These are Deacons officially elected by the Church to a current term of service. Active Deacons are entitled to serve as voting members in Deacon deliberations. The Active Deacons in service in each year constitute the Diaconate of the Church for that year.
  - 2. Auxiliary Deacons.** These are Deacons whose term of service as active Deacons has expired. They shall not be expected to attend meetings of the active Deacons unless specifically requested to do so. They shall have no vote in active Deacon deliberations; however, they may be called upon to exercise all other functions of Deacons.

- b. Eligibility.** Before being eligible to serve as an active Deacon, one must have been a member of Hayes Barton Baptist Church for at least twenty-four (24) months prior to the time that the list for nominations for active Deacons for the ensuing year is distributed, must have attained the age of eighteen (18), must have met the attendance requirement described in the following sentence and must have shown faithful financial stewardship to the Church. The attendance requirement is met by presence in the general congregational Sunday Worship Service, or in other Church activities at the time of the general congregational Sunday Worship Service such as Church mission trips, Church sponsored retreats, youth activities at the same time as the Sunday Worship Service (Childrens Church) and other Church activities, on at least twenty-four (24) Sundays during the twelve months prior to the time that the list for nominations for active Deacons is distributed. Attendance in the Sunday Worship Service is established by signing the Friendship Pad. If Sunday Worship Service is closed because of an emergency, as determined by the Pastor and the Chair of the Deacons or as declared by national, state or local elected officials the presence of any person in Sunday Worship Service may be established for that Sunday by an entry in the Online Friendship pad or its equivalent. The Church staff shall establish a means for confirming the presence of a person in other recognized Sunday worship activities other than the Sunday Worship Service. No permanent full-time or part-time staff member nor the spouse of a permanent full-time or part-time staff member of the Church shall be eligible to be nominated as an active Deacon. Except as hereinafter provided, no Deacon shall be eligible to be nominated for a new term until one year has elapsed since the end of the prior term. The restriction in the prior sentence shall not apply to the nomination of a Deacon to a new term following that Deacon's completion of a term that the Deacon was appointed to fill on account of a vacancy as provided in subsection c.
- c. Duration of Terms.** Active Deacons shall serve for a term of three years. The terms of active Deacons will begin on January 1 of the year following their nomination and approval by the congregation and will end on December 31 of the last year of the three-year term. If a vacancy in an existing term occurs, the Diaconate shall fill the vacancy for the remainder of the vacated term by an Auxiliary Deacon who is eligible for a new nomination as an active Deacon under subsection b. Service as an Active Deacon in filling an unexpired term does not preclude a Deacon from being eligible to be nominated as part of a slate of Deacons for a new term beginning in the January following the end of the term he or she is completing.
- d. Number of Active Deacons.** The maximum number of active Deacons selected each year for a three-year term shall be 12.
- e. Nomination of Members to serve as Active Deacons.** Nomination of active Deacons shall be by the church membership and a Deacon Nominating Committee, which shall be a regular standing committee. The membership of the Deacon Nominating Committee shall be composed of seven (7) voting members, the immediate past Chair of the Deacons and the immediate past Chair of the Deacon Nominating Committee. The immediate past Chair of the Deacons and the immediate past Chair of the Deacon Nominating Committee shall be non-voting members. The seven (7) voting members shall serve two (2) year staggered terms. The voting members and the Chair-Elect of the Deacon Nominating Committee shall be nominated by the Committee on Committees and approved by the congregation of the Church. The member appointed as the Chair-Elect shall serve as the Chair during the second year of his or her two-year term. The Deacon Nominating Committee should be representative of the demographics of the church membership and should also be well acquainted with the scriptural qualifications and duties of the office of Deacon. No member shall serve another term on the Deacon Nominating Committee until five (5) years have elapsed, unless such person is serving by virtue of office.

Prior to January 31 of each year, the Pastor, in coordination with the current Chair of the Deacons and the Chair of the Deacon Nominating Committee, shall develop and publish the Nomination of Deacons Schedule for the year. In accordance with the Nomination of Deacons Schedule, the Deacon Nominating Committee, in coordination with the church office, shall compile a list of members who appear to be eligible to serve as active Deacons and shall take reasonable actions to distribute the initial list to the congregation. The Nomination of Deacons Schedule shall provide for times for the initial list to be updated to add or delete the names of members determined to be eligible or ineligible, as the case may be, to serve as active Deacons or to delete the names of members advising that they prefer not to be nominated. In accordance with the Nomination of Deacons Schedule, the church office shall send a notice to each member of the final list of those eligible to serve as well as a nomination form with proper instructions as to the nominating procedure. Each member of the Church congregation may nominate up to nine (9) eligible Church members to serve as an active Deacon, but may not nominate any member more than once. The member nominations must be returned to the church office by the deadline set forth in the Nomination of Deacons Schedule.

The Deacon Nominating Committee shall nominate a slate of twelve (12) members of the Church to begin new three-year terms. Before any member is nominated by the Deacon Nominating Committee, the Deacon Nominating Committee shall confer with the member and confirm with such member that the member understands the role and responsibility of a Deacon as described in subsection g and will serve if affirmed by the congregation. The Deacon Nominating Committee shall review the nominations by the Church members. The nine (9) members who receive the largest number of nominations by the Church members and that meet the eligibility requirements for an active Deacon shall be nominated by the Deacon Nominating Committee. In the event that there is a tie in determining the ninth person to be nominated, the person that has been a member of the Church longer shall be nominated. After these nine (9) nominees are selected, the Deacon Nominating Committee shall select three (3) additional nominees from the remaining eligible Church members based upon such factors as the Deacon Nominating Committee may determine as important to ensure that the Deacons reflect the diversity of the congregation of the Church.

- f. Selection of Deacons.** The Deacon Nominating Committee shall prepare a report to the Church congregation stating the slate of names of the twelve Church members it nominates to begin new three-year terms as active Deacons. The Church office shall make the report of the Deacon Nominating Committee available to the Church congregation and inform the congregation of the date and time of the business meeting at which the members will be asked to affirm the nominations. Notice of the time for the consideration by the members of the Church of the nominees shall be provided to the members by publication in Faith Points (or any successor publication), inserts in the Sunday Worship bulletin, e-mail, mail or other means reasonably expected to provide such notice.

