

CONSTITUTION AND BYLAWS

SPRINGHILL BAPTIST CHURCH

A Nonprofit Corporation

Revised March 2023

THE CHURCH CONSTITUTION

Article I. OFFICE

Section 1. PRINCIPAL

This church was founded in 1908 and shall be known as the Springhill Baptist Church of the Springhill Community, located approximately three-point-one miles (3.1) west of Monroe, Oklahoma on the south side of US Highway 83. The principal office of the corporation in the State of Oklahoma shall be located in the City of Howe at 18210 State Highway 83 74940 in the county of LeFlore Oklahoma.

Section 2. REGISTERED OFFICE AND REGISTERED AGENT

The corporation shall have and continuously maintain with the State of Oklahoma a registered office as required by the Oklahoma Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Oklahoma. The Board of Trustees may change the address of the registered office from time to time. The word "church" shall be used in place of the word corporation in the following bylaws.

Article II. FOUNDATION AND PURPOSE

The foundation of this Church is the Lord Jesus Christ (*1 Corinthians 3:11*). The purpose of this Church is to glorify God by fulfilling the Great Commandment given to us in *Matthew 22:36-40* and the Great Commission given to us in *Matthew 28:18-20* in accordance with the following core values of this church:

SECTION 1. CORE VALUES

1. We value biblical leadership submissive to God's leadership and God's Word.
2. We value close, loving relationships with God and each other, and want to strengthen those relationships through Bible studies, fellowship meals, small groups, and other social activities.
3. We value each member using their spiritual gifts to minister to those in the church, and being encouraged to teach classes, or start ministries that fulfill their interests.
4. We value individual and corporate worship that edifies all age groups in the church, that unifies the church, and leads to a closer relationship with the Lord.
5. We value the importance of each member taking responsibility to share the gospel with others and being competent in sharing with others how they can have a personal relationship with Jesus Christ.

6. We value personal and corporate prayer that leads to intimacy with God, freedom from emotional bondage, unity with our Christian brothers and sisters, and revival in our church and country.
7. We value the use of biblical principles in all of our decision-making.
8. We value a clear understanding of God's vision for the Church.
9. We value obedient stewardship of our time, talents, and possessions, and using the facilities provided to us by the Lord to minister to our community.
10. We value biblical teaching for all age groups that teaches God's principles, that will produce spiritual maturity, and that teaches everyone how to study the Bible.
11. We value the importance of gathering each Lord's Day for teaching, fellowship, the breaking of bread, and prayer, through diverse and edifying Sunday Morning Bible Studies, through public worship services, and through evening services, and small group meetings.
12. We value every believer being involved in missions by going on short-term mission trips, and by supporting and praying for others from our church who go on mission trips.

Section 2. OUR STATEMENT OF FAITH

The following statements of faith comprise a consensus of beliefs of Springhill Baptist Church. Such statements have never been regarded as complete, infallible statements of faith, nor as official creeds carrying mandatory authority.

THE WORD OF GOD

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. The Bible speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe.

Timothy 3:16; 2 Peter 1:20-21; Mark 13:31; John 8:31-32; John 20:31; Acts 20:3

THE TRINITY

We believe that there is one living and true God, eternally existing in three persons, God the Father, God the Son, and God the Holy Spirit, and that these are equal in every divine perfection. We believe God created all things, is holy, all-powerful, all-knowing, all-present, loving and merciful, and has given men the freedom to choose Him or reject Him.

Genesis 1:1,26; John 1:1,3; Matthew 28:19; John 4:24; Romans 1:19-20; Ephesians 4:5.

GOD THE FATHER

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power and love. We believe that He infallibly foreknows all that shall come to pass, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ.

Luke 10:21-22; Matthew 23:9; John 3:16; Romans 1:7; 1 Timothy 1:1-2; 2:5-6.

JESUS CHRIST

We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His atoning death, bodily resurrection and ascension into heaven, perpetual intercession for His people, and personal visible return to earth.

Matthew 1:18-25; Luke 1:26-38; John 1:1; 20:28; Romans 9:5; 8:46; 2 Corinthians 5:21; 1 Peter 2:21-23; John 20:30-31; Matthew 20:28; Ephesians 1:4; Acts 1:11; Romans 5:6-8; 6:9-10; Hebrews 7:25; 1 Timothy 3:16.

THE HOLY SPIRIT

We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and wants to fill us, as we submit to Him. He is an abiding helper, teacher, guide, and comforter.

John 14:16-17,26; 15:26-27; John 16:9-14; Romans 8:9; 1 Corinthians 3:16; 6:19; Galatians 5:22-26.

