

**CONSTITUTION AND BYLAWS  
HEBRON BAPTIST CHURCH  
24063 LOUISIANA HIGHWAY 16  
DENHAM SPRINGS, LA**

**CONSTITUTION**

**Preamble**

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in a biblical and orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

**I. NAME**

This body shall be known as the **Hebron Baptist Church**, located at **24063 Louisiana Highway 16, Denham Springs, LA 70726**.

**II. MISSION STATEMENT**

Hebron Baptist Church is a loving fellowship of baptized believers instructed by God's Holy Word, led by the Holy Spirit, and committed to glorifying God and being a light to our community and world by:

- ✠ Providing the opportunity and atmosphere for meaningful worship.
- ✠ Proclaiming the love of Christ so the world might know Him as Lord and Savior.
- ✠ Teaching, equipping, and discipling persons for spiritual growth.
- ✠ Ministering to the needs of our church, our community, and our world in the name of Jesus.

In all things, Hebron Baptist Church desires to be a church whose purpose is to be Christlike in our daily living by emphasizing total commitment of life to the Lordship of Christ for the Glory of God.

**III. STATEMENT OF BASIC BELIEFS**

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs and practice. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

Furthermore, we uphold the following seven core beliefs as essential to the Christian faith and affiliation with this body of believers. While we may, as individual believers, differ in our understanding of specific areas surrounding these doctrines as well as other doctrines that are not core beliefs, we affirm that these core beliefs are doctrines around which we unite. We further affirm that it is the duty of every individual believer to study the Scripture and that the Scripture provides the only infallible source for faith and practice in the life of the believer.

† We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

† We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

† We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

† We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.

† We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

† We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

† We believe in the spiritual unity of believers in our Lord Jesus Christ.

#### IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son, and of the Holy Spirit, we do now in the presence of God and this congregation, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

*We, the members of **Hebron Baptist Church**, do hereby covenant with each other before God . . .*

To follow Jesus Christ as Lord and to take His commands seriously.

To strive for the advancement of Christ's church, to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and teachings; to contribute regularly and cheerfully to the support of the ministry locally and the spread of the Gospel to all nations.

To be family; to be committed to each other by,

Loving one another, accepting one another, patiently bearing with one another, forgiving one another, regarding one another as more important than ourselves, treating one another as we would want to be treated, and serving one another.

To help one another grow toward Christian maturity by,

Encouraging one another, exhorting one another, speaking the truth in love to one another, building up one another, and teaching one another.

To minister to one another by,

Bearing one another's burdens, praying for one another, caring for one another, comforting one another, and being kind and tenderhearted to one another.

We invite fellow members to pray for us, teach us, and correct us, if necessary, in a spirit of gentleness and humility should we stray from our Lord's commands, because we passionately desire to bring glory to God through our lives.

Furthermore, we covenant . . .

- ✠ To submit to the authority of God's Word as the final arbiter on all issues.
- ✠ To pursue the Lord Jesus Christ through personal worship and the practice of the spiritual disciplines.
- ✠ To regularly and joyfully participate in corporate worship and the ministries of Hebron Baptist Church.
- ✠ To discover our spiritual gifts and employ them in the body of Christ.
- ✠ To be good stewards of our time, talents, and treasure.
- ✠ To walk in holiness seeking to glorify God in all areas of life.
- ✠ To refrain from sinful and questionable activities that might harm our Christian witness.
- ✠ To be the presence of Christ in our world.

As believers, and disciples of Christ, we have entered into a covenant relationship with the God of Abraham, Isaac, and Jacob – with the God who revealed Himself in Jesus Christ. Since the blessings and promises of the covenant have been freely extended and given to us, out of wonder, love, gratitude, and reverence, we hereby accept and take up the covenant responsibilities that go with such a privilege. We rely on God's strength and grace to hold fast to His promise and this covenant we freely enter into as God's children.

## **V. POLITY AND RELATIONSHIPS**

The government of this church is congregational in nature being vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership (See Article I of the Bylaws).

