

# **Constitution and Bylaws**

## **Hunters Glen Baptist Church**

Constitutional Draft Amendments: August 22,2021

Bylaws Draft Revisions: August 22, 2021

# CONSTITUTION

## Preamble

*We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This Constitution shall preserve the freedom of action of this body in relation to other churches and institutions and shall supersede all other rules, regulations, and procedures heretofore in existence.*

## Article I Name

The name of the Church shall be Hunters Glen Baptist Church (hereafter referred to as “the Church”). It is a non-profit corporation organized under the laws of the State of Texas. The office and official meeting place of the Church shall be at 4001 Custer Road, Plano, Texas.

## Article II Purpose

The purpose of the Church is to glorify God by producing committed disciples of Christ through obedience to the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20). This is accomplished through the acts of worship, evangelism, discipleship, and ministry.

## Article III Declaration of Faith

Under the authority of Christ as head of the eternal Church and consistent with the New Testament teachings and practices concerning His Church, Hunters Glen Baptist Church subscribes to the "Baptist Faith and Message," as adopted by the Southern Baptist Convention in 1963/1998, as its general statement of faith.

### Section 1. Ordinances

The ordinances of the Church shall be Baptism and the Lord’s Supper.

### Section 2. Marriage

Our deeply held conviction based on the Bible is that marriage is the uniting of one man and one woman in a covenant commitment for a lifetime. It is God’s unique gift to reveal the union between Christ and His Church through the picture of a covenant marriage between a man and a woman. This covenant union is designed to provide for the man and woman the framework for intimate companionship, the channel for sexual expression according to biblical standards, the ideal means for procreation and nurture of children, and to the propagation of the Gospel of Jesus Christ. We embrace that Ephesians 5: 21-33 as well as other passages in scripture is the God ordained expression of biblical marriage. Hunters Glen Baptist Church is committed to the clear understanding according to God’s word that marriages outside of these parameters cannot be performed by ministerial staff, Church members, or on Church property.

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## Article IV Policy and Relationships

The government of the Church is vested in the body of believers who compose its membership. The membership retains the right of exclusive self-government through democratic processes and is subject to the control of no other ecclesiastical body. The Church recognizes and upholds the obligation of mutual counsel and cooperation, which are common among Baptist churches. To the extent it is practical; the Church shall cooperate with the Baptist General Convention of Texas and the Southern Baptist Convention.

## Article V Membership

The membership reserves the exclusive right to determine who shall be members of the Church and the conditions of such membership. The membership of the Church shall consist of those persons who have received Jesus Christ as personal Savior and Lord and who have been received as members of the Church in one of three ways:

- On profession of faith in Jesus Christ and acknowledgement of His lordship through baptism by immersion.
- On receipt of a letter confirming membership in another church of like faith and order.
- On statement of prior membership in a church of like faith and statement of scriptural baptism as to manner and meaning. The manner shall be immersion and the meaning shall be that of a symbolic act.

## Article VI Church Leadership

Scriptural offices of the Church shall be the Pastors and Deacons. The business officers shall be Clerk, Treasurer, and Trustees. The qualifications for the scriptural offices shall be as stated in the New Testament:

1. Senior Pastor I Timothy 3:1-7
2. Deacons I Timothy 3:8-13 and Acts 6:3

## Article VII Bylaws

This Church shall adopt Bylaws to give practical effect to this Constitution. The Bylaws shall be in every way subject to and in harmony with the letter and the intent of this Constitution.

## Article VIII Constitutional Amendments

This Constitution may be amended by a ballot vote of three-fourths (3/4) of the members present and voting at a regular or called business meeting. Amendments shall be provided in writing to the membership at least 30 days prior to the vote.

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## Article I Membership

### Section 1. Candidacy

Any person may offer himself as a candidate for membership in Hunters Glen Baptist Church, hereafter called the Church. All such candidates shall be presented to the Church at a regular scheduled business meeting.

Candidates shall be presented for membership in accordance with the qualifications for membership stated in Article V of the Constitution. A three-fourths (3/4) vote of those church members present and voting shall be required to approve candidates for membership.

### Section 2. Duties

Members are expected to be faithful in the Christian life and, inasmuch as possible, to regularly attend services of the Church, to provide financial and prayer support for the Church and to actively participate in the work of the Church.

### Section 3. Termination

Membership in the Church may be terminated in one of the following ways:

1. By letter: that is, the Church granting, upon request, a letter of recommendation directed to any other church of like faith.
2. By erasure:
  - a. Joining a church not of like faith
  - b. Voluntary resignation
  - c. Exclusion by action of this Church
  - d. Death

### Section 4. Discipline

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

Should some serious condition exist which causes a member to become a liability to the general welfare of the Church, the **Senior Pastor** and Council of Deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. Should this effort fail to satisfactorily resolve the matter, and it becomes necessary for the Church to consider action against any member, the following steps must be taken:

- a. At a regular or called meeting, the charge or grievance must be stated and presented as a motion. The motion must be seconded and receive a majority vote of those church members

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present and voting. This vote will only be to set a date (at least one week later) for an official hearing on the grievance.

- b. All church members, including the person or persons to whom the charge or grievance is directed, must be notified in writing, at least one week in advance, of the hearing time and date.
- c. After the hearing, if a motion for exclusion is made and seconded, a three-fourths (3/4) vote of those members present and voting is required for expulsion.