THE LOVE OF GOD

We believe that God personally loves each individual so much that he sent His Son, Jesus, to die for their sins so that all who believe on Him may be saved. He is not willing that any should perish, and He desires all men to come to repentance and salvation.

John 3:16, 1 Timothy 2:4, Titus 3:4, 2 Peter 3:9

SALVATION

We believe that man was created by God in His own image; that he sinned and thereby incurred physical, spiritual and eternal death, which is separation from God; that therefore, all human beings are born with a sinful nature and are sinners by choice and therefore under condemnation. We believe that those who repent of their sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit and become new creatures, delivered from condemnation and receiving eternal life. We believe that salvation is by grace, through faith, apart from all works.

Genesis 1:26; 2:17; 5:2; Ecclesiastes 2:11; John 3:14; 5:24; 5:30; 7:13; 8:12: 10:26; Ephesians 2:8-9.

THE CHURCH

We believe in the Church, a living spiritual body of which Christ is the head, and all regenerated persons are members. We believe in the local church, consisting of a congregation of believers in Jesus Christ, baptized on a credible profession of faith, and associated for teaching, fellowship, the breaking of bread, and prayer. We believe that God has laid upon the members of the local church the primary task of giving the gospel of Jesus Christ to a lost world, and that the Church is God's representative upon the earth and is the primary means by which He intends to redeem the world to Himself.

Ephesians 2:19-22, 5:19-21, Acts 1:8; 2:42, Hebrews 10:23-25

THE ETERNAL NATURE OF MAN

We believe that heaven and hell are real places, and after life on earth, every person will spend eternity in one of them. The determining factor is whether the individual accepts Jesus Christ personally as their Savior, and those who reject Jesus Christ will stand before the judgement seat of Christ and then will suffer eternally in hell.

2 Thessalonians 1:8-9, Mark 9:44-48, Matthew 25:46, Luke 16:20-25

THE ETERNAL SECURITY OF THE BELIEVER

We believe that once an individual receives Jesus Christ as their Savior, they are completely forgiven of their sins in the past, the present, and the future, and the Holy Spirit dwells in them and holds them securely so that they will never be lost. True believers will sin and may wander from Him, but they will never deny Him completely or lose their salvation.

Matthew 25:46, Mark 9:44-48, Luke 16:20-25, Romans 8:38, John 6:37-40, Romans 11:29, John 10:28-29, 1 John 2:22: 5:11-13

CHRISTIAN CONDUCT

We believe that a Christian should live for the glory of God and the well being of his fellow men; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself and others the full stature of maturity in Christ.

1 Corinthians 4:2,10:31; Romans 12:1-3; Hebrews 12:1-2; John 14:15,23-24; 2:3-6. 2 Corinthians 9:6-9; Colossians 1:9-10.

THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image (**Genesis 1:27**). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (**Psalms 139**). Only God has the right to decide when a life should be ended.

Jeremiah 1:5; Psalms 139:13

THE SANCTITY OF MARRIAGE AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (**Genesis 1:26-27**). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as stated in Scripture (**Genesis 2:18-25**). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (**Ephesians 5:21-33**). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (**1 Corinthians 6:18; 7:2-5; Hebrews 13:4**). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (**Matthew 15:18-20; 1 Corinthians 6:9-10**). We believe that God offers forgiveness and restoration to all who confess and forsake their sin, seeking forgiveness through Jesus (**John 8:11; Romans 10:9-10; 1 John 1:9**). We believe that every person must be shown compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31) and that hateful and harassing behavior or attitudes toward any individual are to be repudiated and are not consistent with the Scriptures or with the doctrines of this church.

Genesis 2:24, Matthew 19:5, Ephesians 5:25-33, Mark 10:9, Romans 1:26-27, Leviticus 18:20-24, John 8:11

THE ORDINANCES

We believe that the Lord Jesus Christ has given two ordinances to the local church, baptism and the Lord's Supper. We believe in "Believer's Baptism" by immersion and in the importance of observing the Lord's Supper regularly. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ.

Matthew 28:18-20; Romans 6:3-5; 1 Corinthians 11:23-26

RELIGIOUS LIBERTY

We believe that every human being has direct relations with God, is responsible to God alone in all matters of faith; that each church is independent and must be free from any ecclesiastical or political authority; that therefore Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other.

1 Timothy 2:5; Romans 14:7-9,12.

THE LAST THINGS

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal grace of the righteous and the endless suffering of the wicked.

Matthew 16:27; Mark 14:62; John 14:3; Acts 1:11; Philippians 3:20; 1 Thessalonians 4:15; 2 Timothy 4:1; Titus 2:13; 1 Corinthians 4:5; 2 Thessalonians 1:7-10; Revelation 20:4-6.

