

# CONSTITUTION & BY-LAWS



**HYLAND HEIGHTS**  
*baptist church*

## TABLE OF CONTENTS

HYLAND HEIGHTS BAPTIST CHURCH CONSTITUTION .....	3
ARTICLE I. PREAMBLE.....	3
ARTICLE II. NAME AND PURPOSES .....	3
ARTICLE III. STATEMENT OF FAITH.....	4
ARTICLE IV. CHURCH MEMBERSHIP RESPONSIBILITIES AND COVENANT .....	4
ARTICLE V. POLITY AND RELATIONSHIPS .....	5
ARTICLE VI. MARRIAGE, LIFE, GENDER, AND SEXUALITY .....	5
Section 1. Position .....	5
Section 2. Personnel .....	5
Section 3. Property .....	5
ARTICLE VII. CONSTITUTIONAL AMMENDMENTS .....	5
HYLAND HEIGHTS BAPTIST CHURCH BY-LAWS.....	6
ARTICLE I. MEMBERSHIP .....	6
Section 1.1. Qualifications .....	6
Section 1.2. Non-eligibility.....	6
Section 1.3. Classification .....	6
Section 1.4. Presentation.....	6
Section 1.5. Duties .....	7
Section 1.6. Rights .....	7
Section 1.7. Quorum.....	7
Section 1.8. Discipline.....	7
Section 1.9. Restoration.....	8
Section 1.10. Termination.....	8
ARTICLE II. CHURCH LEADERS .....	8
Section 2.1. Senior Pastor .....	8
Section 2.2. Executive Pastor .....	9
Section 2.3. Associate Pastors.....	9
Section 2.4. Other Church Employees and Interns .....	10
Section 2.5. Fiscal Officers .....	10
Section 2.6. Document Signers .....	11
ARTICLE III. LEADERSHIP TEAM .....	11
Section 3.1. Membership.....	11
Section 3.2. Duties .....	12
Section 3.3. Meetings .....	12
Section 3.4. Conflicts of Interest.....	12
Section 3.5. Non Compensation of Leadership Team Members.....	13

ARTICLE IV. DEACONS.....	14
Section 4.1. Membership.....	14
Section 4.2. Duties .....	14
Section 4.3. Meetings .....	15
ARTICLE V. COMMITTEES .....	15
Section 5.1. Constitution and By-Laws Committee .....	15
Section 5.2. Deacon Nominating Committee.....	15
Section 5.3. Finance Committee .....	16
Section 5.4. Missions Committee .....	16
Section 5.5. Nominating Committee.....	17
Section 5.6. Personnel Committee.....	17
Section 5.7. Safety Committee.....	18
Section 5.8. Cindy Meador Memorial Scholarship Committee .....	19
Section 5.9. Senior Pastor Search Committee.....	19
Section 5.10. Associate Pastor Search Committee.....	20
ARTICLE VI. MINISTRIES .....	20
Section 6.1. Children’s Ministry .....	20
Section 6.2. Student Ministry .....	20
Section 6.3. Senior Adult Ministry .....	21
Section 6.4. Adult Life Groups .....	21
Section 6.5. Men’s Ministry .....	21
Section 6.6. Women’s Ministry .....	21
Section 6.7. Worship and Creative Arts Ministry .....	21
ARTICLE VII. TEAMS.....	21
Section 7.1. Baptism Team.....	21
Section 7.2. Community Impact Team .....	21
Section 7.3. Emergency Response Team.....	22
Section 7.4. First Impressions Team.....	22
Section 7.5. Tech Team .....	22
ARTICLE VIII. CHURCH MEETINGS .....	22
Section 8.1. Worship.....	22
Section 8.2. Business Meetings .....	23
ARTICLE IX. FISCAL POLICIES .....	23
Section 9.1. Fiscal Year.....	23
Section 9.2. Endowments .....	24
Section 9.3. Safeguards on Accounting.....	24
Section 9.4. Designated Contributions .....	24
Section 9.5. Financial Limitation Clause.....	24
ARTICLE X. MISCELLANEOUS.....	24
Section 10.1. Settlement of Disputes.....	24
Section 10.2. Pastoral Ordination .....	25
ARTICLE XI. DISTRIBUTION .....	25

**HYLAND HEIGHTS BAPTIST CHURCH CONSTITUTION**

(Proposed - October 17, 2021)

**ARTICLE I. PREAMBLE**

We, the members of Hyland Heights Baptist Church, Incorporated of Rustburg, Virginia, do declare and establish this Constitution and these By-Laws to secure for ourselves and those who come after us the rich blessings of joining our efforts together that we may better serve Christ, the living Son of God, in peace, in serenity, and in love and to:

1. Provide for the preservation and security of the principles of our faith.
2. Insure that this Church may be governed in an orderly manner consistent with New Testament teachings.
3. Preserve the liberties inherent in each individual member of this Church and the freedom of action of this body with respect to its relation to other churches of the same faith.
4. Preserve and protect the highest kind of spiritual unity and Christian love and fellowship which we seek to know and share with each other.
5. Be reminded of our duty to take Christ to the lost here and everywhere.

**ARTICLE II. NAME AND PURPOSES**

This incorporated body shall be known as the Hyland Heights Baptist Church, Campbell County, Rustburg, Virginia (hereinafter the "Church"). The Church is organized, incorporated and shall be operated exclusively as a nonprofit Church, for the religious, charitable and educational purposes stated herein including but not limited to licensing, ordaining and overseeing ministers of the gospel, worship, evangelism, missions, ministry to the poor and needy, discipleship and fellowship according to Biblical principles and is an organization exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended or any successor stature of similar import. The Church is not organized for profit and it is not authorized to issue capital stock.