The Church members shall consider the nomination of the slate of persons nominated to serve as Deacons by the Deacon Nominating Committee at a business meeting of the Church. Members of the Church attending the business meeting shall constitute a quorum for the business meeting. Immediately preceding the consideration of the slate of persons nominated to be Deacons, the Pastor shall counsel the Church on the duties of Deacons as set forth in the scriptures and as expected under the Church constitution. The members of the Church shall be asked to show their concurrence with one of the following two statements:

\_\_\_\_\_ I AFFIRM the slate of nominees proposed by the Deacon Nominating Committee to serve new terms as active Deacons.

\_\_\_\_\_ I DO NOT AFFIRM the slate of nominees proposed by the Deacon Nominating Committee to serve new terms as active Deacons.

If a church member is unable to be present at the business meeting at which the nominations of Deacons will be considered, such as members enrolled in the Home Visitation Ministry, such member shall be allowed to affirm or not affirm the slate of nominees in abstentia if the member so requests.

After the consideration by the Church members of the nominees, it shall be the duty of the Deacon Nominating Committee to count the responses received. Should a majority of those responding not affirm the slate of nominees proposed, the process outlined in sections e. and f. will be repeated promptly with a new slate of nominees to be considered before the end of the year. If the slate of nominees is approved, the Deacon Nominating Committee shall notify the nominees of the affirmation of the slate. If for any reason any affirmed nominee advises prior to December 31 of the year of the nomination that he or she cannot or declines to serve, then the Deacon Nominating Committee shall reconvene promptly and nominate a new qualified Church member for that term. Such nomination shall be affirmed or not affirmed by the Church at a business meeting. After the slate has been approved and the persons named in the slate have advised they will serve or, if any person has advised that he or she will not serve, a replacement for that person has been nominated and affirmed, the Deacon Nominating Committee shall advise the Church Clerk of the final Deacons selected and willing to serve and the Church Clerk shall enter upon the church records the names of the persons to begin a new term as Deacons on the following January 1.

- g. Duties of Deacons.** The duties of Deacons shall be as follows: to support and undergird the Pastor in the various elements of the pastoral ministry; to promote harmony among the Deacons and throughout the membership of the Church; to minister to the spiritual and physical needs of the Deacons and of the Church family; to participate in and provide leadership for the total ministry of the Church; to provide leadership and guidance in the administration of the business affairs of the Church; to be faithful in their financial support of Church ministries; and to serve the membership of the Church by setting a Christ-like example. Under the supervision of the Pastor, they shall provide and distribute the elements of the Lord's Supper.

The Diaconate shall meet, generally monthly and at least eleven times per year, at such stated times as the active Deacons themselves agree upon, and may meet in special sessions at the call of the Chair, at the call of the Pastor, or at the call of one-fourth of the active Deacons. Active Deacons have an obligation to be faithful in their attendance at Diaconate meetings. The Chair of the Deacons will counsel with and advise a Deacon who has been absent from the majority of the Diaconate meetings asking the Deacon to be faithful in the future in his or her attendance and participation.

The active Deacons at the time of the December meeting and the incoming Deacons whose terms will commence in January shall elect a Chair-elect who shall become Chair the following year and a Secretary who shall keep a complete record of their actions and report the same to the Church as the Church may require. The procedure for the election of the Chair-elect shall be as follows: Active deacons who have completed one year of their three year term or who have served previously as an active Deacon at this Church shall be asked whether their names may be submitted in nomination for the office of Chair-elect. A list of those willing to be nominated shall be compiled and shall be submitted to the Diaconate at the December meeting for a vote. From this list, if no person



has received a majority of votes, the two persons receiving the highest number of votes shall be determined and submitted again to the Diaconate for a final vote. The person with the highest number of votes shall be elected Chair-elect. If prior to the beginning of the term as Chair, the Chair-elect resigns the position, then this process shall be repeated to elect a new Chair-elect, beginning with the submission of the previously compiled list of those persons willing to be nominated for this office for this term. The Chair shall have the privilege to appoint two Vice-Chairs to serve during the Chair's term. The Chair-elect shall preside in the absence of the Chair at all meetings. If for any reason the Chair is unable to complete his or her term of service, the Chair-elect shall fill the remainder of the unexpired term and shall continue as Chair in the following year for a full term of one year. The Secretary shall be elected by majority vote of active and incoming Deacons, also present at the December meeting. Nominations for this office shall be accepted from the floor. Both active and auxiliary deacons are eligible to serve in this office; provided, however, that any auxiliary deacon occupying this office will serve without vote. The Chair and Secretary will serve for one year. A majority of the active Deacons shall constitute a quorum for transacting business.

#### **Section 4. TRUSTEES**

Trustees shall be three in number, one of whom shall be elected annually to serve for three years. The terms of Trustees shall begin on January 1 following their election and end on December 31 of the third year following their election. The senior Trustee in service in his or her term shall serve as Chair. If for any reason he or she cannot serve, the Trustees shall elect one of the other two to serve as Chair. A Trustee elected to fill an unexpired term shall take office immediately following election and serve for the remainder of the unexpired term. No Trustee shall be eligible for reelection for a period of one year, except where a person has been elected for a one-year unexpired term; then he or she shall be eligible for nomination and election to a three-year term at the election held during the year he or she serves the one-year term. In the event of a vacancy, the two remaining Trustees shall serve in all respects, and their actions shall have the same force and effect as if there were no vacancy. Trustees shall be custodians of all church property except that entrusted to the Church Treasurer as hereinafter provided.

The duties of the Trustees, in addition to holding title to the Church property, shall include, but not be limited to, handling financial arrangements in connection with the acquisition of property and the disposition thereof as well as securing proper insurance for the Church's property.

#### **Section 5. CLERK**

The Church shall annually elect a Church Clerk and an Assistant Clerk, both of whom shall take office the following January 1. It shall be the duty of the Clerk to make a record of and keep in permanent form all the proceedings of the Church in all regular and/or special business sessions. The Church Clerk shall serve as an ex-officio member of the Archives and History Committee and shall work with that committee and the appropriate church staff to collect and preserve the permanently valuable records of the Church.

