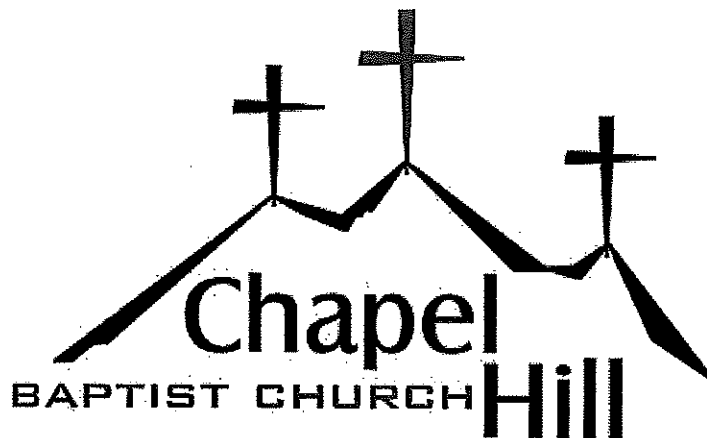


*Constitution
and
Bylaws*
of
*Chapel Hill
Baptist Church Inc.*

Milan, Tennessee



CHAPEL HILL BAPTIST CHURCH CONSTITUTION AND BYLAW APPENDIX

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CONSTITUTION

Article I 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 will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

Article II. Name

This body shall be known as Chapel Hill Baptist Church Inc. The Church is located at 76 Chapel Hill Road, Milan Tennessee, 38358. For convenience, the church name may be reduced to the acronym "CHBC".

Article III. Objectives

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.

To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God and man.

To be a church that ministers unselfishly to people in the community and the world in Jesus' name.

To be a church with the purpose of being Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

Article IV. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention on June 14, 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. (See Article VI of the Bylaws.)

Article V. Church Covenant

Having been led as we believe by the Spirit of God to receive the Lord Jesus Christ as our Lord and 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 assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to contribute cheerfully and regularly with tithes, offerings, personal talents and spiritual gifts to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs, homosexuality, and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to regularly attend church services; to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to promote good stewardship; to proclaim the sanctity of human life; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move from this place we will as soon as possible unite with another church of like faith and practice.

Article VI. Polity and Relationships

The government of this church is 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 individuals, groups and committees, 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 subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation common among Baptist churches. Insofar as is practical, this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

BYLAWS

Article I. Church Membership

Section 1. General

This is a sovereign and 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

Any person may offer himself or herself as a candidate for membership in this church. Each candidate for membership must complete the "New Member Orientation Class". After successfully completing the "New Member Orientation Class" candidates may be presented to the church at any regular church service for membership in any of the following ways:

- (1) By promise of a letter of recommendation from another Baptist church.
- (2) By profession of faith for baptism according to the policies of this church.
- (3) By Statement, that being a profession of faith and baptism according to the policies of this church (for those who have a salvation by faith experience and an emersion baptism, but are members of denomination other than Baptist).
- (4) By restoration upon a statement of prior conversion experience and baptism in a Baptist church when no letter is obtainable (records destroyed, church dissolved, etc.).
- (5) By an "Associate" AKA "Watch care" membership for those wishing to have an association with Chapel Hill Baptist Church and who have had a salvation by faith experience, but do not wish to transfer their letter of recommendation from a home church. Associate members have full fellowship with the church body, but are not allowed to vote. Examples of people wishing to join the church as Associate/Watch care members may be, but are not limited to:
 - (a) Temporary people of the community (i.e. college students, apprentice/technical training who have plans to leave the community and return home or to move on to another destination).
 - (b) People who have temporarily moved in with family in the church and regularly attend church here, but wish for their "letter" to remain at their former home church.
 - (c) Homebound and/or infirmed, who proclaim a profession of faith but are unable to exercise regular attendance or an emersion baptism.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and 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*

New members of the church will be provided a copy of and be expected to adhere to the church constitution and bylaws (one copy per family).

Section 4. *Rights of Members*

(1) Every member of the church 18 years of age and older who is neither terminated (section 5 below), on the inactive membership roll (Section 6 below), or an associate member (section 2, item 5 above) is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present.