### ARTICLE III. STATEMENT OF FAITH

We adhere to the Holy Bible as the inspired, inerrant Word of God and base our every doctrine on its authority. The Church subscribes to the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000.

### ARTICLE IV. CHURCH MEMBERSHIP RESPONSIBILITIES AND COVENANT

Having received Christ as our Lord and Savior and been baptized, and being in agreement with the Church's statements, strategy, and structure, we are led by the Holy Spirit to unite with the Hyland Heights Baptist Church family. In doing so, we commit ourselves to God and to the other members to do the following:

1. We will protect the unity of our Church

- a. By acting in love toward other members (*Romans 15:5, 1 Peter 1:22*)
- b. By putting aside our personal preferences (*Philippians 2:3-4*)
- c. By extending grace when hurt (*Ephesians 4:32*)
- d. By refusing to gossip (*Ephesians 4:29*)
- e. By following our leaders (*Hebrews 13:17*)

2. We will embrace the mission of our Church

- a. By praying for its growth (*1 Thessalonians 1:2*)
- b. By inviting the un-churched to attend (*Luke 14:23*)
- c. By warmly welcoming those who visit (*Romans 15:7*)
- d. By living on mission in our daily lives (*John 20:20, Matthew 28:19-20*)

3. We will participate in the ministry of our Church

- a. By committing to grow spiritually in a Life Group
- b. By discovering our gifts and talents (*1 Peter 4:10*)
- c. By developing a servant's heart (*Ephesians 4:11-12*)
- d. By being equipped to serve alongside our leaders (*Philippians 2:3-4, 7*)

4. We will support the testimony of our Church

- a. By attending faithfully (*Hebrews 10:25*)
- b. By living godly lives (*Philippians 1:27*)
- c. By giving generously to support the Church (*1 Corinthians 16:2, Leviticus 27:30*)

## ARTICLE V. POLITY AND RELATIONSHIPS

This Church is 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 it is proper, this Church will cooperate with and support the Southern Baptist Conservatives of Virginia and the Southern Baptist Convention.

## ARTICLE VI. MARRIAGE, LIFE, GENDER, AND SEXUALITY

Section 1. Position – The Church adheres to the Articles as published by the Nashville Statement of 2017.

Section 2. Personnel – Church pastors, church leaders, church staff, and individuals ordained by the Church shall not use their title, position, or ordination in a way that contradicts or undermines the teachings of the Church and the Holy Bible by, including but not limited to, officiating over, participating in, or solemnizing weddings or ceremonies joining more than two people or two people of the same God-given biological gender.

Section 3. Property – Neither property nor facilities owned or controlled by the Church (or used with permission obtained by the Church) shall be used or permitted to be used for any activity or speech that is contrary to any stated or implied doctrine or religious belief or practice of the Church.

## ARTICLE VII. CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by recommendation of the Senior Pastor and Leadership Team and presented to the membership for vote with at least a 10-day notice of the amendments proposed. Amendments to the Constitution must be approved by at least a three-quarters majority of the members present and voting at a regular or special called business meeting.

# HYLAND HEIGHTS BAPTIST CHURCH BY-LAWS

(Proposed – October 17, 2021)

## ARTICLE I. MEMBERSHIP

Section 1.1. Qualifications – The membership of Hyland Heights Baptist Church (HHBC) shall consist of such persons who:

1. Confess Jesus Christ to be their Savior and Lord.
2. Have been baptized by immersion after salvation.
3. Have shared their salvation testimony with an official representative of the Church.
4. Have completed the HHBC new member's class.
5. Have signed and initialed the HHBC Church Membership Covenant.

Section 1.2. Non-eligibility – Persons who are actively and unrepentantly engaged in any sinful practice or practice that contradicts or undermines the doctrines of the Church are not eligible for membership with the Church.

Section 1.3. Classification – There are three types of membership:

1. *Full members* are persons who are age 17 and above and have completed the five qualifications for membership listed in Section 1.1 Qualifications.
2. *Watchcare members* are persons who are under the age of 17 or are temporary residents (e.g. college students) who do not want to transfer membership from their church, but want to identify with our Church family and have completed the first three qualifications for membership listed in Section 1.1 Qualifications.
3. *Inactive members* are persons who cease to fulfill their membership duties as stated in Section 1.5 Duties. These persons shall be notified of the Church's intent to move them to inactive membership; if there is no response from these persons within 60 days of notification, the Pastoral Staff may therefore move their names to inactive membership.

Section 1.4. Presentation – Any persons age 17 and above who have completed all five of the qualifications for membership listed in Section 1.1 Qualifications shall be presented to the Church as full members.

Section 1.5. Duties – Members are expected to uphold the Church Covenant by:

1. Protecting the unity of our Church.
2. Embracing the mission of our Church.
3. Participating in the ministry of our Church.
4. Supporting the testimony of our Church.

Section 1.6. Rights – All members are equal in value in the eyes of Jesus Christ and the Church. Members may differ by responsibilities according to the positions held by each.

1. Full members in good standing may act and vote in the transactions of the Church and hold elected or appointed leadership positions.
2. Watchcare membership allows for all the privileges of fellowship, worship, and service; however, one may not act and vote in the transactions of the Church and hold elected or appointed leadership positions.
3. An inactive member may not vote or hold elected or appointed leadership positions in the Church.