#### **Section 6. ASSISTANT CLERK**

The Assistant Clerk shall perform the duties of the Clerk in the Clerk's absence and shall perform such additional duties needed to help collect and preserve the permanently valuable records of the Church.

## **Section 7. TREASURER**

The Church shall annually elect a Church Treasurer and an Assistant Treasurer both of whom shall take office the following January 1. It shall be the duty of the Treasurer to monitor the receipt and preservation of all money, or things of value paid to or given to the Church, and authorize the disbursement of money or things of value in accordance with the budget or other proper authority. At least monthly, the Treasurer shall review an itemized account of all receipts and disbursements. It shall be the duty of the Treasurer, in coordination with the Chair of the Budget and Finance Committee and the Church Administrator, to render to the Deacons at each regular monthly session a financial report for the preceding month. The Treasurer, or the Treasurer's designated representative, shall also provide such a report at all regular business meetings of the Church. Within thirty days after the end of each fiscal year, the Treasurer, or a designated representative, shall render to the Deacons and to the Church an annual financial report for such fiscal year. Such report may be submitted to the Church prior to final review by the Audit Committee, but shall not be accepted by the Church until the Audit Committee has completed its responsibilities. All books, records and accounts kept by the Treasurer shall be considered the property of the Church. The books shall be open to inspection at any and all times by any member of the Church. Upon submission of the annual financial report at the end of each fiscal year and its approval by the Audit Committee, and its acceptance and approval by the Church, the same shall be delivered by the Treasurer to the Church Clerk, who shall keep and preserve it as a part of the permanently valuable records of the Church. Upon the election of a successor, the retiring Treasurer shall, upon the completion of his or her final report, promptly deliver to the succeeding Treasurer all books, records and accounts in the retiring Treasurer's hands pertaining or relating in any manner to the duties of the office of Treasurer. The Treasurer shall also serve as an ex-officio member of the Budget and Finance Committee.

## **Section 8. ASSISTANT TREASURER**

The Assistant Treasurer shall perform the duties of the Treasurer in the Treasurer's absence, and shall perform such additional duties as shall be requested by the Treasurer.

## **ARTICLE IV - MEETINGS**

### **Section 1. WORSHIP SERVICES**

- a. Regular Worship.** The regular worship services of the Church shall be held every Sunday morning unless otherwise agreed upon by the Church. Additional worship services shall be held at times deemed appropriate by the Pastor and the Deacons.
- b. Communion.** The Lord's Supper shall be observed at least six times a year as determined by the Pastor and the Deacons. An offering for relief funds may be taken at each observance of this ordinance.

### **Section 2. BUSINESS MEETINGS**

- a. Regular.** Regular business meetings of the Church shall be held at least four times per year, approximately quarterly. Notice of such meetings shall be given at least one week prior to the meeting by announcement in the regular service of the Church on the preceding Sunday and by other means of communication as deemed appropriate by the Chair of the Deacons and the Pastor. When due notice of business meetings has been given, those members who are present for the meeting shall constitute a quorum. One of the regular meetings of the Church shall be the annual business meeting that shall be held in September each year. At the annual business meeting there shall be the election of the Church officers whose terms run January 1 through December 31; and the annual report of the Ledford Missions Endowment Fund.

- b. Special.** Special business meetings may be called by the Pastor or the Chair of the Deacons by giving at least three days' notice by announcement of such meetings and the business to be transacted. Such announcement shall be made at a Sunday service or at a Wednesday Night activity of the Church and by other means of communication as deemed appropriate by the Chair of the Deacons and the Pastor. At a special meeting no business shall be transacted other than the matters mentioned in the notice.
- c. Moderator.** The Chair of the Deacons shall preside at all business meetings of the Church. In the absence of the Chair, the Chair-elect of the Deacons shall preside at meetings. If both of these are absent, the Secretary of the Deacons shall preside.
- d. Meeting to Approve Nominating Committee Nominations.** At a regular or special business meeting prior to August 31 each year, the church membership shall elect the officers and teachers of the Sunday School, the church councils nominated by the Nominating Committee, and the officers and workers of the Baptist Women and Baptist Men and such other positions as brought forth from the Nominating Committee. Terms of officers and teachers of the Sunday School shall run approximately September 1 through August 31. Council members who serve by virtue of their leadership position shall serve on the council for the same period that they hold office.

### **Section 3. ELECTRONIC MEETINGS**

Upon the approval of the Pastor and the Chair of the Deacons, any Business meeting of the Church may be conducted by use of electronic means, which may be audio only or audio-video. In either event, such a meeting shall be held in a manner to permit those participating in the meeting an opportunity to be heard at appropriate times and to hear all deliberations. Persons participating in an electronic meeting may exercise a vote on any matter to be considered by any means approved by the person that is acting as the Chair of the meeting as acceptable and that will establish the vote, such as by a voice vote, a show of hands (if the meeting is audio-video) or an electronic response. Any vote taken by electronic means at an electronic meeting shall have the same force and effect as if taken by a person physically present at the meeting.

### **Section 4. MAIL AND E-MAIL**

Any communication that is required or permitted by this Constitution and By-Laws to the members of the Church by mail may be given to any member by U.S. mail. In addition, the Church staff shall be responsible for creating and maintaining an accurate e-mail directory of the members of the Church to which all Church correspondence may be directed. Any member of the Church may advise the Church staff that he or she prefers communication by use of e-mail for communications rather than by U.S. mail and if a member so advised, communications by such means shall have the same effect as if made by U.S. mail.

## ARTICLE V - AMENDMENTS

### Section 1. GENERAL CHANGES

Changes in this Constitution or amendments may be made at any regular business meeting of the Church, provided that such amendment or alteration shall have been presented in writing at a previous regular meeting. Such alteration or amendment shall have the concurrence of two-thirds of the members present and voting.

### Section 2. CHANGES IN ASSOCIATION AND/OR CONVENTION RELATIONSHIPS

Any motion or resolution initiated by members of Hayes Barton Baptist Church to separate the Church from a formal affiliation with the Raleigh Baptist Association, the North Carolina Baptist State Convention, the Southern Baptist Convention or the Cooperative Baptist Fellowship shall be subject to the following requirements before action can be taken.