Article III. CHURCH GOVERNMENT

FORM OF GOVERNMENT

Under the authority of Jesus Christ and the Word of God, the congregation of the church is the final authority at Springhill Baptist Church. Church members shall have an equal voice in all affairs of the church, except in matters specifically identified in the Bylaws, and may vote in any election in general or specially called business meeting of the church. Any member aged 18 or older is eligible for consideration by the membership and/or Nominating Committee as a candidate for church committees in the church. This congregational form of government will be inviolably preserved in Springhill Baptist Church. The assumption of authority by any individual or group apart from the duties and responsibilities placed on them under the provisions of these Bylaws and Constitution is thoroughly inconsistent with the spirit and intent of these Bylaws and the will of the members of this church. The church is subject to the control of no other ecclesiastical body but enjoys mutual counsel and cooperation with other churches of like faith and order.

THE CHURCH BYLAWS

Article I. MEMBERSHIP

Section 1. GENERAL

Membership in this church will be made up of persons who make known their desire for membership at any public worship service, and who have made a decision of faith in Jesus Christ and been baptized by immersion. Once the candidate has met with the Pastor, Associate Pastor, or one of the Deacons to confirm their salvation and baptism, the candidate may be presented for membership in the church. If the Pastor or a deacon verifies that a candidate has a clear profession of faith in Christ and has been baptized, the request for membership shall be granted. This shall be shared with the other church staff and deacons, announced to the church, and noted in the business meeting notes. Membership may be requested in one of the ways stated in Section 2 below.

Section 2. QUALIFICATIONS FOR MEMBERSHIP

Membership in this Church may be requested in one of the following ways:

1. Profession of faith. Profess Jesus Christ as Lord and Savior and follow in obedience in believer's baptism (***Matthew 3:13-17; 28:19, and Romans 6:3-5***).
2. Transfer by Letter. Members of another Baptist church of like faith may transfer their membership by presenting a letter from that church verifying that they are a member in good standing.
3. Statement. Anyone who has been a member of a church of like faith and order, and in consequence of a particular circumstance has no regular letter, may be received into the fellowship upon a statement, satisfactory to the counseling of the pastor and/or deacons.

Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and or Deacon Chairman for consideration, as they deem appropriate before the final vote.

Section 3. RESPONSIBILITIES OF MEMBERS

All persons uniting with this church in any of the ways set forth in Section 2 above, shall be made acquainted with the core values and beliefs of this church, which were adopted by the membership. Members shall pledge themselves to fulfill the purpose of Springhill Baptist Church and to accept and support the adopted Core Values and Beliefs of this church. New members will be encouraged to attend a New Members Class with the Pastor, to acquaint them with the Core Values and Beliefs of the church, and to provide them a copy of the church Constitution and Bylaws. New members shall be asked to fulfill their stewardship obligations as to worship, service, and giving.

Section 4. PRIVILEGES OF MEMBERSHIP

(a) VOTING

Every member of the church is entitled to vote at all elections and on all questions submitted to the Church in conference.

(b) ELECTIVE OFFICES

Every member of the church 18 years of age or older is eligible for consideration by the membership as a candidate for elective offices in the church.

Section 5. 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, and other members of the church staff and Deacons are available for guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment and shall be done "with gentleness correcting those who are in opposition, if perhaps God may grant them repentance leading to the knowledge of the truth" (**2 Timothy 2:25**).

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, the pastor and deacons will take every reasonable measure to resolve the problem in accord with **Matthew 18:15-20**. If it becomes necessary for the church to take action to exclude a member, if the Pastor and Deacons are in agreement, they may declare the person to be no longer in the membership of the church. All such activities shall be done in a spirit of Christian kindness and forbearance.

The Deacon body may restore to membership any person previously excluded, upon the request of the excluded person, after the excluded person has met with the Pastor and the Deacon body and has indicated such person's repentance. Upon recommendation of the Pastor and by a of the Deacon body present at a regular Deacon meeting to approve said recommendation, this person may be reinstated (**2 Corinthians 2:7-8**).

Section 6. SEXUAL MOLESTATION/MISCONDUCT

It is a policy of Springhill Baptist Church that all church members, church officers, non-members, employees, and volunteers of the congregation and entities of the church are to always maintain the integrity of the ministerial employment and professional relationship. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture and other ministerial pastoral employment and professional relationship. It is never permissible or acceptable for a church member officer employee or volunteer to engage in sexual misconduct.