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is autonomous being subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical this church will cooperate with and support the Eastern Louisiana Baptist Association, the Louisiana Baptist Convention, the Southern Baptist Convention, and other organizations and ministries in harmony with Hebron Baptist Church's beliefs and practices that the church deems beneficial to carrying out Christ's mission.

## **BYLAWS**

### **I. CHURCH MEMBERSHIP**

#### **Section 1. General**

Hebron Baptist Church is an autonomous and congregational (democratic) Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

#### **Section 2. Candidacy**

Church membership at Hebron Baptist Church means that a person has received Jesus Christ as their Lord and Savior, followed Christ publicly by immersion, and is committed to the teachings of Christ.

Any person may offer himself or herself as a candidate for membership in this church. A person may present themselves for membership at Hebron Baptist Church by going forward during the time of invitation at the conclusion of any worship service, or by informing the Pastor or other staff member of their desire to join the church. In either instance, the Pastor or staff member will provide decision counseling with the prospective member including what it means to be a Christian and the steps necessary to become a member.

A person may join this church in any of the following ways:

1. By a profession of faith in Jesus Christ as Lord and Savior and after baptism by immersion.
2. By a promise of letter of recommendation from another Baptist Church of like faith and practice.
3. By statement of faith and baptism in a Baptist church of like faith and practice when no letter is obtainable.
4. By statement of faith and baptism from a church of another evangelical denomination of similar faith and practice.

While all candidates for membership are warmly welcomed and affirmed at the time of their decision, confirmation of their membership will be made at the next regularly scheduled business meeting following their decision to join.

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

#### **Section 3. New Member Orientation**

Because it is essential for members of Hebron Baptist Church to be acquainted with our beliefs, values, mission, and practices, new members of this church are expected and encouraged to participate in the church's new member orientation, held regularly.

#### **Section 4. Rights of Members**

1. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or the church has made provision for absentee

balloting.

2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

### **Section 5. Termination of Membership**

Membership shall be terminated in the following ways:

1. Death of the member,
2. Transfer of letter to another Baptist church,
3. Exclusion by action of this church,
4. Erasure upon request of the individual member, or
5. Proof of membership in a church of another denomination.

### **Section 6. Discipline**

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

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18:15-22. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present is required; and the church may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

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

## **II. CHURCH OFFICERS, NON-MINISTERIAL STAFF, AND PROGRAM DIRECTORS**

All who serve as officers of the church and those who serve on church Committees shall be members of this church.

### **Section 1. Church Officers**

The officers of this church shall be the Pastor, the Ministerial Church Staff, the Deacons, a Moderator, a Clerk, a Treasurer, and Trustees.

1. The **Pastor** is responsible for leading the church to function as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The Pastor is leader of Pastoral ministries in the church. As such he works with the Deacons and church staff to: (1) lead the church in the achievement of its mission, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community. Further details of the Pastor's responsibilities can be found in the Church Handbook.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least two weeks' written notice has been given, and said notice shall include, at a minimum, the candidate's name, credentials, and compensation package.

A Pastor Search Committee, composed of seven members, shall be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination. The Committee shall bring to the

consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present being necessary for a choice. The Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. When he so feels led by God, the Pastor may relinquish the office as Pastor by giving at least two weeks' notice to the church at the time of his resignation.

Should some serious condition exist which would cause the Pastor to become a liability to the general welfare of the church, and after every reasonable effort has been taken to resolve the problem in accord with Matthew 18:15-22, the church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel Committee and the Deacons or by written petition signed by not less than one-fourth of the church members. The Moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than a Ministerial Staff member. The vote to declare the office vacant shall be by ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Pastor so excluded from office (to be determined by a majority of the personnel Committee and the Deacons), the church will compensate the Pastor with not less than one-twelfth of his total annual compensation package. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

2. The **Ministerial Staff** shall be called and employed as the church determines the need for such positions.

A job description shall be written and confirmed by the Personnel Committee when the need for a staff member is determined. The need for Ministerial Staff positions shall first be brought to the church and affirmed by a majority vote. Two weeks' prior written notice shall be given – and said notice shall include, at a minimum, the candidate's name, credentials, and compensation package - and a vote taken at a regularly called or special business meeting. A Ministerial Staff Position Search Committee, composed of seven members, shall be elected by the church to seek out a suitable minister, and its recommendations will constitute a nomination. The nomination process for the search Committee will be administered by the personnel Committee. Those staff members of whom the church requires evidence of a personal call of God to minister shall be recommended to the church by the search Committee. Election shall be made by ballot with an affirmative vote of three-fourths of those present being necessary for selection. At the time of resignation at least two weeks' notice shall be given to the church.

