

# HAYES BARTON BAPTIST CHURCH

## CONSTITUTION

(Revised 2016)

### Preamble

For the more certain preservation and security of the principles of our faith and to the end that this Body may be governed in an orderly manner consistent with the accepted tenets of the Baptist denomination, 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, 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 our 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 conference for reasons this Church considers to warrant such action.

Constitution, Article II Membership revised November 20, 2016

## **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 which is appointed by the Chairman of the Deacons and the Chairman of the Trustees and which is approved by the Deacons and by the church members present and voting in business session. At least a majority of the 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.

**(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 deacon deliberations; however, they may be called upon to exercise all other functions of Deacons.

**b. Eligibility.** Before being eligible to serve as a Deacon, one must have been a member of Hayes Barton Baptist Church for at least two (2) years prior to nomination, must have attained the age of eighteen (18), and must be actively supportive of the ministries of the Church as shown through attendance of at least twenty-four (24) Sundays at either Sunday School or Worship Service during past calendar year, participation in educational and missions service opportunities, and through faithful financial stewardship. No full-time staff member, spouse of an active Deacon or spouse of a full-time staff member, of the Church shall be eligible to serve as an active Deacon. No retiring active Deacon shall be eligible for reelection until two years have elapsed except as authorized in Article III, Section 3c, of this Constitution.

**c. Duration of Terms.** Active Deacons shall be elected to serve for a term of three years; however, a person may be elected an active Deacon to fill an unexpired term of one or two years. The nominees receiving the higher number of votes will be elected to the longer of the terms. Any person elected for a one-year term shall be eligible for nomination and election to a three-year term at the election held during the year he serves the one-year term. The terms of Deacons will begin on January first following their election and will end on December 31 of the last year of the term to which they were elected; however, the Diaconate may fill a vacancy occurring within the calendar year from among the immediately retiring Deacons. Those few months of extended service will not delay eligibility for a new term.

**d. Number of Active Deacons.** The maximum number of active Deacons elected each year for a three-year term shall be 12.

**e. Nomination of Active Deacons.** Nomination of active Deacons shall be by the church membership and a Deacon Nominating Committee, which shall be a regular standing committee of the Church and elected annually by the Church. The membership of the Deacon Nominating Committee shall be composed of seven (7) voting members and the immediate past Chairman of the Deacons who shall be a non-voting member. The seven (7) voting members shall serve two (2) year staggered terms. They shall be nominated by the Committee on Committees and elected by the Congregation. For the first year, the Committee on Committees shall nominate seven (7) members, four (4) members to two (2) year terms and three (3) members to a one 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 he is serving by virtue of his office, i.e. Chairman of the committee after being Chairman-elect of the Deacon Nominating Committee or Chairman of the Deacons.

After the election of the Deacon Nominating Committee and before May 10 of each year, the church office shall mail a letter to each church family enclosing a list of members who are eligible to serve as active Deacons and as many nominating ballots as there are church members in each family with proper instructions as to the nominating procedure. Each member may cast a vote for up to ten (10) eligible members, but may not vote for any member more than once. The ballots must be returned to the church office by 12 o'clock noon of the first Sunday in June.

The Deacon Nominating Committee shall tally the ballots, and the names of ten (10) members who receive the largest number of votes who meet the eligibility requirements for a deacon and will carry out the duties of a deacon shall be nominated by the Deacon Nominating Committee. After these ten (10) nominees are chosen, the Deacon Nominating Committee shall select two (2) additional nominees from the remaining eligible members considering a number of factors including the number of votes received by the members. The Deacon Nominating Committee shall nominate these twelve (12) members.

The slate shall be presented to the church membership at the regular annual business meeting in September to allow adequate time for the church membership to consider the nominees.

**f. Election of Deacons.** Before a name appears on the election ballot, the person shall agree for his name to appear thereon, and the person shall agree to serve if elected.

The Church Office shall prepare ballots for the election of Deacons by listing the nominees in alphabetical order as a single nomination. Notice of the time for the election of Deacons and the names of the nominees shall be published in the church Newsletter in at least two issues prior to the last Sunday in October. Additional publicity of the election shall be provided as the Pastor or Chairman of the Deacons may consider appropriate.