Section 1.7. Quorum – A minimum of 70 full members shall constitute a quorum for any regular or special business meeting.

Section 1.8. Discipline – It shall be the purpose of this Church to pursue every reasonable measure for peace and reconciliation. Should one member sin against another member or the body of members (the Church), or engage in unrepentant immoral conduct or unbiblical teaching, the aggrieved members shall follow in a tender spirit the rules given by our Lord and Savior in Matthew 18:15-17, 1 Corinthians 5:9-13, 1 Thessalonians 5:12-14, and HHBC doctrinal statements. No members may be terminated from membership unless they have received written notice of the charges against them, they have been given opportunity to be heard and answer the charges, and good faith attempts at reconciliation under the Church disciplinary procedures have been made to encourage repentance and restoration to spiritual well-being. The Deacons will have the responsibility to oversee the Church disciplinary procedures and recommend to the Senior Pastor that membership should be terminated. After written notice of the charges and an opportunity to answer the charges, a two-thirds vote of the Deacons present and the Senior Pastor's agreement is required to terminate membership. Such termination action will be announced to the membership at a business meeting, and the former member shall be publicly excluded from fellowship and membership until repentance and evidence of such repentance is established.



Section 1.9. Restoration – Any person whose membership has been terminated for any offense may be restored by notifying the Senior Pastor and Chairman of Deacons of such desire. Disciplined members shall be restored to full membership privileges according to the spirit of 2 Corinthians 2:7,8 when their conduct is judged to be in accordance with the Statement of Faith, Church Covenant, and biblical repentance by the Senior Pastor and Deacons. The disciplined member shall be restored by a two-thirds vote of the Deacons present and with the Senior Pastor’s agreement. The Senior Pastor will communicate such restoration to the Church in a timely manner.

Section 1.10. Termination – Membership can be terminated in several ways:

1. Membership is terminated upon the death of the member.
2. Any full members in good standing who desire a letter of transfer and recommendation to any other Baptist church is entitled to receive it upon the request of the Baptist church which they join.
3. If members in good standing (i.e. not under the Church disciplinary process) request to be released from their covenant obligations to the Church for reasons which the Church may finally deem satisfactory after patiently and kindly endeavoring to secure their continuance in its fellowship, such requests may be granted and their membership terminated.
4. Any members under the Church disciplinary process as described in Section 8 may have their membership terminated.

## ARTICLE II. CHURCH LEADERS

Section 2.1. Senior Pastor – A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least a one-week public notice shall be given. A Senior Pastor Search Committee (SPSC), hereinafter provided, shall seek out a suitable pastor and their recommendation will constitute a nomination. Any full church member has the privilege of making recommendations to the SPSC. The SPSC shall bring to the consideration of the Church only one man at a time. A valid election shall be by written ballot, and an 80 percent affirmative vote of the ballots cast will be required for election.

The Senior Pastor will be in charge of the welfare and oversight of the Church as defined in the Senior Pastor’s job description. The Senior Pastor or his designee will oversee all church personnel.

The Senior Pastor shall be the moderator of all church business meetings, except in all cases where a conflict of interest may exist between the Senior Pastor and any member of the Church family in any church-related matter. In the absence of the Senior Pastor, the Senior Pastor may appoint another Pastoral Staff member or the Chairman of Deacons to call the Church to order and function as moderator.

The Senior Pastor shall serve until the relationship is terminated either by mutual consent or by the Senior Pastor or the Church. A minimum 30-day notice shall be given by the Senior Pastor in terminating his relationship unless otherwise mutually acceptable. If such circumstances arise that the Church feels the services of the Senior Pastor should be terminated, the Personnel Committee shall air the grievances of the Church with the Senior Pastor and open a dialogue for reconciliation or termination. Should termination be the best course of action for the Church, a called church business meeting shall be required in order to vote. The vote shall be by written ballot under the oversight of the Personnel Committee. An 80 percent affirmative vote of the ballots cast will be required for termination.

Section 2.2. Executive Pastor – The Executive Pastor oversees the Church finances, financial staff, policies and procedures as well as the Church facilities, custodial and maintenance staff, purchasing, policies and management. The Executive Pastor reports to the Senior Pastor and works closely with the Personnel and Finance Committees. The Executive Pastor will function as the Church Clerk and, as such, shall oversee the recording of the minutes of all church business meetings, issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in this Constitution and By-Laws.

Section 2.3. Associate Pastors – The full-time Pastoral Staff, which includes but is not limited to the Executive Pastor, the Associate Pastor of Worship and Creative Arts, the Associate Pastor of Groups, the Associate Pastor of Children, and the Associate Pastor of Students, shall be chosen and called by the Church whenever a vacancy occurs or if the Church determines that additional pastors are needed. Election of full-time Pastoral Staff shall take place at a meeting called for that purpose, of which at least a one-week public notice shall be given. An Associate Pastor Search Committee (APSC), hereinafter provided, shall seek out a suitable candidate and their recommendation will constitute a nomination. Any full church member has the privilege of making recommendations to the APSC. The APSC shall bring to the consideration of the Church only one man at a time. A valid election shall be by written ballot, and an 80 percent affirmative vote of the ballots cast will be required for election. The full-time Pastoral Staff will support the

mission of the Church and the vision of the Senior Pastor through the duties defined in their various job descriptions.