Should some serious condition exist which would cause the Ministerial Staff person to become a liability to the general welfare of the church, and after every reasonable effort has been taken to resolve the problem in accord with Matthew 18:15-22, the church may declare the office of that Ministerial Staff position to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the personnel Committee and the Deacons or by written petition signed by not less than one-fourth of the church members. The Moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than a Ministerial Staff member. The vote to declare the office vacant shall be by ballot; an affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Ministerial Staff person so excluded from office (to be determined by a majority of the personnel Committee and the Deacons) the church will compensate the Ministerial Staff person with not less than one-twelfth of his total annual compensation package. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

Ministerial Staff positions:

- a. **Minister of Music** – primary duties shall be but not limited to worship service planning in collaboration with the Pastor, leadership of adult youth and children music ministries, and congregational music. Further details of the Minister of Music position can be found in the Church Handbook.
- b. **Student Minister** – primary duties shall be but not limited to leadership of all student related

activities and training. Further details of the Student minister position can be found in the Church Handbook.

- c. **Other Ministerial Staff Positions** – Other Ministerial Staff positions may be added as the church deems necessary by the processes listed above.

3. The **Deacon** - In accordance with the qualifications of the work and the practice in the New Testament (see Acts 6:1-7 and 1 Timothy 3:8-13), Deacons are to be servants of the church. Their task is to serve with the Pastor and staff in performing the Pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

Deacons are ordained for life and once elected will serve on the Deacon Committee on a rotational basis for a term of three years and will then be off the Committee for at least one year. Exceptions for special circumstances will be made by the Deacon Committee and brought to the church for a vote. A list of Deacons on Committee and off Committee will be maintained by the Deacon chairman and reviewed by the Deacon body at least once a year. The Deacon Committee may remove a Deacon from the Committee list or the inactive list if there is good cause. New Deacons that are added to the rotation will be distributed by the Deacon Committee to allow for variations in rotation size as needed. New Deacons will be given priority for longer service time. The rotation with terms will be reported to the church when changed due to change in rotation size.

Nominations for men to serve on the Deacon Committee will be received from the church beginning on the Sunday of the June business meeting and concluding at the July business meeting. Nomination ballots will be made available in the church foyers. The number of Deacons needed will be determined by the church during the June business meeting; however the Deacon body may make a recommendation as to the number of nominations needed. Those men eligible for nomination shall be:

- a. Deacons who have served as such at Hebron Baptist Church and have been off the Committee for at least one year. A list of those Deacons eligible for nomination, Deacons presently serving on the Committee and their respective terms, along with Deacons eligible for nomination but unable to serve will be presented to the church membership two weeks prior to nominations. Deacons eligible for nomination but unable to serve should contact the Pastor or chairman of Deacons by the second Sunday in May to have their name placed on the proper list.
- b. Deacons ordained by another church of like faith and order, having been a member of Hebron Baptist Church for one year.
- c. Non-ordained men who have been a Christian for at least five years, a member of Hebron Baptist Church for at least two full years and be 21 years of age or older.

The Pastor and/or Deacon Chairman shall contact the nominees of category “a.” as to their willingness and ability to serve.

When candidates have been nominated with the qualifications of “b.” and/or “c.” above, a Deacon Candidate Committee will be established consisting of the Pastor, Deacon Chairman, Vice-chairman, and two non-Deacon adult members of the Church, 21 years old or older,. The two non-Deacon members will be nominated in the June business meeting and elected from the floor at the July Business Meeting if required. This Deacon Candidate Committee will interview each nominee of categories “b.” and “c.” and his wife (if

married) as to their qualifications and willingness to serve, their beliefs on tithing, attendance, support of church activities, and service to the Church.