The Church may then proceed to declare the person no longer in the membership of the Church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The Church may restore to membership any person previously excluded, upon request of the excluded person, and by three-fourths (3/4) vote of the church members present and voting at a regular scheduled business meeting.

### **Section 5: Pastoral Care**

1. The ministerial staff does not function as licensed counselors. The ministerial staff will minister to an individual on a spiritual, pastoral level only. All pastoral care is based on the written and sincerely held religious beliefs of Hunters Glen Baptist Church as reflected in the Baptist Faith and Message 1963/1998. The Church disclaims any affiliation with APA, A-Psych, AMA, or similar organizations or compliance with their standards.
2. If the individual being ministered to needs professional counseling assistance in addition to pastoral care, the ministerial staff will refer that individual to a licensed counselor or appropriate medical doctor.
3. The information communicated to the ministerial staff member in the context of pastoral care will be confidential and will not be disclosed to any third parties, except for the following information, which if learned, will be disclosed to appropriate authorities:
  - a. any occurrence of or intention to commit child abuse
  - b. an intention to commit a felony
  - c. an intention to commit suicide/homicide
4. Pastoral care sessions held by any ministerial staff/staff member must take place in a room with a glass window or door so that a person stationed outside the room may see into the room during the session. Ministry staff may request another person to be present during the pastoral care session.

### **Article II Church Offices and Staff**

The scriptural offices of Senior Pastor as overseer of the Church and deacons ministering to the Church are assisted by the business officers and staff.

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## Section 1. Scriptural Offices

### A. Senior Pastor

#### 1. Qualifications

The Senior Pastor must meet the following qualifications:

- a. Ordained by a Southern Baptist church
- b. Graduate of a Southern Baptist seminary or with training and experience deemed equivalent by the Senior Pastor Search Team
- c. Theologically in agreement with the Baptist Faith and Message referenced in the Church Constitution.

#### **2. Duties**

The Senior Pastor is responsible for leading the Church to function as a New Testament church. The Senior Pastor shall work with the Council of Deacons and direct the Church staff to:

- Lead the Church in the achievement of its mission.
- Proclaim the gospel to believers and unbelievers.
- Care for the Church's members and other persons in the community.

The Senior Pastor is the principal executive officer of the Church. Except as otherwise noted in "Article IV Church Meetings and Worship Services," the Senior Pastor shall act as moderator of the Church. The Senior Pastor or his designee shall be a non-voting ex-officio member of all Ministry Teams and organizations of the Church. The Senior Pastor is the head of the Church staff and is responsible for disciplining, directing, and correcting them in performance of their duties. He and/or his designee will work with the Personnel Team to provide clear job descriptions for all staff positions in support of the mission of the Church.

#### **3. Method of Call**

A Senior Pastor Search Team shall be elected by the membership for the purpose of finding and recommending a qualified candidate for the position of Senior Pastor for the Church. The Senior Pastor Search Team shall be composed of a maximum of seven (7) church members. The Lead Ministry Team shall recommend to the Church seven (7) nominees for election to the Senior Pastor Search Team. The Personnel Team and Finance & Stewardship Team shall select their representatives from their respective teams to serve as non-voting ex-officio members of the Senior Pastor Search Team in addition to the seven (7) nominees. The Leadership Advisory Team shall designate one ministerial staff member to serve as a non-voting ex-officio member of the Senior Pastor Search Team. The Lead Ministry Team shall select the Senior Pastor Search Team leader.

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The nominees must meet the following qualifications:

- a. Not related by blood or marriage or from the same family as another member of team.
- b. Not related to a staff member.
- c. Active in major Church organizations.
- d. Demonstrates financial support to the Church
- e. Representative of the Church membership.
- f. Willing to serve if elected.

The nominations for the Senior Pastor Search Team shall be brought to the Church at a regular or called business meeting for election by the Church. Notice of the election shall be given to the church membership a week in advance of the election. If the number of active members of the Senior Pastor Search Team falls below five (5), the Team shall be replenished to seven (7) members by the same procedure just defined, except the number of nominations shall be the number of vacancies.

#### 4. Search Process

Responsibilities of the Senior Pastor Search Team shall be as follows:

- a. Upon election, the Team shall meet and choose ~~a chairman and~~ a secretary from its membership.
- b. The Team shall make periodic reports to the church body.
- c. The Team shall work with the Personnel Team and Finance & Stewardship Team to define guidelines (upper and lower bounds based on Baptist General Convention of Texas or Southern Baptist Convention or similar resources) for the Senior Pastor's compensation package. ~~These guidelines shall be presented to the church body for approval and modification.~~
- d. The Personnel Team and Finance & Stewardship Team and the Senior Pastor Search Team Leader shall work with the prospective Senior Pastor to define the detail, within the established approved guidelines, of the Senior Pastor's compensation package.

**Note:** The final compensation package agreed to by ~~worked out between~~ the Senior Pastor Search Team and ~~of~~ the prospective Senior Pastor will not require approval by the church body.

- e. The Church shall support the Senior Pastor Search Team financially in the performance of their duties. The Team coordinates with the Finance & Stewardship Team to allocate Church funds to cover expenses incurred by the Senior Pastor Search Team. Guidelines for anticipated expenses for the Senior Pastor Search Team shall be presented for approval to the church body by the Finance & Stewardship Team. These guidelines may be modified upon recommendation by the Finance & Stewardship Team and approval by the church body.