1. Sexual misconduct is a violation of the role of pastors, employees, volunteers, councilors, supervisors, teachers, and advisers of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relation to gain advantage over another for personal pleasure in an abusive, exploitative, in an unjust manner. If a church member, student, or employee initiates or invites sexual content in a relationship, it is the pastor's, officer's, or supervisor's responsibility to maintain the appropriate role and prohibit a sexual relationship.
3. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is anti-ethical to the Gospel's call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

You know that we who teach will be judged with greater strictness.

1 Peter 1:15-16, 5:2-3 James 3:1

Section 7. TERMINATION OF MEMBERSHIP

Membership may be terminated in the following ways:

- Death of the member.
- Transferred (by Letter Granted) to another Baptist church.
- Exclusion by action of this church under Section 5 above.
- Member requests his/her name be removed from the membership records.
- Verified knowledge of membership in another church.
- All reasonable attempts to locate member have failed after an absence of one year or more.

Article II. CHURCH MEETINGS

Section 1. WORSHIP SERVICES

Church services will be held on Sunday Morning and on Wednesday Evening for public worship in preaching and music, Bible Study, and training in Christian ministries for the entire membership, guests, and visitors (**John 4:24**). Each of such meetings shall be under the direction of the Pastor, but not necessarily led by him. Any changes in time to regularly scheduled services, shall be made by majority vote of the members present at the scheduled church service.

The church may hold additional meetings as may be needed to meet the spiritual needs of the congregation.

In the event that church services need to be cancelled due to bad weather or any other serious condition, the decision will be made by the Pastor in consultation with the Deacon chair.

Section 2. CHURCH COUNCIL MEETINGS

The Church Council is a planning, coordinating, conducting and advisory group through which all the ministries and programs of the church and its organizations shall be coordinated into one harmonious operation for church work and outreach. It is not an administrative group.

The primary functions of the Church Council shall be to recommend to the Church suggested ministries and goals, to review and coordinate ministries and program plans recommended by the church body, and to evaluate achievements in terms of church ministries and goals.

Regular members of the Church Council shall be the Pastor, Associate Pastor, Youth Pastor, Children's Ministry Leader, the Chairman of the Deacons, and the chairperson of each church committee and ministry team. Regular Church Council Meetings shall be held quarterly, on the first Wednesday Evening of the month, beginning in January of each year, and held every three months thereafter, unless otherwise decided by the church. Matters to be discussed at regular Church Council meetings must be placed on the agenda one week prior to the meeting date.

Section 3. SPECIAL CALLED CHURCH COUNCIL MEETINGS

Special called Church Council Meetings may be called for a specific purpose, by the Pastor, a majority of the Deacons, or a committee chairman, after public notice is given to members of the church at a Wednesday service and/or by written notice one week prior, including the matters on

the agenda. Matters to be discussed at special called Church Council meetings shall be decided by the Pastor or Deacons, and no other matter(s) may be discussed except the matter(s) on the meeting agenda. Matter(s) to be discussed at regular Church Council meetings must be placed on the agenda one week prior to the meeting date.

Section 4. BUSINESS MEETINGS

For the transaction of its business, the church shall hold a regular business meeting on the second Wednesday evening of every third month, beginning in January of each year and continuing in April, July, and October. By majority vote of those members present and voting, any regular business meeting may be deferred to a specific date. Matter(s) to be discussed at a regular business meeting must be placed on the agenda one week prior to the meeting date, and no other matter(s) may be discussed except the matter(s) on the business meeting agenda. A two-week advanced notice of any regular business meeting is required unless such meeting is a rescheduled meeting. All new business brought before the Church must be referred to a team or committee. On any vote of the church, the congregation shall vote their conscience as to what is best for this church and for the Kingdom of God. There must be a quorum of no less than 25 church members present at a business meeting in order for business to be officially conducted.

Section 5. SPECIAL CALLED BUSINESS MEETINGS

Special business meetings may be called for a specific purpose, by the Pastor or a majority of the active Deacons after public notice to the members of the church at a Sunday service and/or by written notice one week prior. No other matter(s) may be discussed at a special called business meeting except for those matters for which it was called, and which were previously announced. No decisions can be made on behalf of the church unless there is a quorum of no less than 25 church members present at the meeting.

Section 6. MODERATOR

The Pastor will preside as moderator to all regular and special called business meetings of the church unless he designates someone else to be the moderator. In the absence of the Pastor the Associate Pastor or the Chairman of the Deacons will preside. In the absence of the Pastor, or Associate Pastor, or the Chairman of Deacons then the vice chairman of the Deacons will preside. In the absence of all three, the clerk will call the church to order, and moderator pro tem will be nominated and elected from among the members present.