After the interviews the Deacon Candidate Committee will make a recommendation to the Church of all candidates qualified and willing to serve by the last Sunday in August. Those candidates recommended by the Deacon Candidate Committee or, in the case of there being only candidates of category “a” above recommended by the Deacon chairman, will be presented to the church body in the church’s normal publication of announcements. The church will have the opportunity to question the candidates of categories “b” and “c” above on the ballot the first Sunday in September. Unless the Deacon Candidate Committee specifies otherwise, the candidates will then be voted on by ballot at the morning service(s) of the second Sunday in September. The candidate(s) with the highest vote(s) will be elected to serve. The un-ordained candidates elected will be ordained on the earliest Sunday possible after the election results are published.

Each rotation term starts on October 1<sup>st</sup>.

4. The church shall elect annually a **Moderator** as its presiding officer at church business meetings. In the absence of the Moderator, the chairman of Deacons shall preside; or in the absence of both, the Clerk shall call the church to order and preside for the election of an acting Moderator. The Pastor is eligible to be elected as the Moderator. Nominations for the Moderator must be received by the Nominating Committee before the October business meeting but can also be taken from the floor at the October business meeting. All nominations will be disclosed at the November business meeting. One may not nominate him or herself as Moderator. The Nominating Committee will evaluate the nominations and make a recommendation to the church at the November business meeting. If there is more than one person recommended for the position, then an election will be held by ballot at the November business meeting, with a majority vote needed to be elected. The Moderator shall serve a 12 month term beginning the following January 1<sup>st</sup>. No person shall serve more than three (3) consecutive terms.

5. The church shall elect annually a **Clerk** as its clerical officer. The Clerk shall be responsible for keeping a suitable record of all official actions of the church, including revisions to the constitution and bylaws. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of dismissal voted on by the church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The Clerk shall be responsible for preparing the annual letter of the church to the association.

The church may delegate some of the clerical responsibilities to a church secretary who will assist the elected Clerk. All church records are church property and shall be kept in the church office or other church area as designated.

Nominations for the Clerk must be received by the Nominating Committee before the October business meeting but can also be taken from the floor at the October business meeting. All nominations will be disclosed at the November business meeting. One may not nominate him or herself as Clerk. The Nominating Committee will evaluate the nominations and make a recommendation to the church at the November business meeting. If there is more than one person recommended for the position, then an election will be held by ballot at the November business meeting, with a majority vote needed to be elected. The Clerk shall serve a 12 month term beginning the following January 1<sup>st</sup>. No person shall serve more than three (3) consecutive terms.

6. The church shall elect annually a **Church Treasurer** as its financial officer. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all monies or items of value paid or given to the church, keeping at all times an itemized account of

all receipts and disbursements. The Treasurer shall be bonded, the church paying for the bond.

The church may delegate some of the record keeping responsibilities to a church financial secretary who will assist the elected Treasurer. The church financial secretary shall be bonded, the church paying for the bond.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church Clerk, who shall keep and preserve the account as a part of the permanent records of the church.

Nominations for the Treasurer must be received by the Nominating Committee before the October business meeting but can also be taken from the floor at the October business meeting. All nominations will be disclosed at the November business meeting. One may not nominate him or herself as Treasurer. The Nominating Committee will evaluate the nominations and make a recommendation to the church at the November business meeting. If there is more than one person recommended for the position, then an election will be held by ballot at the November business meeting, with a majority vote needed to be elected. The Treasurer shall serve a 12 month term beginning the following January 1<sup>st</sup>. No person shall serve more than three (3) consecutive terms.

7. The church shall elect six **Trustees** to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, insure, or transfer any church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.

Nominations for Trustees must be received by the Nominating Committee before the October business meeting but can also be taken from the floor at the October business meeting. All nominations will be disclosed at the November business meeting. One may not nominate him or herself as a Trustee. The Nominating Committee will evaluate the nominations and make a recommendation to the church at the November business meeting. If there is more than one person recommended for an open Trustee position, then an election will be held by ballot at the November business meeting, with a majority vote needed to be elected.