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- f. The Team shall bring one candidate recommendation at a time to the church body, and the recommendation shall be considered as a nomination to the Church.
- g. The Team shall establish the date to present the recommended Senior Pastor for consideration by the church body and to vote on the recommendation. The prospective Senior Pastor shall preach during Sunday worship services with the intent of giving reasonable opportunity to church members to hear the prospect. The Church shall vote on the nomination on the day the recommended Senior Pastor is presented at church worship services. At least one (1) week's notice of such a presentation and election shall be given to the church body.
- h. The Team shall arrange for the church body to meet the prospective Senior Pastor ~~to meet with the church body~~ at a fellowship/Q&A session prior to the Sunday presentation.
- i. At the time established by the Senior Pastor Search Team and after the nominee has been presented to the church membership, the Chairman of the Council of Deacons shall conduct an election regarding the nomination for Senior Pastor by the Senior Pastor Search Team. Election shall be by secret ballot, and an affirmative vote of at least eighty percent (80%) of those church members present and voting is necessary for approval of the nomination.
- j. Upon approval by the church body, the Personnel Team ~~the pastor search team~~ shall work with the newly elected Senior Pastor regarding the date he is to assume his duties.
- k. If the nominee is not approved, the Senior Pastor Search Team continues the search process.
- l. The Senior Pastor Search Team ceases to exist in its official capacity after an approved nominee assumes the pastorate.

### 5. Method of Termination

- Resignation of Senior Pastor
- Dismissal by the Church. The issue(s) generating the call for dismissal must be presented in writing with signature to the Chairman of the Council of Deacons. Prior to a vote on dismissal, the leaders of the Administrative Teams, a Trustee designated by the Leadership Advisory Team, the Clerk, and current Deacon Chairman and Chairman-Elect shall review the stated issues(s) and report their findings to the Church with recommendation(s) no later than 30 days after the call for dismissal and prior to the business meeting called for that purpose. Prior to reporting to the Church, the option to either withdraw or proceed shall be provided to the signatory(ies).
- In the case of dismissal by the Church, the decision shall be by Church vote to take place at a meeting called for that purpose, and at least one (1) weeks' notice of the meeting shall be given to the church body.

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- The vote shall be taken by secret ballot; a vote of at least two thirds (2/3) of those church members present and voting shall be necessary for dismissal.

### **6. Senior Pastor Office Vacated**

- If the Senior Pastor's office is vacated, the leaders of the Administrative Teams, a Trustee designated by the Leadership Advisory Team, the Clerk, and current Deacon Chairman and Chairman-Elect will take on the additional responsibility of a Transition Team and they will have the authority to conduct Church business. The Transition Team will include ex-officio members of the staff ministries leaders.
- The Transition Team will be responsible for updating the Church on the Senior Pastor status and formalizing the recognition of the Senior Pastor office vacancy (refer to #5 Method of Termination). The Transition Team shall provide a transition plan for roles and responsibilities of the Team to ensure the continued operations of the Church within 60 days of the vacated office.
- The Transition Team shall supply the pulpit for Sunday morning service(s) until an Interim Senior Pastor is established and active.
- The Transition Team, in coordination with the Personnel Team and Finance & Stewardship Team, shall work with the prospective Interim Senior Pastor to define the details of the Interim Senior Pastor's compensation package.
- The Transition Team shall recommend an Interim Senior Pastor to the Church for approval by a 2/3 vote at a regular or called business meeting. The recommendation shall also include terms of the contract. Compensation shall not be disclosed.
- Upon Church approval of Interim Senior Pastor, the Transition Team will work with the Interim Senior Pastor in a supportive role through the search process and Church approval of a new Senior Pastor. The duties of the Transition Team cease to exist once the Senior Pastor assumes his position.

### **B. Council of Deacons**

#### **1. Duties**

The Council of Deacons is the assembly collection of ordained deacons who have been elected to service in this Church according to these bylaws.

In accordance with the meaning of the work and practice in the New Testament, deacons are to be servants of the Church. Their task shall be to serve with the Senior Pastor and the church staff in the ministries of:

- a. Caring for the Church's members and other persons in the community.
- b. Leading the Church in achievement of its mission.

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- c. Promoting and participating in Church outreach and visitation.
- d. Serving in various capacities as set forth in these bylaws.

To be effective in service, the Council of Deacons shall consist of no less than five (5) deacons with the ideal ratio being at least one (1) deacon for each fifty (50) church members.

### 2. Eligibility

Any male age twenty-one (21) or over who has been a member of the Church for at least one (1) year at the time of the election and who meets the scriptural qualifications set forth in Article VI of the Constitution shall be eligible for election as a deacon.

### 3. Method of Rotation and Selection

Deacons shall serve three-year terms in rotation with approximately one-third (1/3) of the deacon terms expiring annually. Assigned terms begin October 1, and a deacon may serve two (2) consecutive elected terms. After serving two (2) consecutive terms, a sabbatical lapse of at least one (1) year must occur before a deacon is eligible for reelection to the Council of Deacons.

The Deacon Election Team defines and executes conducts the annual election process. (“Article V, Section 2, A”)

### 4. Ordination Council

The Ordination Council comprises all ordained men who are members of the Church. Previous ordination in another church of like faith shall suffice for the Church. The purpose of the Ordination Council is to examine individual candidates for ordination (to the Council of Deacons ~~the~~ or ministry) with respect to qualifications. A candidate must be approved by at least eighty percent (80%) of the deacons present at the Ordination Council before being recommended to the Church.