The full-time Pastoral Staff shall serve until the relationship is terminated either by mutual consent or by the individual pastor or the Church. A minimum 30-day notice shall be given by the individual pastor in terminating his relationship unless otherwise mutually acceptable. If such circumstances arise that the Church feels the services of the individual pastor should be terminated, the Senior Pastor shall air the grievances of the Church with the individual pastor and open a dialogue for reconciliation or termination. Should termination be the best course of action for the Church, a called church business meeting shall be required in order to vote. The vote shall be by written ballot under the oversight of the Personnel Committee and the Senior Pastor. An 80 percent affirmative vote of the ballots cast will be required for termination.

Section 2.4. Other Church Employees and Interns – The Church shall employ additional staff as needed. They shall include full-time or part-time, salary or hourly, personnel working in ministry, facilities, clerical, and support roles. The Church staff will support the mission of the Church and the vision of the Senior Pastor through the duties defined in their various job descriptions. Further details regarding employment, expectations, limitations, benefits, termination, etc. are provided in the Hyland Heights Baptist Church Personnel Handbook. This handbook shall be reviewed, updated and maintained by the Personnel Committee on a regular basis.

The Church shall enlist the services of interns and residents to assist in all ministry roles as the Senior Pastor and/or Pastoral Staff deems necessary. Interns will support the mission of the Church and the vision of the Senior Pastor through the duties defined in their various job descriptions. All other expectations are provided in the Hyland Heights Baptist Church Internship and Residency Handbook. This handbook shall be reviewed, updated and maintained by the Executive Pastor on a regular basis.

Section 2.5. Fiscal Officers – The Fiscal Officers shall include the Treasurer, Check Signers, and the Counting Team.

1. The *Treasurer* shall be the chairman of the Finance Committee and act as a financial advisor to the Church. He or she must be knowledgeable of accounting and financial principles including loans, financing, and Generally Accepted Accounting Principles (GAAP). The Treasurer shall be nominated by the Finance Committee, approved by the Leadership Team, and presented to the Church for a vote. The Treasurer shall serve for a four-year term with the option to serve for multiple terms. The Finance Committee,

with the approval of the Leadership Team, reserves the right to remove the Treasurer with or without cause and to recommend a replacement any time it sees fit to do so.

2. The *Check Signers* are five persons who shall be authorized to sign approved checks for the Church's financial business. The Executive Pastor shall be the primary check signer. In his absence, the Treasurer is authorized to sign checks along with three active and faithful full members appointed annually by the Finance Committee. The Finance Committee reserves the right to remove any Check Signer with or without cause and to recommend a replacement any time it sees fit to do so.

3. The *Counting Team* shall be responsible to the Financial Administrator to oversee the counting of offerings, completing the offering report, and deposit of said offerings. The Church shall maintain six to nine Counting Team members who shall be elected annually. Should a member be unable to fulfill their commitment, the Finance Committee shall recommend a replacement. The Finance Committee reserves the right to remove any Counting Team member with or without cause and to recommend a replacement any time it sees fit to do so.

Section 2.6. Document Signers – The Document Signers are three persons who shall be the legal representatives to sign legal and financial documents for the Church, if required by and according to the laws of the Commonwealth of Virginia. The Senior Pastor, the Treasurer, and the Executive Pastor, who fulfills the responsibilities of the Church Clerk, shall serve as the Document Signers.

### ARTICLE III. LEADERSHIP TEAM

Section 3.1. Membership – The Leadership Team shall be chaired by the Senior Pastor. Its membership shall consist of the Executive Pastor, the Chairman and Vice-Chairman of the Deacons, and the Chairs of the Finance, Personnel, and Missions Committees. It shall also consist of an at-large member nominated by the Nominating Committee and elected by the Church and a ministry leader from each of the following ministries: Worship, Children, Students, Men's, Women's, Senior Adults, and Life Groups. In addition, the Senior Pastor's Executive Assistant shall attend the Leadership Team meetings in a non-voting capacity to record the minutes and assist the Senior Pastor. The Senior Pastor may recommend additional members to be confirmed by the Leadership Team. Advisory members may be selected by the Leadership Team as needed.

The Leadership Team reserves the right to remove any member with or without cause and to recommend a replacement any time it sees fit to do so. Any necessary changes involving the membership of the Leadership Team can be made by a two-thirds majority vote of the Leadership Team and majority vote of the Church at any duly called meeting.

Any Leadership Team member may at any time deliver a written notice of intent to resign to the Senior Pastor. Any vacancy on the Leadership Team because of death, resignation, removal, disqualification, or any other cause shall be filled by the Team for the remainder of the term of the Team member being replaced for which the replacement is not otherwise provided.

Section 3.2. Duties – The Leadership Team shall serve as the legal Board of Directors for the Church Corporation. They will oversee church operations and implement the vision of the Church through planning, coordinating, and evaluating the total work and ministry of the Church.

Section 3.3. Meetings – Meetings of the Leadership Team shall be held at least once per quarter. The Senior Pastor may call special meetings at other times with at least a two-day notice given to the Team members by any usual means of communication. Meetings shall be held at the main church campus. When necessary, the Leadership Team may conduct business via any technological avenues available to them.

A quorum shall consist of 51 percent or more of the current voting Team members for the transaction of business at a meeting. Every action taken or decision made by a majority of the Team shall be a valid action.