The election shall be held at the eleven o'clock worship service of the Church on the last Sunday in October. Immediately preceding the election of Deacons, the Church shall listen to the reading of the scriptural qualifications for that office as recorded in Acts 6:3 and I Timothy 3:8-13 and to the duties of Deacons as set forth in the Church Constitution. Following the reading, ballots shall be delivered to members of the Church present. Members shall then mark their ballots, after which they shall return the ballots to the persons who distributed them. If a church member is unable to be present for the election, such member shall be allowed to vote by absentee ballot if the member so requests. Provisions for balloting shall be provided for those enrolled in the Home Visitation Ministry. Members of the Church attending said worship service shall constitute a quorum for the purpose of electing Deacons.

Immediately after the election, it shall be the duty of the Deacon Nominating Committee to count the ballots received and report to the Church Clerk results of the ballots.

Should the Church not approve the slate, the process outlined in sections e. and f. will be repeated promptly with a Church vote on a second slate to be completed before the end of the year.

The Church Clerk shall enter upon the church records the names of the nominees; he shall immediately, thereafter, notify the new members elected. If for any reason any new member notified of his election cannot or declines to serve, then notice of such refusal to serve shall be given within 15 days after the election; in that event, the Deacon Nominating Committee shall reconvene promptly and select a replacement after considering a number of factors including the number of votes received by the member during the nomination procedure.

**g. Duties of Active 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; 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. They shall meet monthly at such stated times as the Deacons themselves agree upon, and may meet in special sessions at the call of the Chairman, at the call of the Pastor, or at the call of one-fourth of the active Deacons.

Deacons have an obligation to be faithful in their attendance at Deacons' meetings and also an obligation to be faithful in their financial support of Church ministries. The Chairman of the Deacons will counsel with and advise a deacon who has been absent from the majority of the Deacons' meetings asking the Deacon to be faithful in the future in his attendance and participation.

The Deacons shall elect a Chairman-elect who shall become Chairman 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 Chairman-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 Chairman-elect. A list of those willing to be nominated shall be compiled and shall be submitted to the diaconate at its 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 Chairman-elect. If prior to the beginning of his term, the Chairman-elect resigns the position, then this process shall be repeated to elect a new Chairman-elect, beginning with the submission of the previously compiled list of those persons willing to be nominated for this office for this term. The Chairman shall have the privilege to appoint two Vice-Chairmen to serve during his term. The Chairman-elect shall preside in the absence of the Chairman at all meetings. The Chairman and Secretary will serve for one year, and the Chairman shall not be eligible to succeed himself unless and until he shall have remained out of office for one year. If for any reason the Chairman is unable to complete his term of service, the Chairman-elect shall fill the remainder of the unexpired term, but in this event shall be eligible to succeed himself the following year for a full term of 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 term, shall serve as chairman. If for any reason he cannot serve, the Trustees shall elect one of the other two to serve as chairman. 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 shall be eligible for nomination and election to a three-year term at the election held during the year he 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 his 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 to render to the Deacons at each regular monthly session an itemized report of receipts and disbursements for the preceding month. The Treasurer shall provide such a report at all regular business meetings of the Church. Within thirty days after the end of each fiscal year, the Treasurer shall render to the Deacons and to the Church an annual report showing the total amount of receipts and an itemized statement of all disbursements. Such report may be submitted to the Church prior to being audited but shall not be accepted by the Church until the Audit Committee has completed its responsibilities and rendered a report approving the Treasurer's report. 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 account 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. The Treasurer, upon the election of his successor, shall, upon the completion of his final report, promptly deliver to his successor all books, records and accounts in his hands pertaining or relating in any manner to the duties of the office he is relinquishing. The Treasurer shall also serve as an ex-officio member of the Budget and the Finance Committees.

**Section 8. ASSISTANT TREASURER:** The Assistant Treasurer shall perform the duties of the Treasurer in his 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 Chairman 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; the report of the Deacon Nominating Committee; and the annual report of the Ledford Missions Endowment Fund.

**b. Special.** Special business meetings may be called by the Pastor or the Chairman 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 Chairman of the Deacons and the Pastor. At a special meeting no business shall be transacted other than the matters mentions in the notice.

At a special business meeting prior to September 15 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.

**c. Moderator.** The Chairman of the Deacons shall preside at all business meetings of the Church. In his absence, the Chairman-elect of the Deacons shall preside at meetings. If both of these are absent, the Secretary of the Deacons shall preside.