- a. Presentation.** The motion or resolution must be presented at a regular business meeting of the Church; it must be presented in writing and read publicly at the session.
- b. Ninety-Day Requirement.** Any such motion or resolution must remain on file with the Church Clerk for at least ninety (90) days before it may be acted upon.
- c. Communication With Membership.** During the ninety-day period the matter must be brought to the attention of the church membership through appropriate publicity and by written communications from the Church Clerk, distributed to the entire membership at least thirty (30) days in advance of the business meeting at which the motion or resolution is to be considered.
- d. Voting Requirements.** Such a motion or resolution may be passed only at a regular business meeting held during a Sunday morning worship service and which is attended by at least 10% of the church's resident membership who approve the action by a two-thirds majority of those present and voting.
- e. Limitations.** Section 1 of Article V (Amendments) shall not apply to this section (Article V, Section 2). This section may be changed or amended only in the manner prescribed for the adoption of a motion or resolution as contained herein (Paragraphs a, b, c and d above).

### Section 3. ABSENTEE BALLOTS

Absentee ballots shall be permitted on any vote on a Constitutional amendment which takes place by written ballot. Those present shall include those voting in person and by absentee ballot.

## BYLAWS

### ARTICLE I - RAISING MONEY

#### Section 1. APPROVAL FOR COLLECTIONS

No church wide collection for Christian work or benevolent projects shall be undertaken in the Church at any time except on the approval of the Pastor or the Deacons.

#### Section 2. TITHES AND OFFERINGS

Diligent effort shall be made to enlist every member of the Church in the support of the same by tithes and offerings. It shall be the duty of every member of the Church to practice and encourage in others the practice of making this offering on a regular basis.

### ARTICLE II - COMMITTEES, BOARDS AND COUNCILS

#### Section 1. STANDING COMMITTEES, MINISTRY COMMITTEES, BOARDS AND COUNCILS

To facilitate the work of the Church, the following standing committees, ministry committees, boards and councils, with the exception of the Committee on Committees, shall be nominated by the Committee on Committees and the Nominating Committee, respectively, as prescribed in Section 3 and Section 4 of this Article:

##### a. Standing Committees

Archives and History	Investment
Audit	Membership Growth
Budget and Finance	Memorial Garden
Buildings/Grounds/Transportation	Nominating
Capital Priorities and Planning	Personnel
Committees	Safety and Security
Constitution and Bylaws	Scholarship
Deacon Nominating	Stewardship
Denominational Relations	
Food Services	

##### b. Ministry Committees

Audio/Visual/Television	Home Visitation
Baptism	Living Nativity Scene
Benevolence	Medical Assistance
Bereavement	Parking
Communion	Security
Family Life Center Reception	Ushers
Flowers	Wedding Arrangements
Greeting	Worship Support

##### c. Boards

- Hayes Barton Baptist Preschool
- Hayes Barton Baptist Church School of Music

#### **d. Councils**

Adult Ministry

Children's Ministry

Christian Education

Church Safety

Family Life

Ledford Missions Endowment Fund

Missions/Evangelism

Music Ministry

Student Ministry

Sunday School

#### **Section 2. TERMS OF SERVICE**

To give continuity to the work of standing committees, boards and councils, it shall be the general policy of the Church to elect standing committee, board and council members on the basis of staggered terms. Those serving on ministry committees shall be elected annually and because of the nature of their work shall not be required to rotate. Except for the Committee on Committees, the committees and boards named in Section 1 shall be constituted to function from January 1 through the following December 31. The Church, Sunday School and ministry councils named in Section 1 shall be constituted to function from September 1 through August 31. The Christian Education, Family Life, Ledford Missions Endowment Fund, Missions/Evangelism and Church Safety Councils shall be constituted to function on the calendar year. Council or board members who serve by virtue of their election or appointment to a leadership or committee position shall serve on the council or board for the same period that they hold the office.

#### **Section 3. COMMITTEE ON COMMITTEES**

The Committee on Committees shall be appointed by the Pastor and the Chair-elect of the Deacons for the purpose of nominating to the Church the chairs and members of standing committees, ministry committees, boards and the following councils: Christian Education, Church Safety, Family Life, Ledford Missions Endowment Fund, and Missions/Evangelism Councils, or vacancies when they occur. This committee shall also determine from time to time how terms of committee, board and council membership will be staggered.

This committee shall have nine (9) members, including the Pastor and the Chair-elect of the Deacons. The Chair-elect shall serve as Chairman of the Committee on Committees. The committee shall serve from August 1 through July 31. Four appointments shall be made each year, three to serve for two years and one to serve a one-year term.

#### **Section 4. NOMINATING COMMITTEE**

The Nominating Committee shall nominate to the Church, members of the Church, Sunday School and ministry councils, or vacancies when they occur, to the extent that council membership is not automatic by virtue of holding a leadership position. The Nominating Committee shall have the additional responsibilities listed in ARTICLE III, Section 1 (14).

#### **Section 5. QUORUM**

A quorum for all committee, board and council meetings shall consist of a majority of members. When a quorum is constituted, a majority vote of those present shall be required for any vote to be valid.

#### **Section 6. ESTABLISHMENT/DISCONTINUATION**

Standing and ministry committees, boards or councils may be established or discontinued upon recommendation of the Deacons and approval by the Church.

## **Section 7. AD HOC SUBCOMMITTEES**

The Chair of each standing and ministry committee, board or council shall have the power to appoint such other ad hoc subcommittees as may in his or her discretion seem essential for the proper function and operation of the committee, board or council. These ad hoc subcommittees shall limit their activities to the purpose for which they have been appointed. Any action proposed to be taken by any ad hoc subcommittee shall be submitted in the form of a recommendation for approval to the committee, board or council for which it serves. Any ad hoc subcommittee action not so approved by such committee, board or council shall not be taken. Each ad hoc subcommittee appointed shall disband immediately upon the disposition of its final report to its respective committee, board or council. The Chair of a committee, board or council shall serve as ex-officio member of such ad hoc subcommittees as he or she may appoint.