Section 3.4. Conflicts of Interest – A contract or other transaction between the Church and one or more of its Leadership Team members, officers, or family members thereof (hereinafter “Interested Party”), or between the Church and any other entity, of which entity one or more Team members, officers, or family members are also Interested Parties, or in which entity an Interested Party has a financial interest, shall be voidable at the sole election of the Church unless all of the following provisions are satisfied:

1. The Church entered into the transaction for its own benefit or for the benefit of another supported organization; and
2. The transaction was fair and reasonable as to the Church, or was in furtherance of its religious, charitable, or educational purposes at the time the Church entered into the transaction; and

3. Prior to consummating the transaction, or any part, the Leadership Team authorized or approved the transaction, in good faith, by a vote of a majority of the Team then in office, without counting the vote of the interested Team member or members, and with full knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and

4. Prior to authorizing or approving the transaction, the Leadership Team, in good faith, determined after reasonable investigation and consideration that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church's tax-exempt purposes.

Team members who are Interested Parties may be counted in determining the presence of a quorum at a meeting of the Leadership Team (or a committee thereof) that authorizes, approves, or ratifies such contract or transaction, but may not be counted for voting purposes.

Notwithstanding the above, no loan shall be made by the Church to any of its Leadership Team members or officers, as provided for in these By-Laws.

The Leadership Team shall uphold this Conflicts of Interest Policy and when necessary provide for full disclosure of material conflicting interests by Team members, officers, and employees. The Leadership Team is permitted to determine whether any contemplated transaction may be authorized as just, fair, and reasonable as to the Church.

Section 3.5. Non Compensation of Leadership Team Members – Whether or not employed by the Church for other purposes, officers and members of any committee or the Leadership Team shall for their officer duties be regarded as volunteers and serve without compensation for those duties, but shall be entitled to reimbursement for any reasonable expenses incurred on behalf of the Church. Any Leadership Team member or officer barred from receiving compensation under these provisions shall not be barred from serving the Church in any other appropriate capacity and receiving reasonable compensation for such other services.

#### ARTICLE IV. DEACONS

Section 4.1. Membership – The Deacons shall be men who meet the biblical qualifications as set forth in 1 Timothy 3:8-16. They must be full members of the Church as described in Article I, Section 1.1 Qualifications.

When Deacons are needed, the membership of the Church shall be asked to recommend names of those men who they believe are qualified for this office. These men shall be further examined by the Senior Pastor and the Deacon Nominating Committee as to qualifications and willingness to serve. The living faith of non-ordained Deacon prospects shall be queried in an ordination council comprised of the Senior Pastor, an Associate Pastor, and a minimum of three serving Deacons.

A two-week notice shall be given prior to a Church vote. Election shall be by written ballot and requires a majority of the votes of the full members present. A new Deacon shall take office immediately while his ordination council is being prepared, and he shall serve a three-year term.

There shall be a minimum of 13 Deacons, and the number of Deacons may be increased as needed according to the roles and responsibilities assigned. Approximately one-third of the Deacons shall be rotated off every year. These men shall be replaced by non-serving ordained Deacons or newly ordained Deacons. Any Deacon removed by the rotating system to a non-serving classification shall not be eligible for reelection for a period of one year. Each Deacon shall serve his elected term of office or until he submits his resignation, moves his membership, or until the Church or Deacons request his removal.

Section 4.2. Duties – In accordance with Acts 6:1-7, Deacons are to be servants of the Church. As servant leaders, Deacons shall strive to fulfill the duties listed in the Church Constitution under Article IV, Church Membership Responsibilities and Covenant, and lead others to do the same.

Each year the Deacons shall elect a Chairman, a Vice-Chairman, and a Secretary. In consultation with the Senior Pastor, the Deacons shall divide themselves into teams designed to minister in areas such as prayer and counseling, benevolence, and widows and single parent families. They shall also be responsible for the administration of the ordinances of the Church. The Deacons shall serve as a council of advice and conference with the Senior Pastor in matters pertaining to the spiritual welfare of the Church. In consultation with the Senior Pastor, they shall also have oversight of the Church disciplinary and restoration procedures as outlined in Section 1.8 Discipline and Section 1.9 Restoration.

Section 4.3. Meetings – The Deacons shall meet regularly and at special times as necessary. All serving Deacons shall attend every Deacon’s meeting possible.

## ARTICLE V. COMMITTEES

A committee is a collection of full members in good standing approved by the Church during business meetings for the purpose of making decisions that affect the direction of the Church in order to fulfill its mission and vision. The list of committees includes, but is not limited to, those stated below. Additional committees may be added as needed per the direction of the Senior Pastor and the Leadership Team with approval from the Church.

Section 5.1. Constitution and By-Laws Committee – This committee shall meet at least twice annually or as often as necessary to review the Church Constitution and By-Laws. They will evaluate and recommend to the Church all changes or amendments to the Constitution and By-Laws when required or requested.

1. This standing committee shall consist of six members and the Executive Pastor. One-third of the committee shall rotate off each year with the exception of the Executive Pastor. Each member shall serve a three-year term with the opportunity to serve up to three consecutive terms.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. The Executive Pastor shall serve as Chairman.

Section 5.2. Deacon Nominating Committee – This committee shall meet at least annually to process the nominations for qualification and willingness to serve in the office of Deacon.

1. This standing committee shall consist of nine members elected annually, the Executive Pastor, and the Senior Pastor. One-third of the committee shall rotate off each year with the exception of the Executive and Senior Pastors. Each member shall serve a three-year term.