### 5. Deacon Ordination and Induction Service

The purpose of the Deacon Ordination and Induction Service is to dedicate newly elected deacons to the task for which they have been elected, to recognize the fitness of the ~~all~~ men elected to serve, to pray for God’s blessing of wisdom and guidance for these men, to educate the church membership with respect to the office of deacon, and to introduce them in share a time of fellowship between the church members and the newly elected deacons.

The Deacon Ordination and Induction Service shall be held under the guidance of the Senior Pastor, to ordain those men selected as deacons for the first time and to induct all newly selected members of the Council of Deacons for the upcoming year.

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### 6. Council of Deacons Replacements

Replacement of active deacons who ~~have moved or resigned~~ are no longer serving shall be at the discretion of the Council of Deacons, which shall define and execute the process for recommending ordained men to the Church for approval to fill unexpired terms. (See “Article VI Church Policies and Procedures”).

- a. A candidate shall meet the same eligibility requirements stated previously in this article and be ordained.
- b. A candidate elected by the Church shall become an active member of the Council of Deacons and serve the remainder of the current year plus two (2) additional years.
- c. After election, replacement deacons and their wives shall be presented to the Church during a worship service.

### 7. Dismissal or Removal

Dismissal or removal of a deacon shall require a recommendation from the Council of Deacons or a petition signed by not less than 10% of the resident members of the Church. The deacon recommendation or member petition shall be presented at a called business meeting, and dismissal requires a 2/3 majority vote of those voting church members present and voting by secret ballot. The basis for the recommendation shall not be required to be made officially public, announced publicly, or disclosed to the church membership or general public.

## Section 2. Business Officers

### A. Trustees

#### 1. Responsibilities

The Trustees shall advise and represent the Church in all legal matters and transactions which arise or are required as a consequence of the Church as an organized entity. This shall include serving as officers of the corporation.

- a. The Trustees shall recommend engagement of professional legal counsel as required.
- b. The Trustees shall negotiate and execute contracts, insuring adequacy and legality of such instruments as bonds, ~~liability insurance~~, deeds, sale of real property, purchases of property, leases or rental of property, and other such legal documents related to church-approved matters.
- c. The Trustees shall maintain an up-to-date accurate and adequate record of all legal transactions and documents including, but not limited to, all items mentioned above.
- d. The Trustees shall make provisions for ~~and assure~~ the safekeeping of these transactions and documents ~~in a bank safety deposit box.~~

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## 2. Method of Selection

The Church shall elect three (3) or more trustees. The Leadership Advisory Team shall nominate at least one (1) new trustee each year to a three-year term of office to begin October 1. The three (3) trustees originally elected to office shall draw for one-, two-, and three-year terms.

### B. Clerk

#### 1. Responsibilities

The Clerk is responsible for recording the proceedings of business meetings in a faithful, impartial, full, clear, and concise manner. The Clerk shall also keep minutes of meetings of the Administrative Teams when they meet collectively as described in Art. II Section 1.A.5 and 6.a.; and Art. V, Section 1.F. If the Clerk is unable to attend, the moderator shall designate a temporary substitute to keep the minutes. ~~The Clerk shall be responsible for maintaining the records of the Church. The Church may delegate some of the clerical responsibilities to a church secretary who will assist the elected clerk.~~ All church records are church property and shall be kept in the church office.

- ~~• The Clerk shall keep minutes of all official actions of the Church.~~
- ~~• The Clerk shall be responsible for keeping a register of names of members, with dates of admission and erasure, together with a record of baptisms.~~
- ~~• The Clerk shall issue letters of dismissal voted by the Church.~~
- ~~• The Clerk shall preserve on file all communications and written official reports.~~
- ~~• The Clerk shall give required notice of all meetings where notice is necessary, as indicated by these Bylaws.~~
- ~~• The Clerk shall be responsible for preparing the annual letter of the Church to the association.~~

#### 2. Method of Selection

The Church shall elect a clerk annually. The Leadership Advisory Team shall nominate a candidate each year for one-year term of office to begin October 1.

### C. Treasurer

#### 1. Responsibilities

The Treasurer shall have a detailed understanding of the church's finances, work closely with the finance director, and be a non-voting ex-officio member of the Finance & Stewardship Team.

- a. The Treasurer shall review monies or things of value given to or paid by the Church and give advice on matters of a financial nature, when necessary.
- b. The Treasurer shall ensure that adequate controls, policies, and procedures are in effect for all financial transactions of the Church.

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- c. The Treasurer, or staff business/finance leader designated by the Treasurer with the approval of the Senior Pastor, shall share the church's monthly financial reports at each regularly scheduled business meeting.

## 2. Method of Selection

The Treasurer shall be nominated by the Lead Ministry Team from a list of Finance & Stewardship Team recommendations and should have the appropriate finance and/or accounting knowledge. The Treasurer shall be presented to and elected by the Church at a business meeting prior to the start of an minimum initial two-year term which shall begin on October 1. Subsequent one-year terms shall be approved by Church vote each year.