Trustees shall serve on a rotation basis, with one-third new Trustees being elected every three years. After serving a term of three years, a Trustee shall be eligible for reelection only after the lapse of at least one year.

## **Section 2. Non-Ministerial Staff**

Non-Ministerial Staff members shall be employed as the church determines the need for their services. The Personnel Committee shall have the authority to employ and to terminate services of Non-Ministerial Staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related committees of the church. The Personnel Committee will report to the church, at the next regular business meeting, any hirings and/or terminations that have taken place since the last regular business meeting.

## **Section 3. Program Directors**

The program directors of this church shall be a Discipleship Training Director, a Library/Media Director, a Men's Ministry Director, a Sunday School Director, and a Women's Ministry Director, and such other program directors as the church shall authorize. Nominations for all program director positions must be received by the Nominating Committee no later than June 1<sup>st</sup>. The Nominating Committee will evaluate the nominations and make recommendations to the church at the July business meeting. All approved program directors shall serve a 12 month term beginning the following August 1<sup>st</sup>.

The following are general descriptions of the program directors of Hebron Baptist Church. Program Directors are expected to report regularly to the church on the work of their program. More detailed descriptions

and complete duties can be found in the Church Handbook.

1. The church shall designate or appoint a **Discipleship Training Director** who shall oversee Hebron Baptist Church's discipleship classes.
2. The church shall designate or appoint a **Library/Media Director** who shall oversee the Library and Media Team.
3. The church shall designate or appoint a **Men's Ministry Director** who shall oversee the Men's Ministry.
4. The church shall designate or appoint a **Sunday School Director** who shall oversee the church Sunday school program, literature, and the budget needs thereof. All activity regarding Sunday school resources, training, and emphasis will be coordinated by the Sunday school director. The Children's Sunday School Coordinator serves to coordinate the overall work of the Children's Sunday School program (3 years through 5<sup>th</sup> grade), in conjunction with the ministry of the Sunday School and the Sunday School Director.
5. The church shall designate or appoint a **Women's Ministry Director** who shall oversee the Women's Ministry.

### III. CHURCH COMMITTEES AND TEAMS

#### Section 1. Church Committees

The Committees of this church shall be a Benevolence Committee, Budget and Finance Committee, Building and Grounds Committee, Cemetery Committee, Committee on Committees, Counting Committee, Historical Committee, Missions Committee, Nominating Committee, Personnel Committee, Preschool and Nursery Committee, Recreation Committee, Scout Committee, and Vehicle Maintenance Committee, and such other regular and special Committees as the church shall authorize. Additional regular Committees may be added as deemed necessary by the church body. All church Committee members shall be recommended by the Committee on Committees and elected by the church by a majority vote unless otherwise specified within these bylaws. Committee members shall serve on a three-year rotation basis with one third to be elected each year. After serving a term of three years, a Committee member shall be eligible for reelection to the same Committee only after the lapse of at least one year. The church may determine Committees not subject to the rotation policy. EX OFFICIO members of Committees are exempt from the rotation policy and need not remain off of a Committee for a lapse of one year.

The following are general descriptions of the Committees of Hebron Baptist Church. More detailed descriptions and complete duties can be found in the Church Handbook.

1. The **Benevolence Committee** provides for the benevolent needs of our church family and our church community, including assistance with food, medicine, utilities, gas, and aid for transients.
2. The **Budget and Finance Committee** develops and recommends a unified church budget. It advises and recommends in the administration of the gifts of church members and others, using sound principles of financial management. It works with the church Treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church. The church Treasurer shall serve as an EX OFFICIO member of the Budget and Finance Committee.
3. The **Building and Grounds Committee** assists the church in matters related to properties

administration. Their work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Committee and the church staff regarding the needs for and the employment of maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel. This Committee is responsible for maintaining the church facility usage policies, fees, maintenance schedules of equipment and buildings, and maintenance contracts with outside vendors such as air conditioning contracts and lawn maintenance.