(2) Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church (includes teachers and committee members). The minimum age for a committee member is 18.

(3) Every member of the church may participate in the ordinance 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 to another church.

(3) Exclusion by action of this church.

Section 6. *The Church rolls*

Members who do not attend services at Chapel Hill Baptist Church for 12 months may remain members, but will be placed on either a "homebound" or "inactive" membership roll. Attendance may be verified by one of the following methods:

(a) Eyewitness account.

(b) Sunday school attendance record.

(c) Contribution record.

Section 7. *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 that would cause a member to become a liability to the general welfare and harmony of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18. 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 and therefore not listed on any of the church membership rolls. A spirit of Christian kindness and forbearance shall pervade all such proceedings (I Co. 13).

The church retains the right to deny church attendance to those who are disruptive and/or obstructing the unity of the church.

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.

Article II. Church Officers

All serving as officers of the church and those who serve on church committees shall be members of this church (will either be an Active member or an Associate/Watch care member). Associate/Watch care members may vote on committee specific action (if they are on a specific committee).

Section 1. A listing of Church Officers:

The pastor

The church staff (ministries may be: Music, Youth, Children, Ministry assistant, etc.)

Deacon Ministry Council

The deacons

The treasurer

The clerk

Trustee (will be appointed as needed, by the Deacon Ministry Council)

Section 2. Brief definition and responsibilities of church officers:

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.
- (3) Care for the church's members and other persons in the community.
- (4) Teach through ministry proper Christian ethics, attitudes, responsibilities, stewardship etc.

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 one week's public notice has been given.

A Pastor Selection Committee (Pulpit Committee) shall be elected by the church to seek out a suitable pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the church. 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. He shall preside at meetings of this church, and if so designated may serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws.

The pastor may relinquish the office as pastor by giving at least two weeks notice to the church at the time of resignation. 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 deacon ministry council, or by written petition signed by not less than one-fourth of the resident church members (i.e. active roll members who regularly attend church services). The moderator for this meeting shall be the current Chairman of the Deacons. The vote to declare the office vacant shall be by secret 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, the church will compensate the pastor with not less than one-twelfth of his total annual compensation (severance pay). The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

The ministerial staff, and non-ministerial staff (full and part-time employees of the church) shall be called and employed as the church determines the need for such offices, and is under the leadership authority of the Senior Pastor. The Personnel Committee will write a job description when the need for a staff member position is determined. 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 Personnel Committee and called by church action. At the time of resignation, not less than a two-week notice shall be given to the church. The church may vote to vacate such positions upon recommendation of the Senior Pastor and the Personnel Committee, such termination being immediate, and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual's compensation. Upon recommendation of the Senior Pastor and the Personnel Committee, the termination of a full time staff member or full time hourly employee is the same as that for the pastor (an average months earnings as set by the Personnel Committee). Upon recommendation of the Personnel Committee, the termination severance pay for a part time staff member is 1/2 of a month's salary (or 1/2 of an average months earnings for hourly employees as set by the Personnel Committee). Non-ministerial staff members shall be employed as the church determines the need for their services. The Church 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 may recommend severance pay for non-ministerial positions. The Personnel committee responsibilities are detailed in Appendix P.

The Deacon Ministry Council is the rotating "core" group of deacons who along with the church staff, oversee the ministry needs of the church. The Deacon Ministry Council was initially set at 20 members and their policies and procedures are detailed at Appendix A. The Deacon Ministry Council responsibilities include:

- (1) Deacon Family Ministry plan.
- (2) Benevolence needs.
- (3) Promoting church unity.
- (4) Determining the need for future deacons.
- (5) Staffing needs of the Personell Committee.

Deacons will be elected by ballot at regular business meetings of the church. There shall be no obligation to constitute as an assigned deacon one who has been a deacon in another Baptist church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another Baptist church of like faith and order shall suffice for this church.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministry tasks of:

- (1) Leading the church in the achievement of its mission.
- (2) Proclaiming the gospel to believers and unbelievers.
- (3) Caring for church members and other people in the community.
- (4) Serving as church Trustees (as needed).
- (5) Reviewing and approving changes to the church constitution and by-laws.