## Section 3. Church Staff

### A. Ministerial Staff

The ministerial staff shall be called and employed (either full-time or part-time) as necessary to assist in the duties of the Senior Pastor ~~pastoral duties~~ or to provide spiritual guidance and programming for a specific segment of the Church. The Personnel Team in cooperation with the Senior Pastor defines the position and brings a search recommendation to the Church for approval. These positions are required to be filled by someone who is licensed and/or ordained by a Southern Baptist church, or otherwise set apart for the purpose of ministry. ~~Possible ministerial positions include, but are not limited to, Minister of Education, Minister of Music, Minister to Children, or Associate Pastor.~~

#### 1. Duties

The duties and reporting relationships of the ministerial ~~staff~~ position are defined in a job description written by the Personnel Team in cooperation with the Senior Pastor and presented to the Church. Each ministerial staff member will be under the overall direction of the Senior Pastor or designated ministerial staff member as defined by the Senior Pastor with approval of the Personnel Team.

#### 2. Method of Call

A Minister Search Team ~~shall~~ may be elected by the membership to work with the Senior Pastor for the purpose of identifying and recommending a qualified candidate. The Personnel Team may determine that it is more effective, efficient, and appropriate to forego electing a Minister Search Team and instead recommend for church approval that the Personnel Team cooperate with the Senior Pastor to find a candidate. In that case, the Personnel Team assumes the responsibilities of a Minister Search Team as noted in the Search Process below.

#### 3. Minister Search Team

A Minister Search Team shall be composed of a maximum of seven (7) members and include a minimum of one (1) representative from both the Personnel Team and Finance & Stewardship Team, and at least three ~~one~~ representatives from areas where the proposed

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ministerial staff person will serve. The Personnel and Finance & Stewardship teams shall select their representatives, and the Lead Ministry Team shall recommend to the Church the remaining nominees (up to five) for election; all nominees shall meet the following qualifications:

- a. Not related by blood or marriage or from the same family as another member of the team.
- b. Not related to a staff member.
- c. Are active in major Church organizations.
- d. Are representative of the Church membership.
- e. Demonstrate financial support of the church
- f. Have agreed to serve if elected.

Nominations for a Minister Search Team shall be brought to the Church by the Lead Ministry Team at a regular or called business meeting for election by the Church. Notice of the election shall be given to the church membership a week in advance of the election. If the number of active members of a Minister Search Team falls below five (5), the team shall be replenished to seven (7) members by the procedure defined above, except the number of nominations shall be the number of vacancies.

### **43. Search Process**

Responsibilities of a Minister Search Team (or Personnel Team per Section 3, A, 2 of this article) shall be as follows:

- a. Make periodic reports to the church body.
- b. Present estimated expenses to the Finance & Stewardship Team, which has approval authority and shall allocate church funds for the search effort.
- c. ~~Work with~~ The Personnel Team and Finance & Stewardship Team will define the monetary range available for a compensation package.
- d. ~~Work with~~ The Personnel Team leader, Finance & Stewardship Team leader, and the Minister Search Team leader shall work with the prospective minister to define the detail, within the established approved guidelines, of the minister's compensation package.

**Note:** The final compensation package shall be agreed to by the Minister Search Team and the prospective minister and will not require approval by the church body.

- e. Bring one candidate recommendation at a time to the church body, and the recommendation shall be considered as a nomination before the Church.
- f. Arrange for the prospective minister to meet with leaders of and participants in the ministry. ~~If appropriate, there~~ **There** shall also be an opportunity for the general church body to meet the prospect before the ~~election a~~ vote to call.

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- g. A prospective music minister shall lead Sunday worship services with the intent to give reasonable opportunity to church members to observe the ~~prospect~~ prospective candidate. At least one (1) weeks' notice of these meetings shall be given to the church body.
- h. Establish the date to vote on the recommendation. At least one (1) weeks' notice of the election shall be given to the church body.
- i. Recommend the candidate for election by secret ballot. An affirmative vote of at least seventy-five percent (75%) of those church members present and voting is required for election to the ministerial staff.
- j. Continue the search process if the nominee is not approved.

Upon approval of the candidate by the church body, the search team ceases to exist, and the Senior Pastor and Personnel Team shall work with the newly elected minister regarding the employment start date.

### **B. ~~Non-Ministerial~~ Support Staff**

~~Non-ministerial~~ Support Staff members shall be employed by the Church, as the need arises, for management, operations, administration, and clerical personnel. ~~The Personnel Team, in coordination with the Senior Pastor or his designee, shall have the authority and responsibility for employment and termination of all non-ministerial Support Staff members.~~ Job descriptions and compensation packages shall be determined by the Personnel Team within the constraints of the church budget for ~~non-ministerial~~ Support Staff.

### **C. Method of Termination**

1. Resignation of ~~staff member~~
2. Dismissal - The Senior Pastor shall have the authority and responsibility, either directly or through the assigned supervisor, for employment and termination of all staff with the support, counsel, and approval of the Personnel Team.
3. Employment at the Church is on an at-will basis. On this basis, the employment relationship between the Church and any employee may be terminated by either the employee or the Church at any time and for any reason, or no reason, with or without cause or notice.
4. Refer to the HGBC Personnel Policy for termination policy and process.