2. Candidates must be full members of the Church in good standing and should represent a broad cross section of the Church.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. The Senior Pastor shall serve as Chairman, and the Executive Assistant shall serve as Secretary.

Section 5.3. Finance Committee – This committee shall meet at least quarterly to oversee the general finances of the Church and report to the Leadership Team. They shall formulate financial plans to take care of all projects of the Church as directed by the Church or the Pastoral Staff. They shall formulate the annual unified budget and present it to the Church for approval at the business meeting occurring in the fourth quarter of the fiscal year. The proposed budget shall be made available one week prior to the business meeting at which the budget is to be acted upon.

1. This standing committee shall consist of six members elected annually, the Church Treasurer, one member of the Personnel Committee as appointed by the Chairman of the Personnel Committee, the Executive Pastor, and the Senior Pastor. One-third of the committee shall rotate off each year with the exception of the Church Treasurer, the Executive Pastor, and Senior Pastor. Each member shall serve a three-year term.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. The Church Treasurer shall serve as Chairman.

Section 5.4. Missions Committee – This committee shall meet at least quarterly to oversee and direct the Church's mission endeavors. They shall plan, promote, and implement mission activities, events, trips, and emphasis. They shall oversee the various mission offerings and manage the mission's budget and expenditures. They shall make the Church aware of any missionary needs.

1. This standing committee shall consist of nine to eleven members elected annually, the Senior Pastor, and an additional Pastoral Staff member. One-third of the committee

shall rotate off each year with the exception of the Senior Pastor and his Pastoral designee. Each member shall serve a three-year term.

2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. This committee shall elect its own Chairman.

Section 5.5. Nominating Committee – This committee shall meet at least annually to nominate candidates to serve on the standing committees of the Church. They shall recommend replacements for vacancies that may occur throughout the year and present them to the Church for approval at the most convenient business meeting.

1. This standing committee shall consist of six members elected annually, the Executive Pastor, and the Senior Pastor. One-third of the committee shall rotate off each year with the exception of the Executive and Senior Pastors. Each member shall serve a three-year term.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. The Senior Pastor shall serve as Chairman, and the Executive Assistant shall serve as Secretary.

Section 5.6. Personnel Committee – This committee shall meet at least quarterly to oversee and review matters related to employee personnel administration. They shall engage with and advocate for multiple Church employees each year of service. In consultation with the Pastoral Staff, the committee shall evaluate and determine the need for additional Church staff, review and update job descriptions, and review and update personnel policies in the Personnel Handbook. They shall, in coordination with the Senior Pastor, develop and recommend staff salary changes and recommend candidates for Associate Pastor Search Teams to fill vacant full-time Associate Pastoral positions.

1. This standing committee shall consist of nine members elected annually and the Senior Pastor. The Executive Pastor shall be an ex-officio member. One-third of the committee shall rotate off each year with the exception of the Executive and Senior Pastors. Each member shall serve a three-year term.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. This committee shall elect its own Chairman.

Section 5.7. Safety Committee – This committee shall meet at least quarterly or as often as necessary to oversee and review matters related to child protection protocols in all programs and activities involving minors, either held at, or in association with the Church. They are authorized to act on behalf of the Church regarding allegations and reporting.

1. This standing committee shall consist of nine members including the Executive Pastor, the Associate Pastor of Children, the Associate Pastor of Students, the Preschool/CDC Director, one serving Deacon, the Security Team leader, the Medical Response Team leader, and two church members at large. The Church Staff members, Deacon, and Team leaders shall remain on the committee as long as they are in their leadership position. The two church members at large shall serve a three-year term staggered so that only one member rotates off during any given year.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. The Executive Pastor shall serve as Chairman.

Section 5.8. Cindy Meador Memorial Scholarship Committee – This committee shall oversee, review, and disburse the Cindy Meador Memorial Scholarship funds. They shall collect, review, and evaluate applications for the scholarship and decide on the disbursement of funds among the applicants. They shall comply with all tasks and expectations as defined in the Cindy Meador Memorial Scholarship Committee By-Laws.

1. This standing committee shall consist of six members who shall serve a three-year term. One-third of the committee shall rotate off each year. Each member shall have the opportunity to serve up to three consecutive terms.
2. Candidates must be full members of the Church in good standing.
3. The Nominating Committee will present candidates to the Church for approval at the last quarterly business meeting of the calendar year. Should a vacancy occur at any other time, the Nominating Committee may present candidates for the vacancy or vacancies at any called church business meeting.
4. This committee shall elect its own Chairman.

Section 5.9. Senior Pastor Search Committee – This committee shall meet as often as is necessary until the position of Senior Pastor is filled. They shall seek training and advice from the Southern Baptist Conservatives of Virginia (SBCV), and possibly other sources, in order to fulfill their charge and the expectations set forth in Article II, Section 2.1 Senior Pastor.

1. This special committee shall consist of seven members and two alternates including one representative from the current Personnel Committee and one serving Deacon; the other five members shall represent a cross section of the Church.
2. This committee shall be formed whenever a vacancy occurs in the office of Senior Pastor, and they shall serve until the Church has selected God's man to fill the role of Senior Pastor.
3. Candidates must be full members of the Church in good standing who are neither staff members nor the spouse of a staff member.
4. The Leadership Team will present candidates to the Church for approval at a church business meeting. The candidates will be elected individually by written ballot by a majority vote of the full members present.
5. This committee shall elect its own Chairman.