## **ARTICLE III - RESPONSIBILITIES OF COMMITTEES, BOARDS AND COUNCILS**

### **Section 1. RESPONSIBILITIES OF STANDING COMMITTEES**

The responsibilities of each standing committee are as follows:

- 1. ARCHIVES AND HISTORY:** This committee has the responsibility for collecting, organizing and preserving Church records, documentary materials and historical artifacts related to the activities of Hayes Barton Baptist Church. This committee also will advise Church officers, staff and organizations on files management and records disposition. The Church Clerk and Church Administrator shall serve as ex-officio members of this committee.
- 2. AUDIT:** This committee has the responsibility of performing internal review procedures of the financial records and internal financial controls of the Church. This committee shall arrange for an annual external review by an outside independent accounting firm for the purpose of determining the reasonableness of the established system of internal accounting controls for the financial records of the Church. This committee may also engage an outside independent accounting firm to perform additional agreed upon procedures to assess the accuracy of the financial records or to perform a limited or comprehensive financial audit of the financial records. A report of the activities of this committee and its findings shall be given to the Deacons no later than the July Deacons' meeting.
- 3. BUDGET AND FINANCE:** This committee has the responsibility of studying and properly screening the financial needs of the various ministries of the Church, reviewing recommendations from the Personnel Committee concerning salaries and benefits, and recommending an annual budget for the Church. In discharging its responsibility concerning the church budget, this committee shall operate in coordination with the Stewardship Committee. Budget recommendations shall be presented to the Deacons who shall have the final responsibility for recommending an annual budget to the Church.

This committee also has the responsibility of setting up sound and secure procedures for the collecting, counting, and depositing of the weekly receipts of the Church. This committee also has the responsibility of overseeing and monitoring the implementation of the budget and of evaluating proposed expenditures not itemized in the budget. Requests for expenditures not in the budget should be made to this committee, which has the authority to approve non-budget expenditures up to \$1000. Those non-budget expenditures over \$1000 approved by the committee would be recommended to the Deacons. This committee shall also have the responsibility of operating and promoting a foundation for the purpose of encouraging and receiving capital gifts and endowments. The Church Treasurer shall be an ex-officio member of this committee.



4. **BUILDINGS/GROUNDS/TRANSPORTATION:** This committee has the responsibility for establishing policy and procedures with respect to, and for overseeing, the repair and maintenance of the Church's real property and furnishings, including, but not limited to, such fixtures as the heating and air-conditioning systems and lighting and equipment not otherwise the responsibility of another committee or the church administration. This committee also has the responsibility of establishing policy and procedure regarding church vehicles and their use and maintenance as well as the training and certification of drivers. It shall also be the responsibility of this committee to determine the roadworthiness of the vehicles and recommend the replacement and disposition of a vehicle when it is deemed necessary. The committee will work with the Facilities Director, other Church staff, and other appropriate church entities in accomplishing these responsibilities.
5. **CAPITAL PRIORITIES AND PLANNING:** This committee has the responsibility of surveying the Church members, committees, boards and councils at least annually concerning the Church's capital needs and improvements. The committee shall study and evaluate each identified need, develop reasonable cost estimates, identify potential funding options, and prioritize each project for development consistent with the best interests of the Church. The committee shall be responsible for ensuring that a comprehensive list of Church capital needs is maintained, updated and regularly published. In discharging its responsibility, this committee shall operate in coordination with the Budget and Finance Committee and the Building/Grounds/Transportation Committee. Project priorities and recommendations shall be presented to the Deacons who shall have the final approval over project development. The chair of this committee shall be the immediate past chair of the Diaconate. Committee membership shall also include the immediate past chair of this committee, at least one representative from the Building/Grounds/Transportation Committee, at least one representative of the Budget and Finance Committee, and six at-large members.
6. **COMMITTEES:** This committee has the responsibility of nominating to the Church the chairs and members of all standing and ministry committees, councils, and boards subject to the provisions of Article III, Section 3e, of the Constitution and Article II, Section 3 of these Bylaws.
7. **CONSTITUTION AND BYLAWS:** This committee has the responsibility of reviewing the Constitution and Bylaws annually to assure that these documents reflect current church policy and practice, to recommend revisions or amendments as needed, and to undertake any other duties with respect to these documents as the Deacons or the Church may request.
8. **DEACON NOMINATING:** The responsibilities of this committee are fully set forth in Article III, Section 3 of the Church Constitution.
9. **DENOMINATIONAL RELATIONS:** This Committee has the responsibility of monitoring on a continuing basis developments within the Southern Baptist Convention and the Cooperative Baptist Fellowship, boards and commissions as well as the Baptist State Convention, which effect changes of such consequences as to merit an evaluation of the Church's support or response. The Committee shall provide regular briefings to the Church of these developments and shall make recommendations when deemed necessary for Church action. The Committee shall also monitor and evaluate developments within the larger Baptist family of churches as to courses of action being taken within these churches or denominational structures with which they are aligned. The Committee shall provide regular briefings to the Church of these developments and make recommendations when deemed necessary for Church action.
10. **FOOD SERVICES:** This committee has the responsibility of providing the Director of Food Services with assistance and counsel concerning any area relating to the food service ministry, including recommendations for equipment purchases for the kitchen and dining areas, of directing the use, care, and refurbishing of the Church's silver hollowware, and of planning and facilitating receptions and for special occasions at the request of the Pastor.