The moderator for church business meetings will normally be the senior pastor. In the pastors absence the chairman of deacons shall preside. If both the pastor and chairman of the deacons are absent, church business will be rescheduled if possible. In the absence of the pastor and chairman of the deacons, if there is church business that is critical (time sensitive) a temporary moderator may be elected from the deacon ministry council for said one-time action by a 2/3 vote of the members present.

The church treasurer shall be elected annually as the church 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 money or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the preceding quarter. The treasurer 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. See appendix T.

The church clerk shall be elected annually. The clerk will work with the church clerical staff as the need arises and shall be responsible for keeping a suitable record of all official actions of the church, except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal (transfer of letter), death, or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted 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. See appendix I.

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 secured by the church office.

Church trustees serve as needed, are elected by the church and are the legal officers for the church (usually required in loan arrangements). 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, 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.

Volunteer staff shall serve under the direction, leadership, and authority of the church Ministry Staff members as the need arises. i.e. Church volunteers will not decide policy, promote activities, schedule events etc. without the approval of a church Ministry Staff member. Every effort should be made to maintain an "audit trail" or authority trail of presentations, promotions and approvals for an activity to be scheduled on the church calendar. All Volunteer positions, teams, or groups are consolidated at appendix W with church staff oversight.

Article III. Church Committees

The committees of this church shall be but not limited to: Nominating; Personnel; Building; Finance; Music; Vision and Planning; Youth; Children; Church Council; Auditing and other such regular and special committees as the church shall authorize per the annual list of church officers and committees. Additional regular committees may be added by the amendment procedure prescribed within these bylaws. With the exception of the Personnel committee, all church committee members shall be recommended by the church Nominating Committee and elected by the church unless otherwise specified within these bylaws. Committee members serve until they ask to be replaced or leave the church. General committee guidelines are as follows:

- (a) Committee meetings will not be scheduled during church service.
- (b) Biblical principles and personal accountability apply to individual committee members, i.e. to do what is best to glorify God.
- (c) To reach out to the lost and spread the "Good News".
- (d) Committee members accept responsibility for conducting committee specific functions or recommending specific actions.

- (e) An individual's preferences should be secondary to; God's word, the needs of the church, the committee's goals, and the overall harmony and goodwill of the body.
- (f) The committee should begin and end each session with prayer.
- (g) In order to promote honesty, commitment, participation, and to vote their conscience committees may individually elect to vote by ballot rather than open affirmation or rejection.
- (h) Committee actions are approved by a 2/3 vote of members present.
- (i) Committees should work toward committee approved goals and resist being dominated or controlled by any one person or group.
- (j) Committees may vote to have open or closed meetings (with or without guests).

Section 1. The Nominating Committee coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. The Nominating Committee shall first approve individuals considered for any such positions before they are approached for recruitment. The Nominating Committee shall present to the church for election or approval all those who accept an invitation to serve. See Appendix N.

Section 2. 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, salaries, benefits, other compensation, policies, job descriptions, job responsibilities, accountability and personnel services. See Appendix P.

Section 3. The Building Committee assists the church in matters related to properties administration. Its 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. See Appendix B.

Section 4. The Finance Committee develops and recommends an overall stewardship development plan, a unified church budget, and budget subscription plans for church approval. 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 treasurer in the preparation and presentation to the church of required reports regarding the financial affairs of the church. See Appendix F.

Section 5. The Mission team led by AOM, seeks to discover and/or coordinate mission opportunities. They share findings with church program organizations, and serve the church in establishing and conducting such mission projects as may be assigned to it. As is with the Volunteer staff, the Mission Team shall serve under the direction of a church Ministry Staff member. Team members will not decide policy, promote activities etc. without the approval of a church Ministry Staff member. (Note: every effort should be made to have an "audit trail" or authority trail of presentations, approvals, and promotions for an activity, and for the viability for the activity (clearance on the church calendar). See appendix Z

Section 6. The Vision and Planning Committee is tasked with focusing on long-range goals of the church and community. The committee may work with other committees to accomplish its task. See Appendix V.