Section 5.10. Associate Pastor Search Committee – This committee shall meet as often as is necessary until the vacant Pastoral Staff position is filled. They shall seek training and advice from the SBCV, and possibly other sources, in order to fulfill their charge and the expectations set forth in Article II, Section 2.2 Associate Pastors.

1. This special committee shall consist of seven members including one representative from the current Personnel Committee and one serving Deacon; the other five members

shall represent a cross section of the Church. This committee will work closely with the Senior Pastor or his designee.

2. This committee shall be formed whenever a vacancy occurs in a full-time Associate Pastor position, and they shall serve until the Church has selected God's man to fill the vacated position.

3. Candidates must be full members of the Church in good standing who are neither staff members nor the spouse of a staff member.

4. The Personnel Committee will present candidates, in coordination with the Senior Pastor, to the Church for approval at a church business meeting.

5. This committee shall elect its own Chairman.

#### ARTICLE VI. MINISTRIES

Under the authority of the Senior Pastor, all ministries of the Church shall be overseen by a Pastoral Staff member as detailed by their job descriptions. Volunteer leaders who are full members in good standing and approved by the Church during a business meeting may serve as Directors of ministries. The purpose of a ministry is to fulfill the mission, vision, and values of HHBC for a specific group of the Church where special training, emphasis, and implementation may be required. The list of ministries includes, but is not limited to, those stated below. Additional ministries may be added as needed per the direction of the Senior Pastor and the Leadership Team.

Section 6.1. Children's Ministry – The members of this ministry, under the direction of the Associate Pastor of Children, are responsible for the care and discipleship of children ages newborn through elementary school in accordance with the mission, vision, and values of HHBC.

Section 6.2. Student Ministry – The members of this ministry, under the direction of the Associate Pastor of Students, are responsible for the care and discipleship of students from middle school through high school in accordance with the mission, vision, and values of HHBC.

Section 6.3. Senior Adult Ministry – The members of this ministry, under the direction of the Associate Pastor of Groups, are responsible for the care and discipleship of senior adults in accordance with the mission, vision, and values of HHBC.

Section 6.4. Adult Life Groups – The members of this ministry, under the direction of the Associate Pastor of Groups and volunteer ministry leadership, are responsible for the care and discipleship of adults in accordance with the mission, vision, and values of HHBC.

Section 6.5. Men’s Ministry – The members of this ministry, under the direction of the Associate Pastor of Groups and Men’s Ministry Director, are responsible for the care and discipleship of men in accordance with the mission, vision, and values of HHBC.

Section 6.6. Women’s Ministry – The members of this ministry, under the direction of the Associate Pastor of Groups and Women’s Ministry Director, are responsible for the care and discipleship of women in accordance with the mission, vision, and values of HHBC.

Section 6.7. Worship and Creative Arts Ministry – The members of this ministry, under the direction of the Associate Pastor of Worship and Creative Arts, provide opportunities for and support in worship, tech, media, and promotion to the various ministries of HHBC in accordance with the mission, vision, and values of HHBC.

## ARTICLE VII. TEAMS

A team is a collection of faithful and active members in good standing recruited by the Pastoral Staff for the purpose of serving the Church and/or the community in order to advance and fulfill its vision and mission. The list of teams includes, but is not limited to, those stated below. Additional teams may be added as needed per the direction of the Senior Pastor.

Section 7.1. Baptism Team – This team shall assist the pastors in the preparation and administration of baptisms. Each team member should be a full member of the Church and sign the Church Covenant.

Section 7.2. Community Impact Teams – These teams shall care for the needy of our community through the love of Christ. Team Directors and Leaders should be full members of the Church and sign the Church Covenant. Other team members are encouraged to become members of HHBC; if they are not members, they are still expected to uphold the standards of HHBC while serving or associated with these teams. Responsibilities, expectations, and other details for these teams are contained in the HHBC Community Impact Manual. The Community Impact Teams could include but are

not limited to the following: Care Portal, Child Development Center (CDC), Counseling Center, and Food Pantry.

Section 7.3. Emergency Response Teams – These teams share responsibility for the safety and security of anyone on our campus attending worship services or other scheduled events. Each team member should be a full member of the Church and sign the Church Covenant. Responsibilities, expectations, and other details for these teams are contained in the HHBC Safety Policy Manual. The Emergency Response Teams shall include but are not limited to the following: Medical Response and Security.

Section 7.4. First Impressions Teams – These teams serve the Church by creating a warm and welcoming environment for members and guests. Each team member should be a full member of the Church and sign the Church Covenant. Responsibilities, expectations, and other details for these teams are contained in the HHBC Safety Policy Manual. The First Impressions Teams shall include but are not limited to the following: Parking and Hosts.

Section 7.5. Tech Team – This team shall assist the Tech Director in the various Audio/Visual needs of the Church. Each team member should be a full member of the Church and sign the Church Covenant. Members will need to be available on Sundays, Wednesday evenings, or special events.

## ARTICLE VIII. CHURCH MEETINGS

Section 8.1. Worship – Public services shall be held as stated on the Lord’s Day and on some regular evening or evenings of each week. These meetings shall be open to all people and shall be conducted under the direction of the Senior Pastor.

Baptism and Communion are the two ordinances of the Church. Baptism by immersion will be the practiced method of baptism, except in cases of physical inability. Communion will be observed on a regular basis as established by the Senior Pastor. It shall be open to all baptized believers professing a saving faith in Jesus Christ. A time of personal reflection and confession shall precede the taking of communion, according to 1 Corinthians 11:27-33.