- 11. INVESTMENT:** This committee has the responsibility of reviewing the investment of church funds and assessing the performance of the investments. This committee shall make periodic reports, at least semi-annually, to the Deacons and the Budget and Finance Committee on the investment performance, and may make recommendations to the Deacons and the Budget and Finance Committee regarding future investments. The committee shall operate in coordination with the Budget and Finance Committee. At least one member of this committee should be a member of the Budget and Finance Committee.
- 12. MEMBERSHIP GROWTH:** This committee has the responsibility for planning events and activities that reach members and prospective members and that reach out to visitors and into the community to share Hayes Barton Baptist Church fellowship, to facilitate follow up with visitors to the Sunday morning worship service, of informing new and prospective members of all church ministries and activities and to assimilate them into the Church including involvement in ministries and activities. Further, they shall assist the ministers in guiding new members into active participation in the growth processes of the Christian walk at Hayes Barton Baptist Church.
- 13. MEMORIAL GARDEN:** This committee has the responsibility of overseeing the operation of the memorial garden with columbarium for the interment or inurnment of ashes of cremation and for honoring the memory of deceased church members and others. The committee is responsible for the development and implementation of policies for the use of the memorial garden, including but not limited to those related to persons eligible for interment, inurnment or plaques, assignment of niches, the amount of contributions for inurnment, interment or plaques and any other fees, urn type and size, reservation contract terms for use, and recordkeeping. In coordination with the Building/ Grounds/Transportation Committee, the committee shall oversee the physical upkeep and continued beautification of the memorial garden. The committee shall consist of six members who shall serve three year staggered terms. Ex officio members of the committee include the Chair of the Building/ Grounds/Transportation Committee, the Pastor, and the church administrator. The committee shall meet as needed to review policies, guidelines, and operation of the Memorial Garden and will present reports to the Diaconate, as requested.
- 14. NOMINATING:** This committee has the responsibility of nominating to the Church the teachers and officers of the Sunday School, and members of the following church councils: Adult Ministry, Children's Ministry, Music Ministry, Sunday School, and Student Ministry. This report, which shall also include officers and workers nominated by and for the Baptist Women and Baptist Men, shall be made to the Church at a business meeting held prior to August 31 of each year as directed by Article IV, Section 2d. of the Constitution. The terms of officers and teachers of the Sunday School and the church councils listed above are September through August.

This committee also has the responsibility of nominating Church officers: Church Trustee (one (1) elected each year for three (3) years), Church Clerk, Assistant Clerk, Treasurer, Assistant Treasurer and such other officers provided for. This report shall be presented to the Church at the annual business meeting. The terms of such Church officers nominated commence following the calendar year.

It is understood that the Nominating Committee may enlist the assistance of the church councils listed above in filling the vacancies in the Sunday School, and a member of each appropriate church council shall serve on the Nominating Committee as non-voting members in addition to the regular, voting committee members.

- 15. PERSONNEL:** This committee has three major areas of responsibility: employment, salary administration, and personnel policies.
- a. Employment.** The committee shall oversee the employment of all non-ministerial staff members and all ministerial staff members except the Pastor. This responsibility is discharged in cooperation with the Pastor, church search committees, and staff members affected directly by the position. Non-ministerial staff members may be selected tentatively by the Pastor or the Church Administrator or the staff member designated with this responsibility, but the selection and terms of employment shall be subject to approval by the Personnel Committee. For ministerial staff positions other than pastor, a search committee shall be appointed by the Chair of the Deacons and the Pastor. The candidate tentatively selected shall be recommended to the Personnel Committee. When the Personnel Committee concurs in the selection, it shall determine the conditions of employment and bring its recommendation to the Deacons.

If a change in the number of staff positions is deemed necessary, the committee shall receive the recommendation from the Pastor or the Pastor's designee. When the committee concurs, it shall carry its recommendation to the Diaconate.

- b. Salary Administration.** The committee shall formulate a salary plan; receive annual performance appraisals of all ministerial staff members from the Pastor, and of all non-ministerial staff members from the Church Administrator; assure that current job descriptions are maintained for all positions as a basis for administration and personnel evaluation; and approve realignment of responsibilities which may be proposed by the Pastor or the Pastor's designee. The committee shall recommend appropriate employee benefits and also recommend the budget for personnel to the Budget and Finance Committee.
- c. Personnel Manual.** The committee shall maintain a personnel manual, which details the policies for personnel administration.
- 16. SAFETY AND SECURITY:** This committee has the responsibility to encourage and support safety policy development in all areas and to develop and review, from time to time, the five key emergency plans: Emergency Evacuation, Shelter-in-Place, Medical Emergency, Lost/Missing Child, and Intruder/Violent Subject. Its planning scope is to include, but is not limited to: physical, electronic, and procedural security, emergency planning, liaison with law enforcement agencies and emergency service responders, background checks, coordination of security and fire safety vendors, budgeting, staff and volunteer training, special event security, and volunteer staffing of reception areas. This committee shall prepare itself to provide emergency management in case of a disaster and to provide education and training to church members and staff on safety issues in general including how to properly implement emergency plans as approved. In addition to such committee members as shall be appointed by the Committee on Committees, members of this committee shall include the chairs of the following ministry committees: Family Life Center Reception, Greeting, Medical Assistance, Parking, Security, and Ushers. At least annually, this committee shall see that a safety audit of the Church is conducted. The committee shall present a safety status report to the Church Safety Council every six months.
- 17. SCHOLARSHIP:** This committee has the responsibility of overseeing the receipt and expenditure of scholarship funds and of establishing policy regarding these funds.
- 18. STEWARDSHIP:** This committee has the responsibility of inspiring Christian stewardship in all respects, that is, encouraging each Sunday School and church member to dedicate self, time, talents, and financial resources to support the ministries of the Church. This responsibility includes but is not limited to promoting financial stewardship among all age levels in connection with the church budget. In discharging its responsibility concerning the church budget, this committee shall operate in coordination with the Budget and Finance Committee.

## Section 2. RESPONSIBILITIES OF MINISTRY COMMITTEES

The responsibilities of each ministry committee are as follows:

1. **AUDIO/VISUAL/TELEVISION:** This committee has the responsibility, in conjunction with church staff, of determining needs, establishing policy and procedures, for use of audio, visual and television equipment, keeping an inventory, and providing oversight, including maintenance, of all church audio equipment, all church visual aids, and those related to the television ministry.

This committee is also responsible for securing technicians to operate the sound systems and volunteers to operate the television cameras during worship services and other church services, upon request. The Pastor, the Minister of Music and the Facilities Director shall serve as ex-officio members of the committee.