Section 7. The Auditing Committee shall audit the treasurer's report and records each January or February for the previous year, and recommend an outside audit as needed. See appendix Q

Article IV. Church Program Organizations

The church shall maintain programs such as but not limited to: Bible teaching/Study; new member training/orientation; church leader training; mission education, action, and support; and music education, training, and performance; youth and children ministries to include RA's GA's and AWANA; Senior adult activities (ABC's); Nursing Home ministries. All organizations related to the church programs shall be under church control, all officers being elected by the church and reporting regularly to the church, and all program activities subject to church coordination and approval. The church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs. Likewise: all individuals, committees and ministry groups must accept responsibility and accountability for their actions, choices and use of funds.

Section 1. The Sunday school shall be the basic organization for Bible teaching. Its tasks shall be to teach the biblical revelation, reach people for Christ and church membership, perform the functions of the church within its constituency, provide and interpret information regarding the work of the church and denomination. The Sunday school shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of either the Sunday school director or the minister of Education, and elected by the church. The Sunday school calendar year is from September 1 to August 31. The Sunday school Director/Minister of Education and the church staff will administer the program per Appendix S.

Section 2. The Adults On Mission shall be a mission education, mission action, and mission support organization of the church. 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. Adults On Mission shall have such officers and sub-organizations, as the program requires. See Appendix G.

Section 3. The Men's Ministry shall be a 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, giving, and working and provide and interpret information regarding the work of the church and denomination. The Men's Ministry/Brotherhood shall have such officers and organization, as the program requires. See Appendix R.

Section 4. The Church Music Committee, under the direction of the church-elected music director, shall be the music education, training, and performance organization of the church. Its tasks shall be to teach music; train people to lead, sing, and play music; provide music in the church and community; and provide information regarding the work of the church and denomination. The Church Music program shall include the "Hands" team and have such officers and organization, as the program requires. See Appendix M.

Section 5. The Activities/Hospitality Committee will assist the church staff in scheduling church wide activities and in producing the church calendar. The committee will set standards for church use in regard to weddings, funerals, sound operator fees, clean-up fees, etc. See Appendix H.

Article V. Church Program Services

The church may maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the church.

Media: The media center service will be the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources.

Recreation: The church recreation service will seek to meet the recreational needs of members and groups.

Article VI. 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. Members of the Church Council shall include the Pastor and staff, chairmen of: Deacons, Personnel committee, Finance committee, Youth committee, Children's committee, Building committee, Adults On Mission committee, Men's Ministry committee, Vision Planning committee, Activities/Hospitality committee and Music Committee. All matters agreed upon by the council that call for action not already approved shall be referred to the church for approval or disapproval. The chairmanship for the Church Council will be elected annually from the committees represented. Church Council meetings will be scheduled to avoid conflicting with other committee meetings. The minimum attendance to seek a vote on a motion is 9 of the possible 14 members.

Primary functions of the Church Council shall be to recommend to the church suggested objectives and church goals; to review and advise 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. The Church Council is not an authorizing group for the various church committee actions. See Appendix C.

Article VII. 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 deacons shall assist in the preparation for, and the observance of, baptism.
- (3) Baptism shall be administered as an act of worship during any worship service of the church.

Section 2. *The Lord's Supper / Communion*

The church shall observe the Lord's Supper at least by-annually, the first Sunday of May and November are the targeted times. Additional observances are as the staff determines the need and schedule permits. The pastor and deacons shall administer the Lord's Supper. Deacon wives are responsible for the physical preparations.

Article VIII. Church Meetings

Section 1. *Worship Services*

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor or his representative 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 church's objectives shall be placed on the church calendar.

Section 3. *Regular Business Meetings*

The church shall hold regular business meetings quarterly on a designated Sunday night. Committees will bring proposals to the church for action. Individuals with specific concerns should direct said concerns to the specific committees.

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 the specially called business meeting, unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, time and place; and it must be given in such a manner that all resident members have an opportunity to know of the meeting. No action shall be taken on items not on the original agenda notice.

Section 5. *Quorum*

The quorum consists of those members of Chapel Hill Baptist Church 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.

Article IX. Church Finances

Section 1. Budget

The Finance Committee, in consultation with 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. Offering envelopes will be provided for members' use.

