

**HAYES BARTON BAPTIST CHURCH**

**BYLAWS**  
**(revised 2019)**

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

**b. Ministry Committees**

- |                         |                    |
|-------------------------|--------------------|
| Audio/Visual/Television | Medical Assistance |
| Baptism                 | Missionary Home    |
| Benevolence             | Parking            |
| Bereavement             | Security           |
| Communion               | Ushers             |

Family Life Center Reception  
Flowers  
Home Visitation  
Greeting

Wedding Arrangements  
Worship Planning  
Worship Support Committee

**c. Boards**

Hayes Barton Baptist Preschool  
Hayes Barton Baptist Church School of  
Music

**d. Councils**

Adult Ministry  
Children's Ministry  
Christian Education  
Church  
Church Safety  
Family Life

Ledford Missions Endowment Fund  
Missions/Evangelism  
Music Ministry  
Sunday School  
Youth Ministry

**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, 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 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 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 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) 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 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 and Finance Committee, and five at-large members.

**(6) 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.

**(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, Subsection 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) 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 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) 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.

**(13) 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.

**(14) 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.

**(15) 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, 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.

**(16) 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.

**(17) 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.

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

**(19) 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.

**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) 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, 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.

**(10) 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.

**(11) 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.

**(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 reception 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 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.

**(17) 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) 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.

**(2) 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 chairman, shall also serve as a non-voting member on the Nominating Committee.

**(3) 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:** 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.

**(5) 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 Buildings/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 Youth Ministry Council; and the Sunday School Director, and appropriate staff representatives.

**(6) 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.

**(7) 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 and 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.

**(8) 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.

**(9) 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.

**(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

**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.