Section 8.2. Business Meetings – Regular meetings shall be held quarterly on Sunday nights to address the business of the Church. A meeting occurring in the fourth quarter of the fiscal year shall address the annual responsibilities of the Church. The purpose of this meeting shall be to adopt an annual budget, which shall be distributed at least one week prior to the meeting. A meeting shall occur in the last quarter of the calendar year

to elect Committee members, Deacons, and other volunteer leadership for the upcoming year. Any other proper business may be conducted at these meetings when approved by the Senior Pastor or Leadership Team and proper notice is given to the members.

The Senior Pastor may, and shall, when requested by the Leadership Team, Deacons, or a Committee, call from the pulpit special business meetings, the particular object of the meeting being clearly stated in the notice. In the absence of a Senior Pastor, the Chairman of Deacons will be authorized to call the Church into a special business meeting. A written request for a special business meeting may also be made to the Deacons by a minimum of 25 full members of the Church. The Deacons shall review the request and take such action as they deem necessary. At the special meetings, only the item announced will be considered. Other items shall be referred to the regular quarterly business meetings.

A two-week notice shall be given for all business meetings. Notice shall be given verbally from the pulpit during regular worship meetings and through relevant media. At any of the regular meetings for worship, the Church may, without special notice, act upon the reception of members and upon appointments as messengers to the Convention, but not upon other business unless prior notice of such meeting has been made.

As stated in Section 1.7 Quorum, a minimum of 70 full members shall constitute a quorum for any regular or special business meeting. Robert's Rules of Order shall govern parliamentary procedure at all business meetings. The moderator (i.e. the Senior Pastor) shall act as the parliamentarian or he shall appoint one at all business meetings of the Church.

## ARTICLE IX. FISCAL POLICIES

Section 9.1. Fiscal Year – The Leadership Team, in consultation with the Finance Committee, shall have the power to change the fiscal year of the Church.

Section 9.2. Endowments – The Finance Committee, with the approval of the Leadership Team, may establish on behalf of the Church any endowments for the general purposes or for any special purposes of the Church.

Section 9.3. Safeguards on Accounting – There shall be at least two Counting Team members present at all times while counting the offerings and preparing bank deposits.



There shall be an annual review of the Church finances and an audit every fifth year by a certified public accountant (CPA) or an auditing firm not affiliated with the Church.

Section 9.4. Designated Contributions – The Church may accept contributions which are designated by the donor for a specific purpose or use. Examples include, but are not limited to, capital fundraising campaigns, purchasing equipment, missionaries or mission trips, community outreach, and ministries. These donations shall be allocated to a restricted fund with the intent of using the funds for the purpose specified by the donor. However, the Church shall own the funds and reserves control over disbursement of the funds. The Finance Committee shall identify which designated funds are restricted and non-restricted in accordance with GAAP and shall determine how funds are disbursed.

Section 9.5. Financial Limitation – The Church authorizes the Finance Committee, in coordination with the Executive Pastor, to act on behalf of the Church in order to maintain use of facilities as needed for regular operations. Such authorized expenses are limited to \$15,000 or less of unbudgeted funds without prior church vote for approval. All non-budgeted expenses above \$5,000 will be reported to the Church at the next Quarterly Business Meeting. In each of the above cases, a due diligence for proper stewardship will be followed, i.e. multiple bids will be provided and signed contracts will accompany the performed work. In the case of an emergency, a natural disaster or other issue that impacts Church facilities or property and restricts the function of a Sunday morning service, the Senior Pastor and the Finance Committee will inform the Church of a special called business meeting with a minimum seven-day notice to address and resolve this expense.

## ARTICLE X. MISCELLANEOUS

Section 10.1. Settlement of Disputes – In any dispute arising between or among Church members, pastors, or staff, the individuals involved should seek to resolve the dispute following the guidelines found in Matthew 18. In the case where the individuals cannot come to an agreement, the Deacons and Pastoral Staff shall seek to resolve the dispute, continuing to follow the guidelines found in Matthew 18.

Conflicts or disputes between paid employees of the Church shall be addressed in accordance with the provisions of the Personnel Handbook. The paid employees shall be under the supervision of the Senior Pastor or his designee.

Section 10.2. Pastoral Ordination – From time to time, the Senior Pastor shall identify men who may be qualified for ordination to pastoral ministry. Upon his

recommendation, an Ordination Council consisting of ordained pastors shall meet and interview the candidate to examine his call and qualifications. Upon the Council's unanimous approval by vote, the candidate shall be presented to the Church culminating in the "laying on of hands" to confirm and recognize his ordination.

#### ARTICLE XI. DISTRIBUTION

All current members of the Church shall receive a copy of this Constitution and By-Laws. All new members shall receive a copy upon the completion of the requirements for membership.

#### ARTICLE XII. AMENDMENTS TO THE BY-LAWS

These By-Laws may be amended by recommendation of the Constitution and By-Laws Committee and presented to the membership for vote with at least a 10-day notice of the amendments proposed. Amendments to the By-Laws must be approved by at least a two-thirds majority of the members present and voting at a regular or special called business meeting.

I, the undersigned Executive Pastor of Hyland Heights Baptist Church, Incorporated, do hereby certify that the above Constitution and By-Laws were adopted on \_\_\_\_\_ by the members at a duly called business meeting and that this Constitution and By-Laws are current and in operation as of that date.

\_\_\_\_\_  
Executive Pastor

\_\_\_\_\_  
Date