#### **~~4. Method of Termination~~**

- ~~• Resignation of minister~~



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- ~~• Dismissal by the Church. The decision to terminate employment shall take place at meeting called for that purpose with at least one (1) week's notice given to the church body. The vote shall be by ballot with a two-thirds (2/3) vote required for dismissal.~~

~~Non-ministerial staff members shall be employed by the Church, as the need arises, for management, operations, administration, and clerical personnel. The Personnel Team, in coordination with the pastor or his designee, shall have the authority and responsibility for employment and termination of all non-ministerial staff members. Job descriptions and compensation packages shall be determined by the Personnel Team within the constraints of the church budget for non-ministerial staff.~~

### Article III Church Programs

The Church shall maintain programs to equip its members for ministry and the growth of the Church. (Ephesians 4:12)

1. The Church shall provide Bible teaching in small groups on Sundays for all age groups.
2. The Church shall promote member involvement in mission education, action, and support of denominational, state, and local mission efforts ~~through Woman's Missionary Union and Baptist Men on Mission, which each have individual programs~~ for all ages.
3. The Church shall prepare members for service and Christian growth by offering new member orientation and continuing training in evangelism, Christian living, church leadership, and spiritual growth.
4. The Church shall prepare members for fuller participation in worship through education and training in music performance, prayer and other acts of worship.
5. Supplemental programming, consistent with the Church's mission and faith, may be used.

All organizations related to the church programs shall be under authority of the Church, all leaders being members of the Church, and all program activities subject to church coordination and approval.

### Article IV Church Meetings and Worship Services

#### Section 1. Worship Services

The Church shall hold public services each Sunday for spiritual renewal and worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. It shall be the responsibility of the Senior Pastor and staff to arrange for pulpit supply should the Senior Pastor be absent or otherwise unable to lead the scheduled worship services. Additional public services, including revivals, may be scheduled at other times.

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## **Section 2. Commissioning and Ordaining Services**

The Church has the authority to ordain, commission, or otherwise recognize God's call on an individual into special service. It holds commissioning and ordination services to anoint those called into special service. An individual may request the Church's endorsement for further study or pursuit of a career in ministry to the Lord and His people. The **Senior Pastor** ascertains the calling and spiritual readiness of the candidate; and determines the appropriate method of endorsement: a letter of recommendation, commissioning, or ordination by the Ordination Council. (Article II, Section 1, B, 4)

## **Section 3. Regular Business Meetings**

The Church shall hold regular business meetings at least quarterly on designated Sunday evenings throughout the year as a means of communicating with the church body and providing each member the right to have a voice in the strategic direction and deliberations of the Church. The church staff shall be responsible for recommending and scheduling the year's meetings on the church calendar and announcing upcoming business meetings to the Church. A one-week notice must be given to cancel a business meeting unless extreme urgency renders such notice impractical. The most recent financial statement shall be made available at each business meeting.

## **Section 4. Special Business Meetings**

The Church may call a special business meeting with the purpose of considering matters of a special nature, significance, or timing. These meetings may be called by the **Senior Pastor**, the Leadership Advisory Team, or the Council of Deacons. A one-week notice must be given for the specially called business meeting, or its cancellation, unless extreme urgency renders such notice impractical. The notice must be given in such a manner that all resident members have opportunity to know of the meeting and its purpose.

## **Section 5. Quorum**

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

## **Section 6. Parliamentary Rules**

Robert's Rules of Order, Newly Revised is the authority for parliamentary rules of procedure for all business meetings of the Church. Unless otherwise stated in the Constitution or Bylaws, a simple majority is required for all approval of nominations and motions. The moderator for all business meetings shall be the **Senior Pastor** or his designee. In the absence of a **Senior Pastor**, the Council of Deacons shall be responsible for designating a moderator. A written ballot shall be required for any election in which more than one candidate is nominated for the same office. In the case of a tie vote, the motion is lost. The moderator shall not cast the deciding vote.

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### Section 7. Dissolution of Hunters Glen Baptist Church

No action regarding dissolution and/or property disposition shall be taken without prior approval of the church family at a specially called business meeting. At least two-thirds (2/3) of those church members present at the specially called business meeting must approve the action.

Dissolution of the Church shall proceed as follows:

- A. The Senior Pastor, Leadership Advisory Team and the Trustees shall meet to develop an appropriate course of action for recommendation to the church family at a specially called business meeting; pursuant to Section 4 of this article of the Bylaws.
- B. The proposed course of action shall include but not necessarily be limited to the following issues:
  1. Satisfaction of all outstanding debts.
  2. Assignment of all remaining assets to a religious, charitable, or other similar organization that is qualified for exemption under section 501(c)(3), Internal Revenue code, as amended.

### Section 8. Church Property

No church members will have an individual, possessor interest in any church property except if such interest was acquired as the result of an arms-length transaction approved by the Church at a business meeting.

## Article V Church Administrative and Ministry Teams

### Section 1. General Policies

As a self-governing autonomous body, the Church utilizes Aministrative and Ministry teams to assist in the operation of the Church and its ministries. Administrative teams support the operational functions of the Church, and Ministry teams support the ministries of the Church.

#### A. Function

Ministry teams shall be established to oversee, coordinate, or perform activities and ministries as the Church deems necessary and as approved in a business meeting. These Ministry teams may be either long-term or ad hoc (with a special purpose and defined period of time). The name, purpose, and responsibilities of a Ministry team are recommended by the Lead Ministry Team, voted on by the Church, and documented in the Policies and Procedures (Article VI Church Policies and Procedures).

The leaders of the Administrative Teams, a Trustee designated by the Leadership Advisory Team, the Clerk and current Deacon Chairman and Chairman-elect shall meet monthly with the Senior Pastor to review church operations (staffing, calendar, programs to facilitate continuity of church business and vision, etc.)