## **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 or the Southern Baptist Convention 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, mailed 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 objects shall be taken 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 Deacon Nominating Committee and the Committee on Committees, shall be appointed 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 & History	Food Services
Audit	Living Nativity Scene
Budget & Finance	Membership Growth
Buildings/Grounds/Transportation	Nominating
Committees	Personnel
Constitution & Bylaws	Scholarship
Crisis Management	Stewardship
Deacon Nominating	Capital Priorities & Planning
Denominational Relations	Memorial Garden

**b. Ministry Committees**

Audio/Visual/Television	Hospitality
Baptism	Missionary Home
Benevolence	Security
Bereavement	Ushers
Communion	Wedding Arrangements
Flowers	Worship Planning
Home Visitation	Worship Support Committee

**c. Boards**

Hayes Barton Baptist Preschool  
Hayes Barton Baptist Church School of Music

**d. Councils**

Children's Ministry	Missions/Evangelism
Christian Education	Music Ministry
Church	Senior Adult Ministry
Church Safety	Sunday School
Family Life	Youth Ministry
Ledford Missions Endowment Fund	

**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 and the Deacon Nominating Committee, 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 Chairman-elect of the Deacons for the purpose of nominating to the Church the chairmen and members of standing committees, ministry committees, boards and the following councils: Christian Education, 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 Chairman-elect/Chairman of the Deacons. The Chairman-elect/Chairman 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 (13).

**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 Chairman of each standing and ministry committee, board or council shall have the power to appoint such other ad hoc subcommittees as may in his discretion seem essential for the proper function and operation of his 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 Chairman of a committee, board or council shall serve as ex-officio member of such ad hoc subcommittees as he 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 an internal audit of the financial records of the Church and an external review as soon as is feasible after the end of each fiscal year ending December 31, and presenting this audit to the Deacons no later than on the date of the regular July Deacons' meeting. This committee also has the responsibility of arranging for a full external audit of the financial records of the Church every three years. This report shall be given to the Deacons no later than the July Deacons' meeting.

**(3) BUDGET/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 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 AND 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 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 Director of Maintenance, other Church staff, and other appropriate church entities in accomplishing these responsibilities.

**(5) COMMITTEES:** This committee has the responsibility of nominating to the Church the chairmen 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.

**(6) CONSTITUTION AND BYLAWS:** This committee has the responsibility of reviewing the Constitution and Bylaws annually to ensure that these documents reflect current church polity 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.

**(7) CRISIS MANAGEMENT:** This committee, comprised of nine members, 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 & 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. At least annually, the 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.

**(8) DEACON NOMINATING:** The responsibilities of this committee are fully set forth in Article III, Section 3, Sub-section e, 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) 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.

**(12) MEMBERSHIP GROWTH:** This committee has the responsibility for planning events and activities that reach members and perspective members and that reach out to visitors and into the neighborhood 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) 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: Children's Ministry, Church, Music Ministry, Senior Adult Ministry, Sunday School, and Youth 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 special meeting held the last Sunday in August, immediately following the morning worship service (see Article IV, Section 2c. 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, Librarian, and such other officers provided for. This report shall be presented to the Church at the annual business meeting. Terms of Church officers follow 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.

**(14) 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 Chairman 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 his 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 his designee. The committee shall recommend appropriate employee benefits and also recommend the budget for personnel to the Budget Committee.

**(c) Personnel Manual.** The committee shall maintain a personnel manual, which details the policies for personnel administration.

**(15) SCHOLARSHIP:** This committee has the responsibility of overseeing the receipt and expenditure of scholarship funds and of establishing policy regarding these funds.

**(16) 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 Committee.

**(17) CAPITAL PRIORITIES & 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/Finance Committee and the Building and Grounds 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 and Grounds Committee, at least one representative of the Budget/Finance Committee, and five at-large members.

**(18) 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 will be responsible for the development and implementation of policies for its use, 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 and Grounds 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. The initial committee shall consist of two members with one year terms, two members with two year terms, and two members with three year terms. One member will be designated as chair by the Committee on Committees. Ex officio members of the committee include the chairman of the Building and Grounds Committee, the pastor, and the church administrator. The committee shall meet at least twice per year to review policies, guidelines, and operation of the Memorial Garden and will present reports to the Diaconate, as requested.

**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 sound board 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 Director of Maintenance 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 has the responsibility of providing for immediate needs and long-range support for a church family where death has occurred. Responsibility includes visitation at the time of death, providing food, serving of meals, house-sitting, and arranging for pallbearers, if necessary. This committee, from time to time, shall offer seminars on grief.