4. The **Cemetery Committee** assists the church in maintaining the church cemetery and provides services to meet the burial needs of church members. The guidelines for Hebron Baptist Church Cemetery are: church plots are reserved for church members and their immediate families living under the same roof. Exceptions will be made for members of the family who are living away from home but who have not established a home of their own. Other allowances may be made by the Cemetery Committee.

5. The **Committee on Committees** coordinates the staffing of the church committees with exception of the Deacon Committee. All staffing of church committees shall be completed by the November business meeting for the following year's committees. This Committee will maintain the list of committees and update them annually.

6. The **Counting Committee** shall be responsible for counting all votes by ballot and monies received during all church services, making detailed deposit slips, bank deposits and forwarding copies of same to the financial secretary. This Committee is a non-rotating committee.

7. The **Historical Committee** preserves the records and other historical materials of the church, develops and recommends policies and procedures regarding the retention and storage of same, and communicates the values and heritage of the church to church members, as well as state and local associations.

8. The **Missions Committee** seeks to discover possibilities for mission projects, shares findings with church program organization, and serves the church in establishing and conducting such mission projects as may be assigned to it.

9. The **Nominating Committee** coordinates the staffing of all church leadership positions filled by volunteer workers such as church officers, program directors, and Sunday School teachers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the church for election all who accept the invitation to serve.

10. The **Personnel Committee** assists the church in matters related to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs, employment, starting salaries and salary ranges, benefits, other compensation, policies, job descriptions, and personnel services. The personnel Committee, along with the chair of the Budget and Finance Committee and the Deacon chair, are also responsible for an annual review of the Pastor's performance and compensation package. The personnel Committee, along with the chair of the Budget and Finance Committee, the Deacon chair, and the Pastor, are also responsible for an annual review of all other Ministerial Staff performance and compensation packages. These reviews shall be completed by September 30<sup>th</sup> for the following year's budget.

The reviews shall consider scriptural guidelines and job descriptions. Written reports shall be kept in the staff person's personnel file in the church office. The files shall be used publicly only in the event of severe church disciplinary action. Honor and integrity shall be of prime importance.

Other members of the church staff shall be evaluated by the Pastor and any salary increases shall be recommended by the Personnel Committee. Their recommendations will be given to the Budget and Finance

Committee by September 30<sup>th</sup> for the following year's budget.

11. The **Preschool and Nursery Committee** will work with the nursery director to ensure that everything needed to provide a well-balanced, safe, and fruitful preschool and nursery ministry is available. The Committee's duties include periodic checks of the facilities, equipment, and personnel. The Committee will work with the personnel Committee to enlist personnel to staff the nursery adequately and ensure that all staff has the proper training and certifications. The Committee will also submit budget requests annually to the budget and finance Committee for the funds to properly maintain the nursery and preschool departments.

12. The **Recreation Committee** leads in coordination of recreational and sports activities to be held on the church property or church wide recreation or sports activities that may be held in alternative locations. This Committee oversees the sports and recreational programs sponsored by the church and coordinates the budget needs and scheduling of these activities with the church council. The Recreation Committee shall also govern sports and recreational activities held on the church property if sponsored by an outside organization by developing the terms of the use of the church facilities with the building and grounds Committee and coordinating the budget and scheduling of those activities to the budget and finance Committee and the church council. A list of the common recreational events that this Committee oversees may be found in the Church Handbook.

13. The **Scout Committee** serves as the liaison between the church, the Scouting units sponsored by the church, and the local Boy Scouts of America (BSA) Council. This Committee shall consist of three church members. The chairman of the Committee shall serve as the Chartered Organization Representative and shall be a registered adult leader with the BSA. The Committee's main responsibilities shall be to maintain the annual unit charters and oversee the finances of the church's chartered units. The Scout Committee will also coordinate Scout activities and presentations with the church council, report at regularly held business meetings, and oversee the designated accounts applicable to the Scouting program with the financial secretary. Finally, this Committee shall assist in recruiting new members and appropriate adult leaders for the Scout units, encouraging the training and development of all members to provide a well-run Scouting program. The Committee shall provide copies of the unit rosters to be included in the Church Handbook.