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## B. Terms

1. The teams shall be elected by a majority vote of members present and voting at the business meeting in which nominees are submitted.
2. New members of all Aministrative teams (unless otherwise stated) are elected to a three-year terms.
3. Term dates of all Aministrative and Ministry teams shall begin on October 1<sup>st</sup> of each year through September 30<sup>th</sup> of the following year for which elected, or until their successors are elected, whichever is later.
4. When a newly elected member is filling an unexpired term, he/she serves the remainder of that specific (unexpired) term.

~~Term dates of all administrative and ministry teams shall begin on October 1<sup>st</sup> of each year. New members of all administrative teams (unless otherwise stated) are elected to three-year terms except when a person is filling an unexpired term. In that case, the newly elected member serves the remainder of that specific term.~~

Team leaders serve one-year terms. A person may serve as team leader of an Administrative team no more than two terms in succession; consecutive Ministry team leader terms are at the discretion of the Lead Ministry Team depending on need and opportunity for church member involvement. Team leaders are responsible for notifying the Lead Ministry Team of vacancies as they occur on the team. The intent is for terms to be staggered on all teams to provide continuity of team members from year to year.

## Section 2. Administrative Teams

The following Administrative teams shall exist to ensure stability, continuity, efficiency, and accountability in governance of the Church. The ultimate goal is for these teams to function on a regular basis and assist the Church, under the leadership of the Senior Pastor, in achieving its mission.

- Deacon Election Team
- Finance & Stewardship Team
- Leadership Advisory Team
- Lead Ministry Team
- Personnel Team

### A. Deacon Election Team

#### 1. Organization

The Deacon Election Team shall be composed of no fewer than five (5) members. An active deacon, recommended by the Council of Deacons, shall serve as team leader; there shall be at least one woman on the team. The other three (3) positions may be filled by any other church member including other deacons. Senior Pastor to be a non-voting ex-officio member. The term duration for all members and the leader shall be one year duration.

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## 2. Function

The Deacon Election Team shall have the following duties:

- a. Evaluate and maintain the deacon election process recommending revisions according to “Article VI Church Policies and Procedures.
- b. Educate the church membership prior to deacon election with respect to the election process and deacon qualifications and duties.
- c. Ensure that the election procedures are carried out.
- d. Present the scriptural qualifications and duties of a deacon to the candidate and give him an opportunity for questions and self-evaluation.
- e. Raise any doubts or concerns about a candidate’s fitness for office with the candidate and, if necessary, bring the concerns to the attention of the Senior Pastor or Council of Deacons.
- f. Ensure adherence to these Bylaws concerning deacon election.

## 3. Reporting

The Deacon Election Team shall communicate the deacon election process to the Church.

## B. Finance & Stewardship Team

### 1. Organization

The Finance & Stewardship Team shall be composed of the Treasurer and no fewer than five (5) members. The Senior Pastor, or his designee, and the Treasurer shall be non-voting ex-officio members of this team.

### 2. Functions

The Finance & Stewardship Team shall have the following responsibilities:

- a. Review the financial transactions of the Church and its affiliates requesting reports from other church organizations and affiliates as needed.
- b. In conjunction with the appropriate church organizations, make recommendations to ensure that adequate controls, policies, and procedures are in effect for all financial transactions of the Church.
- c. Oversee the preparation of the annual church budget and the monthly financial reports.
- d. Engage and oversee the annual external audit of the church financial statements.
- e. Promote all stewardship activities of the Church.
- f. Ensure adherence to these Bylaws in areas of finance.

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## 3. Reporting

The Finance & Stewardship Team shall provide the most recent financial report at regular business meetings.

The Finance & Stewardship Team shall submit a preliminary budget in a joint meeting of the Leadership Advisory Team and Council of Deacons at a meeting to be held prior to October 1.

The Finance & Stewardship Team shall present the budget to the Church at a regular or called business meeting for discussion, questions, and approval by vote prior to October 1.

## C. Leadership Advisory Team

### 1. Organization

The Leadership Advisory Team shall consist of the Senior Pastor or his designee, an active deacon selected by the Council of Deacons, and three members-at-large (at least one man and one woman). The Lead Ministry Team shall present a slate of three nominees for the at-large positions, and nominations shall also be accepted from the floor. The Team shall be elected by a majority vote of members present and voting at the business meeting in which nominees are submitted.

The Team shall meet under the direction of the Senior Pastor, before each regularly scheduled church business meeting to preview business items. If the Senior Pastor role is vacated, the Leadership Advisory Team will meet with the acting moderator as defined by these By-Laws.

### 2. Functions

The primary functions of the Leadership Advisory Team shall be as follows:

- a. Review strategic ministry and program plans recommended by church officers, organizations, and ministry teams.
- b. Nominate individuals for church approval to serve as Trustees, Church Clerk, and members of the Lead Ministry Team.
- c. Be familiar with the church Constitution & Bylaws for the purpose of serving as a knowledgeable resource for church members and staff alike.
- d. Apprise church staff and leaders of non-adherence to these Bylaws.
- e. Coordinate an annual evaluation of the Church Policies and Procedures engaging the appropriate church staff, organizations, and ministry teams in the effort.
- f. Review all additions to, revisions of, and deletions from the Church Policies and Procedures according to “Article VI Church Policies and Procedures.”
- g. Participate in preparing a plan for disposing of church property should the Church decide to dissolve.