2. **BAPTISM:** This committee has the responsibility of assisting the Pastor and candidates in the administration of this ordinance.
3. **BENEVOLENCE:** This committee has the responsibility of providing guidance in the utilization of the Benevolence Funds of the Church for the relief of those needing assistance.
4. **BEREAVEMENT:** This committee is responsible for contacting each church family in which a death has occurred and offering sympathy and support. For a church member death, the committee may provide a family meal before a service or refreshments during visitation at the church, or make a donation to honor the deceased. The committee supplies ushers and greeters for funeral/memorial services at Hayes Barton Baptist Church. The committee also offers a memorial donation to church members who have lost a close family member who is not a member of Hayes Barton Baptist Church.
5. **COMMUNION:** This committee has the responsibility of preparing the Lord's Supper and of gathering and storing communion equipment. (6) **FAMILY LIFE CENTER RECEPTION:** This committee is responsible for staffing the reception area of the family life center on weekdays. The members of this committee should collaborate with the Security Committee as needed to carry out the functions of that committee.
6. **FAMILY LIFE CENTER RECEPTION:** This committee is responsible for staffing the reception area of the family life center on weekdays. The members of this committee should collaborate with the Security Committee as needed to carry out the functions of that committee.
7. **FLOWERS:** This committee has the responsibility of establishing policy and procedures for providing floral arrangements in the church sanctuary and for implementing these procedures.
8. **GREETING:** This committee has the responsibility of greeting and welcoming members and visitors to Sunday School, Sunday morning worship services and other services. In addition to their welcoming duties, the members of this committee should collaborate with the Security Committee as needed to carry out the functions of that committee. Members of this committee should be observant and report any perceived threat to the Security Committee, or any need for medical assistance to the Medical Assistance Committee.
9. **HOME VISITATION:** This committee has three responsibilities: a) to maintain an adequate organization to reach and minister to homebound members of the church; b) to select appropriate volunteers from the church membership who provide the ministry; and c) to encourage opportunities for learning and training for the volunteers.
10. **LIVING NATIVITY SCENE:** This committee will have the duty of erecting, maintaining, and taking down the set; securing and caring for the animals; presenting the program including the production, the characters, the costumes, the music, the lighting, and the sound; and providing hospitality for the workers, the characters, and the viewers.
11. **MEDICAL ASSISTANCE:** This committee shall develop and carry out plans to provide emergency medical assistance as needed to persons attending church services or other activities.

12. **PARKING:** This committee is responsible for management of the parking areas on the church property and for the making arrangements for off-site parking as needed for church services. The members of this committee should collaborate with the Security Committee as needed to carry out the functions of that committee.
13. **SECURITY:** This committee shall execute the safety, medical assistance and other plans developed by the Safety and Security Committee. This committee shall provide supervision of the Church and its grounds on Sundays and during special events. This committee shall provide staffing of the Family Life Center receptions area on Sundays. This committee is responsible for coordinating safety procedures among the Greeting Committee, the Medical Assistance Committee, the Parking Committee, the Volunteer Reception Committee and Ushers.
14. **USHERS:** This committee has the responsibility of providing and training ushers for regular worship, special services, and activities of a church-wide nature that require the service of ushers, including the receiving of world hunger offerings. Ushers should be responsible for handling any emergencies that arise during a service in which they are on duty, collaborating with the Security Committee as needed to carry out the functions of that committee. Members of this committee should be observant and report any perceived threat to the Security Committee, or any need for medical assistance to the Medical Assistance Committee.
15. **WEDDING ARRANGEMENTS:** This committee has the responsibility of establishing policy and procedures, subject to review by the Church Administrator, for use of Church facilities for weddings and receptions. This committee also has the responsibility, in conjunction with the church staff, of providing planning and counsel to the bride as well as direction of the rehearsal and wedding. This committee is also responsible for inventory, storage, and upkeep of equipment used for weddings in the sanctuary and chapel.
16. **WORSHIP SUPPORT:** This committee has the responsibility for planning and purchasing needed materials, and for preparing the sanctuary, and other parts of the church for any worship service.

### Section 3. RESPONSIBILITIES OF BOARDS

The responsibilities of each board are as follows:

1. **HAYES BARTON BAPTIST PRESCHOOL:** The Hayes Barton Baptist Preschool program is a ministry sponsored by Hayes Barton Baptist Church and will function within the guidelines and practices that are set by the church through the Hayes Barton Baptist Preschool Board of Directors.

The objectives for the Hayes Barton Baptist Preschool Board are a) to give support and counsel to the Hayes Barton Baptist Preschool Director; b) to help inform and update the various committees and laity of Hayes Barton Baptist Church on the current status and accomplishments of the Hayes Barton Baptist Preschool program; and c) to set policies and operational procedures for the Hayes Barton Baptist Preschool program.

The Hayes Barton Baptist Preschool Board shall include the following voting members: A member of the Budget and Finance Committee, a member of the Personnel Committee, an active deacon, two educators, a parent of a Preschooler in the Hayes Barton Baptist Preschool, a parent of a Preschooler, and two members at-large. All voting members of the Board shall be members of Hayes Barton Baptist Church and shall be elected on a rotating basis for three-year terms. The Director of the Hayes Barton Baptist Preschool and the Minister of Children shall serve as non-voting, ex-officio members of the Board.

- HAYES BARTON BAPTIST CHURCH SCHOOL OF MUSIC:** The Hayes Barton Baptist Church School of Music is a ministry sponsored by Hayes Barton Baptist Church and will function within the guidelines and practices that are set by the church through the Hayes Barton Baptist Church School of Music Board of Directors.

The objectives of the Hayes Barton Baptist Church School of Music Board are a) to give support and counsel to the Hayes Barton Baptist School of Music Director and Coordinator; b) to help inform and update the various committees and laity of Hayes Barton Baptist Church on the current status and accomplishments of the Hayes Barton Baptist Church School of Music program.

The Hayes Barton Baptist Church School of Music shall include the following members: A member of the Budget and Finance Committee, a member of the Personnel Committee, an active deacon, an educator, a parent of a student in the School of Music, and two members at large. All voting members of the Board shall be members of Hayes Barton Baptist Church and shall be elected on a rotating basis for three-year terms. The Director of the Hayes Barton Baptist Church School of Music and the Coordinator of the Hayes Barton Baptist Church School of Music shall serve as non-voting, ex-officio members of the Board.