14. The **Vehicle Maintenance Committee** is in charge of routine maintenance on all church owned vehicles, as well as annual inspections, registration, and any other legal requirements for said vehicles. It is responsible for performing periodic checks on the vehicles for safety and dependability. The Committee will also make recommendations to the church regarding the need for new vehicles as such need arises to help fulfill church ministries. The Committee shall submit requests annually to the Budget and Finance Committee for funds to finance needed repairs and/or new vehicle purchases.

## **Section 2. Teams**

The teams of this church shall be a Baptism Team, Bereavement Team, Children's Ministry Team, Flower Team, Greeter/Usher Team, Hostess Team, Library and Media Team, Lord's Supper Team, Men's Ministry Team, Prayer Team, Sound & Lighting Team, Stewardship Team, Wedding and Event Coordination Team, Women's Ministry Team, and Youth Ministry Team, and such other teams as the church shall authorize. Additional teams may be added as deemed necessary by the church body. Before being designated as a team affiliated with Hebron Baptist Church, a new team must be approved by the Nominating Committee for presentation to the church at a regular business meeting. The team must then be approved by the church at that business meeting by a majority vote. The Nominating Committee will appoint the team leaders for any new team approved by the church and will maintain and provide a list of all teams at the November business meeting.

The following are general descriptions of the teams of Hebron Baptist Church. More detailed descriptions and complete duties can be found in the Church Handbook.

1. The **Baptism Team** assists the Pastor as needed when the ordinance of baptism is performed.
2. The **Bereavement Team** prepares food for a church member's family in the event of the death of a church member's spouse, children, or parents.
3. The **Children's Ministry Team** provides activities to enrich spiritual growth for children and their families which results in lifelong commitments to Christ.
4. The **Flower Team** will work to enhance the beauty of worship and fellowship through tasteful decorations of the sanctuary, welcome center, and foyer.
5. The **Greeter/Usher Team** assists in all services of the church to enhance fellowship among members and be representatives of the church's welcome to all guests and shall collect offerings during church services.
6. The **Hostess Team** coordinates church social functions, including the service of food and drink and the seating arrangements for all such functions.
7. The **Library and Media Team** staffs the Church Media Center, which is the resource center and historical archives for the church. This team will seek to provide and promote the use of printed and audiovisual resources. They also will provide consultation to church leaders and members in the use of printed and audiovisual resources.
8. The **Lord's Supper Team** prepares for the service of the Lord's Supper, cleans up afterwards, and maintains an inventory of equipment needed for the Lord's Supper.
9. The **Men's Ministry Team** shall assist the Pastor in evaluating, planning, and coordinating outreach ministry, discipleship, and recreational opportunities for the men of the church.
10. The **Moral and Social Concerns Advisory Team** encourages, inspires, and equips the membership to advance Biblical and moral principles of citizenship.
11. The **Prayer Team** assists the church in becoming a house of prayer.
12. The **Sound & Lighting Team** maintains the church sound and lighting system in working condition and operates the system during all church services.
13. The **Stewardship Team** encourages the membership, individually as well as a church body, to develop and grow in stewardship.
14. The **Wedding and Event Coordination Team** shall assist anyone interested in using the church facilities for a non-church related activity by relaying all pertinent information to the persons or group wishing to use church facilities.
15. The **Women's Ministry Team** shall assist the Pastor in evaluating, planning, and coordinating outreach ministry, discipleship, and recreational opportunities for the women of the church.

16. The **Youth Ministry Team** shall assist the student minister in evaluating, planning, and coordinating outreach ministry, discipleship, and recreational opportunities for the youth of the church.

#### IV. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching; church member training, church leader training, new member orientation; mission education, action, support and music education, training, and performance. All organizations related to the church programs shall be under the church's authority and all persons shall be designated or appointed by the church and report regularly to the church. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

1. The **Sunday School** shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation, reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination.

Nominations for all Sunday School teacher positions must be received by the Nominating Committee no later than June 1<sup>st</sup>. The Nominating Committee will evaluate the nominations and make recommendations to the church at the July business meeting. All approved Sunday School teachers shall serve a 12 month term beginning the following August 1<sup>st</sup>.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School director designated or appointed by the church.