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## 3. Reporting

The Team shall report to the Church all changes to, revisions of, and deletions from the church procedures.

## D. Lead Ministry Team

### 1. Organization

The Lead Ministry Team shall be composed of no fewer than five members.

### 2. Functions

The main function of the Lead Ministry Team is to secure and nominate church members for elected positions in the Church. Specific duties are as follows:

- a. Secure and nominate all team leaders and members of all Ministry Teams (except the Lead Ministry Team).
- b. Secure and nominate members of the Personnel Team; Finance & Stewardship Team; and the at-large members of the Leadership Advisory Team.
- c. Secure and nominate members of the Deacon Election Team (Section 2, A of this article).
- d. Secure and nominate members of ad hoc ministry or Administrative Teams.
- e. Fill team vacancies as they occur.
- f. Secure and nominate members of a **Senior Pastor** Search Team (Article II, Section 1, A, 2) and Minister Search Teams (Article II, Section 3, A, 2).
- g. Recommend for church approval the addition of new **Ministry** teams or the removal of obsolete **Ministry** teams.
- h. Ensure that teams understand their duties and have the proper resources to fulfill them.
- i. Assure adherence to Section 1 General Policies for Administrative and Ministry Teams, as outlined in this Article.

### 3. Reporting

The Lead Ministry Team shall bring written recommendations for team membership to the Church for approval prior to October 1 or the beginning of a team's term, and as needed when vacancies must be filled.

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## E. Personnel Team

### 1. Organization

The Personnel Team shall be composed of no fewer than five (5) members.

### 2. Functions

The Personnel Team shall assist the Church in matters pertaining to the selection and administration of employed personnel. The responsibilities of the Team are as follows:

- a. Determine staff needs, job descriptions approved by the Senior Pastor, employment, salaries, benefits and other compensation, personnel policies, and personnel services.
- b. Define and document duties and responsibilities for all staff members. ~~except the Pastor.~~
- c. Write and maintain a personnel manual and ensure adherence to it.
- d. Submit the personnel budget to the Finance & Stewardship Team.
- e. Ensure adherence to these bylaws in the area of personnel matters.
- f. Participate in employment and termination of staff members as described in Article II. Section 3.C.1.

### 3. Reporting

The Team shall report all changes in staff personnel at the ~~next~~ first business meeting following the changes.

## F. Dismissal of Team Members

The tenure of all officers and Administrative and Ministry team members shall, at all times, be at the will and pleasure of the Church and may be terminated at a business meeting of the Church by a majority vote as recommended by the nominating team.

## Article VI Church Policies and Procedures

The Church shall define policies and procedures for expediency and practicality. Policies guide the actions and decisions of the Church while procedures define the sequence of steps to accomplish a goal. Policies and procedures must be consistent with the Bylaws. Hiring practices, building use, and child safety are examples of policies. The Deacon Election process is an example of a procedure.

### Section 1. Contents

An ad hoc Aministrative team shall develop an initial reference manual identifying the collection of church policies and procedures used by teams, organizations and other groups of the Church. The Team shall ensure that the documents are available and in good order. The reference manual and all related documents shall be known as the Church Policies and Procedures and shall be kept in the church office available for use there by any member of the Church. The A Church's Director of Finance or a designated staff member shall maintain the documents.



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### Section 2. Modifying Policies and Procedures

The Leadership Advisory Team shall coordinate an annual review of the policies and procedures documents for completeness and accuracy and has authority to recommend changes for the Church to consider. Any church member or church organization also may suggest changes to the Team.

Additions to, revisions of, or deletions from church policies shall be approved by the Leadership Advisory Team and by the Church. Additions to, revisions of, or deletions from the church procedures require approval by the Leadership Advisory Team but do not require Church approval unless such approval is deemed appropriate by the Team. Prior to approval, all changes to Church policies or procedures shall be discussed with the church leader or organization responsible for implementing the policy or procedure.

## Article VII Church Finances

### Section 1. Budget

The Church shall operate on a budget approved by the Hunters Glen Baptist Church membership. No staff member or organization within the Church shall exceed the budget unless authorized by the Finance and Stewardship Team. The budget shall be inclusive, indicating by items the amount needed for all local and other expenses.

### Section 2. Fiscal Year

The Church fiscal year shall begin on the first day of October and end September 30<sup>th</sup> in each year.

### Section 3. Required Books and Records

The Church shall keep correct and complete books and records of account for all receipts, disbursements, and other financial activities.

### Section 4. Independent Financial Audit

The Church shall engage an independent certified public accountant to conduct an annual review with audit every third year, in accordance with generally accepted auditing standards in the United States of America, of the financial books and records of the Church. The auditor will express an opinion on the financial statements of the Church presented in conformity with generally accepted accounting principles in the United States of America. These financial statements are to include, but not be limited to, a statement of financial position, a statement of activities and changes in net assets, a statement of cash flows, and disclosures.

## Article VIII Amendment of Bylaws

The Bylaws give practical effect to the Constitution and shall be in every way subject to and in harmony with the letter and the intent of the Constitution. The Bylaws may be amended or revised

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by two-thirds (2/3) vote of the members present and voting at a regular or called business meeting. The amendment or revision shall be provided in writing to the membership at a regular or called business meeting at least thirty (30) days, but no more than ninety (90) days, prior to the vote.