#### **Section 4. RESPONSIBILITIES OF COUNCILS**

The responsibilities of each council are as follows:

- ADULT MINISTRY:** This council has the responsibility of working with staff and church organizations to develop programs and assist in the implementation of activities designed to enhance the fellowship and spiritual growth among adults. A member of this council, appointed by the Chair, shall also serve as a non-voting member on the Nominating Committee.
- CHILDREN'S MINISTRY:** This council has the responsibility of working with staff and church organizations in setting policy for planning, promoting, coordinating, and implementing a comprehensive program of Christian Education to include Sunday School, Missions, extended session, Children's Church, Hayes Barton Baptist Preschool, and other official and/or ad hoc committees involved with Children's Ministry. A member of this council, appointed by the Chair, shall also serve as a non-voting member on the Nominating Committee.
- CHRISTIAN EDUCATION:** This council shall have the responsibility of determining and overseeing the implementation of a comprehensive and well-planned program of theological and Christian life enhancement for the membership and community at-large. These courses and seminars shall be held at alternate times in order to provide for greater variety, more expertise and greater depth. These courses of study and seminars should also address developmentally appropriate educational programming for children and youth. The council's responsibilities shall include selection of seminars to be offered, enlistment of instructors for adult and children's classes, publicizing the seminars offered, and registering students for the seminars, in addition, this council is responsible for determining any fees charged for seminars, setting honorariums and making recommendations to the Budget and Finance Committee concerning funds to be allocated. The Council also has the responsibility to establish a process to identify and equip members who are gifted to teach. The council shall consist of no less than five members and shall work with appropriate staff members to accomplish its task.



4. **CHURCH SAFETY:** This council has the responsibility to coordinate the efforts of its constituent committees and the Church staff to provide for the safety of the congregation, guests and staff as well as church property. The council is charged with ensuring that an attention to safety is integrated into the work of all committees. In an effort to monitor the safety of the Church, every six months the council shall receive a status report on church safety from each of its constituent committees and especially the Safety and Security Committee and the Security Committee. Membership of the Council shall consist of the Chairs of the Board of Deacons and the Board of Trustees, the Chairs of the Budget and Finance Committee, the Building/Grounds/Transportation Committee, the Safety and Security Committee and the Personnel Committee: the Chairs of the Greeting Committee, the Parking Committee, the Security Committee and the Ushers; the Chairs of the Family Life Center Council, the Children's Ministry Council, the Student Ministry Council, and the Sunday School Director, and appropriate staff representatives.
5. **FAMILY LIFE:** This council has responsibility for providing family life activities and opportunities in a distinctly Christian atmosphere for one's body as the temple of God's Spirit. The council will plan and coordinate program opportunities for Christian growth in the family, promote and supervise recreational activities of the church, and are responsible for the use of the church's recreational equipment and the Family Life Center. This council shall meet monthly. This council shall be composed of nine members, elected from the church membership for three-year terms with three persons rotating off each year. The Youth Minister will serve as an ex-officio member of this council.
6. **THE LEDFORD MISSIONS ENDOWMENT FUND:** The council has the responsibility for the allocation of the income from the Ledford Fund and shall oversee the administration of the Ledford Fund. Each year the council will prepare a Ledford Fund Budget to be presented to and approved by the Congregation at the annual business meeting in September. This budget is to include contingency money for the council to allocate for missions needs and request that arise during the year. This Council shall be chaired by the Chair of the Missions/Evangelism Council. The council shall be comprised of the Chair of Missions/Evangelism Council serving as Chair, Chair of Diaconate, Chair Elect of Diaconate, Baptist Women Director, Baptist Men Director, Budget and Finance Committee Chair, Adult Ministry Council Chair, Student Ministry Council Chair, Children's Ministry Council Chair, three at-large members from the church serving three-year rotating terms, and the Pastor will serve as an ex-officio member of this council.
7. **MISSIONS/EVANGELISM:** This council has the responsibility of seeking ways to meet the spiritual and/or physical, emotional and sociological needs of those outside the community of believers and also of developing programs which help church members identify and develop their spiritual gifts and which train them in appropriate methodology of witnessing through word and/or deed. This council also has the responsibility of working with the church staff and other organizations of the Church to make studies and recommend plans and programs, fully utilizing all resources within the Church, to enhance missions awareness and support including allocation options of the special missions offerings. This council shall coordinate all missions efforts at the church.

This council shall be composed of a Chair, the Chairs of missions-related standing committees, the Director of Baptist Women, the Director of Baptist Men, and such others as deemed appropriate to carry out the tasks of this council.

8. **MUSIC MINISTRY:** This council has the responsibility of working with staff and church organizations in stating policy for planning, promoting, coordinating, and implementing a comprehensive program of music ministry. The council also has the responsibility for care and maintenance of all musical instruments. A member of this council, appointed by the Chair, shall also serve as a non-voting member on the Nominating Committee.

9. **SUNDAY SCHOOL:** This council has the responsibility for working with staff, church organizations, and Sunday School leaders and teachers in setting policies and procedures, promoting, and coordinating a plan of Bible study and Christian education for the entire membership of Hayes Barton Baptist Church and their families. The responsibility of this council shall include teacher appreciation, special events, and growing Sunday School. A member of this council, appointed by the Chair, shall also serve as a non-voting member on the Nominating Committee. The Sunday School Director shall serve as chair of this council.
10. **STUDENT MINISTRY:** This council has the responsibility of working with staff and church organizations in setting policy for planning, promoting, coordinating, and implementing a comprehensive program of Christian Education to include Sunday School, Youth Celebration, Missions, Scouting, Parent Ministry, and other official and/or ad hoc committees involved with Student Ministry. A member of this council, appointed by the Chair, shall also serve as a non-voting member on the Nominating Committee.

#### **ARTICLE IV - AMENDMENTS TO BYLAWS**

Changes in the Bylaws may be made at any regular business meeting of the Church, provided that such amendment shall have been presented in writing at a previous regular meeting; such amendment shall have the concurrence of a majority of the members present and voting.