2. The **Church Discipleship Training** organization shall serve as the training arm of the church. Its tasks shall be to train church members to perform the functions of the church; train church leaders, orient new church members, teach Christian theology, Christian ethics, Christian history, and church polity and organization, and provide and interpret information regarding the work of the church and denomination.

Church Training shall be organized by departments for all ages and conducted under the direction of the Church Discipleship Training director designated or appointed by the church.

3. **Women's Ministry** shall be the mission education, mission action, and mission support organization of the church for women, young women, girls, and preschool children. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

The Women's Ministry shall have such officers and organizations as the program requires.

4. The **Men's Ministry** shall be the church's organization for mission education, mission action, and mission support for men, young men, and boys. Its tasks shall be to teach missions, engage in mission action, support world missions through praying and giving, and provide and interpret information regarding the work of the church and denomination.

The Men's Ministry shall have such officers and organizations as the program requires.

5. The **Church Music** organization, under the direction of the Minister of Music, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination.

The Church Music program shall have such officers and organization as the program requires.

## V. CHURCH COUNCIL

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend to the church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor, other church staff members, program directors, church officers, chairpersons of church committees, and team leaders.

All matters agreed upon by the council, which call for action not already approved, shall be referred to the church for approval or disapproval.

## VI. CHURCH ORDINANCES

### Section 1. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The Pastor, or whomever the church shall authorize, shall administer baptism. The Baptism Committee shall assist in the preparation of the observance of baptism.
3. Baptism shall be administered as an act of worship during any worship service of the church.
4. A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor and/or staff or Deacons.

### Section 2. The Lord's Supper

The church shall observe the Lord's Supper regularly, on the fifth Sunday of each month, unless otherwise scheduled by the church. Under normal circumstances, the Pastor, staff, and Deacons shall administer the Lord's Supper. The Lord's Supper Team shall be responsible for the physical preparations.

## VII. CHURCH MEETINGS

### Section 1. Worship Services

The church shall meet regularly on Sunday morning, Sunday evening, and Wednesday evening, unless otherwise determined, for the worship of Almighty God. Prayer, praise, preaching, discipleship, instruction, and evangelism shall be among the ingredients of these services. The Pastor, or whomever the church shall authorize, shall direct the services for all the church members and for all others who may choose to attend.

### Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the Kingdom of God and the church's objectives shall be placed on the Church calendar.

### Section 3. Regular Business Meetings

The church will hold regular monthly business meetings on a designated night, unless otherwise determined.

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

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for a specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

#### **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, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

### **VIII. CHURCH FINANCES**

#### **Section 1. Budget**

The Budget and Finance Committee, in consultation with members of the Church Council, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular, proportionate gifts. Offering envelopes will be provided for members' use.

Church action on the annual church budget shall be taken at the regular November business meeting. A copy of the proposed budget shall be mailed to all resident church members at least ten (10) days prior to the regular November business meeting.

#### **Section 2. Accounting Procedures**

All funds received for any and all purposes shall pass through the hands of the church Treasurer, or financial secretary, and be properly recorded on the books of the church. Those who have responsibility that involves actual handling of funds shall be bonded, the church paying the bond. The Treasurer's report and records shall be reviewed every three years by an independent financial review Committee or public accountant not affiliated with Hebron Baptist Church in any way. The public accountant shall be selected by the budget and finance Committee.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Budget and Finance Committee.

#### **Section 3. Fiscal Year**

The church fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

### **IX. AMENDMENTS**

Changes in the constitution and bylaws may be made at any regular business meeting of the Church provided each amendment shall have been presented in writing at the immediate preceding business meeting and copies of the proposed amendment shall have been furnished to each member present at the prior meeting. Amendments to the constitution shall be by two-thirds vote of church members present. Amendments to the bylaws shall have a concurrence of a majority of the members present and voting. Any amendments passed to the Constitution and/or Bylaws during the previous fiscal year shall be made available to church members upon request.

September 1995

Revised September 2001

Revised July 2010 (Article III, Section 3)

Revised November 2011 (Article IX)

Revised March 2012 (Constitution All Articles, Bylaws – All Articles)