**(5) COMMUNION:** This committee has the responsibility of preparing the Lord's Supper and of gathering and storing communion equipment.

**(6) FLOWERS:** This committee has the responsibility of establishing policy and procedures for providing floral arrangements in the church sanctuary and for implementing these procedures.

**(7) HOME VISITATION:** This committee has three responsibilities: a) to maintain an adequate organization to reach, teach, and minister to homebound members and prospects 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.

**(8) HOSPITALITY:** This committee has the responsibility of greeting and welcoming members and visitors at the Sunday morning worship service.

**(9) MISSIONARY HOME:** This committee has the responsibility of determining needs, establishing policy, with respect to the use of the Missionary Home, and providing oversight of the use of the Missionary Home and its furnishings. Furthermore, the committee shall assist in the selection of the prospective missionary family and in the welcome and orientation of the family selected.

**(10) SECURITY:** This committee shall be responsible for carrying out the emergency plans developed by the Crisis Management Team and shall provide supervision of the Church and its grounds during events and also provide volunteer staffing of the Church reception desks during the week and on Sundays. It shall coordinate with the Ushers and Hospitality Committee to provide a Safe and Friendly Environment at Hayes Barton Baptist Church. This ministry shall be comprised of sub-committees for 1).Church Security,2).Parking Lot Security,3)Volunteer Receptionists,4).Medical Assistance and other such subcommittees as shall be determined by the Chair. This Committee shall present a safety status report to the Church Safety Council every six months.

**(11) USHERS:** This committee has the responsibility of providing and training ushers for regular worship, special services, including the receiving of world hunger offerings, and activities of a church-wide nature that require the service of ushers. Ushers shall be responsible for handling any emergencies, which arise during a service in which they are on duty.

**(12) 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.

**(13) WORSHIP PLANNING:** This committee has the responsibility to assist the pastoral staff in planning the worship services of the church. The committee's objectives shall include: (1) planning services that are theologically sound and spiritually uplifting; (2) researching, writing and producing materials for worship that will help members of the congregation learn more about worship and enable them to participate fully in all aspects of worship; (3) making regular evaluations of the quality of the worship services; and (4) coordinating with other committees and councils regarding matters that affect worship services.

**(14) WORSHIP SUPPORT COMMITTEE:** 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 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.

**(2) 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 Finance Committee, a member of the Personnel Committee, an active deacon, an educator, a parent of a student in the SOM, 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:

**(1) 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, Frankie Lemmon School, and other official and/or ad hoc committees involved with Children's Ministry. A member of this council, appointed by the chairman, shall also serve as a non-voting member on the Nominating Committee.

**(2) 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/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.

**(3) CHURCH:** This council has the responsibility of coordinating, evaluating, and supporting every aspect of church ministry. The council shall meet quarterly to share and coordinate plans for programs in each ministry represented on this council and to develop and manage programs that will enhance any church ministry. This council shall consist of the Chairman of the Deacons, Chairman of the Trustees, the Baptist Women Director, the Baptist Men Director, the chairman of each of the Councils, the Ministerial Staff, the Director of Food Services, and the Director of Maintenance.

**(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 Crisis Management Committee and the Security Committee. Membership of the Council shall consist of the Chairs of the Board of Trustees, Building and Grounds Committee, Budget and Finance Committee, Ushers, Family Life Center Council, Children's Ministry Council, Youth Ministry Council, Personnel Committee, Security Committee, Crisis Management Committee, Board of Deacons, Hospitality Committee, Transportation Committee 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 a 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 Diaconate 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 Chairman of the Missions/Evangelism Council. The council shall be comprised of the Chairman of Missions/Evangelism Council serving as Chairman, Chairman of Diaconate, Chairman Elect of Diaconate, Baptist Women Director, Baptist Men Director, Budget/Finance Committee Chairman, Youth Ministry Council Chairman, Children's Ministry Council Chairman, 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 Chairman, Chairmen 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 chairman, shall also serve as a non-voting member on the Nominating Committee.

**(9) SENIOR 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 senior adults. A member of this council, appointed by the chairman, shall also serve as a non-voting member on the Nominating Committee.

**(10) 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 chairman, shall also serve as a non-voting member on the Nominating Committee. The Sunday School Director shall serve as chair of this council.

**(11) YOUTH 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 Youth Ministry. A member of this council, appointed by the chairman, shall also serve as a non-voting member on the Nominating Committee

Bylaws, Article III revised September 28, 2016

#### **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.