It is understood that membership in this church involves financial obligation to support the church and its causes with regular tithes and offerings. The Finance committee will make an annual report to the church of how the church has done in meeting its financial responsibilities for the last year. The finance committee is authorized to recommend changes to the fiscal policies of the church and to recommend a stewardship drive as the need arises. See Appendix F.

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. (See Article II, Section 1 regarding the church treasurer.)

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

Section 3. Fiscal Year

The church fiscal year is the calendar year.

Article X. Church Operations Manual

The Church Council shall develop a church operations manual to include church policies and procedures and organization charts depicting lines of responsibility in the administration of the church. Each committee is responsible for creating an appendix of their committee responsibilities, as approved by the Church Council, for the Operations Manual. The master copy of the manual shall be kept in the church office and "user" copies will be available for loan to any member of the church on a temporary basis. The church secretary shall maintain the manual. The following 3 points (Activities, Purchases, Facility Use) apply to all appendix's of the Church Operations Manual.

Section 1. Activities

In order to avoid conflict, all activities at the church (class parties, rallies, fellowships, bible studies, family gatherings etc) will be scheduled on the church calendar with the church secretary. A staff ministry pastor or the senior pastor will approve church wide activities.

Section 2. Purchases

Before purchases are made, a review of church assets and the church equipment list will be accomplished. This step will identify if assets are already on site and available for use. This step is required even if purchases are already "approved" by a committee. Note: Planning and coordination with the treasurer is required for most purchases. Even if a purchase is "budgeted" there may or may not be funds readily available at that particular time. The "requisition" procedures of Appendix F apply.

Section 3. Facility Use

The use of church facilities is a "privilege", not a "right" of members. All members of Chapel Hill Baptist Church are reminded to apply biblical principles of common courtesy, common sense, and both personal and group responsibility and accountability.

The following applies to all members and guests of Chapel Hill Baptist Church:

- (1) Alcoholic beverages are not permitted on church property.
- (2) Tobacco use is not permitted within church buildings or during church activities.
- (3) If you are the last one out, turn the lights off and make sure that the doors are locked and shut when you leave.
- (4) When you're through, turn off the equipment (TV, multimedia, fans, oven, etc).
- (5) When you get through and you have moved something for your use, put it back where it was, or where it belongs if you know where it should be.
- (6) If you or someone in your group makes a mess, you or someone in the group should clean it up before you leave.
- (7) If you adjust the thermostats for your comfort, re-set them when you leave.
- (8) If you see or know of something that is leaking or broken, tell a staff member so it can be addressed and repaired.
- (9) All trash must be bagged and placed in the trash bin. The trash bin door must shut. Waste pick-up will not remove un-bagged material.
- (10) Failure to comply with these guidelines could result in the loss of privileges.

Section 4. Addition, revision, or deletion

The Church Council will review the manual at least annually, with authority to recommend changes for the church to consider. Any church member or church organization or committee may initiate (or petition) suggested changes in the manual. Addition, revision, or deletion of church policies and procedures requires:

- (1) Recommendation of the church officer or organization to whose areas of assignment or expertise the procedures relate.
- (2) A thorough review, discussion and approval by the church council.
- (3) Approval of the church if the church council deems it necessary.

Section 5. Appendixes:

- A. Deacon Ministry Council
- B. Building
- C. Church Council
- D. Decorating
- E.
- F. Finance
- G. Adults On Mission
- H. Activities/ Hospitality
- I. Church Clerk
- J. ABC's
- K. Counting
- L. Children
- M. Music
- N. Nominating
- O. Nursery
- P. Personnel
- Q. Auditing
- R. Men's Ministry
- S. Sunday School
- T. Treasurer
- U.
- V. Vision Planning
- W. Volunteer staff, positions, teams & groups
- X. Nursing Home
- Y. Youth
- Z. Mission Team

(add AA thru ZZ as needed)

Article XI. Amendments

Changes to the constitution and bylaws cannot contradict biblical truths and principles. Proposed amendment/s will be presented to the church at a regular business meeting. Each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution or bylaws shall be approved with a two-thirds vote of church members present.

Adoption Date: _____