The moderator must maintain a neutral position on matters under discussion, following Robert's Rules of Order, and conduct business meetings in accordance with Robert's Rules of Order, except when the church constitution and bylaws specify a different process for making church decisions. Some of the basic principles of Robert's Rules are listed below, but a copy of the Rules must be available at each meeting for reference:

- 1) All members have equal rights, privileges, and obligations. Everyone has the right to be heard.
- 2) Only one item of business or question can be taken up at any time. This gives the chance for a full and fair discussion, dissuades topic tangents and maintains order.
- 3) The majority rules. However, this doesn't mean the rights of every individual aren't protected.
- 4) An impartial chairperson must be present.
- 5) Motions can be modified before discussion and voting. No member speaks twice about a motion until all members have had the opportunity to speak.

- 6) Each meeting follows an order of business called an agenda. Everything on the agenda is reviewed in its order and disposed of before members go on to the next item.

Section 7. RULES OF PROCEDURE

All regular and special Church Council meetings and business meetings of the church will be transacted following the guidelines of Robert's Rules of Order (Revised), but the church may adopt special rules, if desired, not in conflict with the Constitution or Bylaws.

Section 8. MAJORITY RULES

All matters of the church will be decided by a simple majority vote of the active members present and voting, except when it calls for changes in the Constitution or Bylaws, which shall require a 66% vote. All yes and no votes will be counted separately and recorded as such in the minutes of the meeting. All matters decided in these meetings must be documented by the church secretary or by the official church clerk and turned over to the church secretary for typing and distribution. In January of each year, the changes made in the constitution and bylaws during the preceding year shall be added to the printed document by the church secretary, and copies made available to the church.

ARTICLE III. CHURCH OFFICERS, STAFF & COMMITTEES

All who serve as officers and ministerial staff of the church and those who serve on church committees must be members of the church, except for the Secretary.

Section 1. OFFICERS DEFINED

The officers of this church shall be the Pastor, the Associate/Youth Pastor, the Children's Minister, the Deacons, a Clerk, a Treasurer, and Trustees.

Section 1.1. PASTOR

The qualifications for Pastor can be found in 1 Timothy Chapter 3, verses 1 through 7, in the description of the qualifications for church Elders/Overseers. The Pastor is responsible for leading the church to function as a New Testament church. The Pastor will lead the Associate/Youth Pastor and the Children's Minister to perform their duties. In the extended absence of the pastor the associate pastor will assume the position and duties of the pastor. Other paid staff are hired by the Personnel Committee who are responsible to make sure they perform their duties.

The Pastor is leader of pastoral ministries in the church. As such he works with the Deacons and church staff to: (1) Develop a vision for the church and lead it in the achievement of its mission, (2) Proclaim the gospel regularly in public meetings, (3) Preach edifying messages from the Word of God, and (4) Set an example of mature, loving Christ-like behavior, and (5) Care for the church members' spiritual and emotional needs. In order to care for the needs of the church members, the Pastor must have posted office hours when he will be available at the church office to talk with church members. The pulpit of the Church will be under his personal supervision and control during the tenure of his office. It will be the responsibility of the Pastor to select the evangelists

who will assist in special revival services, and to provide the Deacons and other gifted men in the church an opportunity to fill the pulpit on other occasions.

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 shall be formed and consist of at least five members and two alternate members of the church chosen by the following method: (1) Members of the church, at any regularly scheduled church service or regular or special called business meeting, shall nominate by paper ballots candidates for service on this team (2) Ballots shall be counted by the deacons and the individuals receiving the most votes will be asked to serve on the committee (wives and husbands are not allowed to serve together). This process will be followed until five members of the congregation agree to serve on the committee and two agree to be alternates. (3) The team member with the most votes shall be designated as the chairperson for the committee, unless he/she prefers to not be the chairperson. (4) After five members have accepted the responsibility of service, the next two members having received the most votes will be asked to serve as alternate team members if some of the elected members are unable to serve.

The newly formed Pastor Selection Committee shall then seek out a suitable pastor and its recommendation will constitute a nomination. The team shall bring to the consideration of the church only one name at a time, after consulting with the church staff. An election shall be held at a special called business meeting, by secret ballot. An affirmative vote of 80% of those present at the meeting will be necessary for approval of the nomination. The Pastor Search Committee members are not authorized to negotiate upon the church's behalf any salary changes or fringe benefits other than those already budgeted. Any proposed changes must be presented to and approved by the Finance Committee and then approved by the church membership during a called Business Meeting. The Pastor Search Committee shall be terminated once the Pastor has accepted the call to become a part of Springhill Baptist Church.

The Pastor may voluntarily relinquish the office of Pastor by giving a two-week written notice to the church of his resignation, at which time the church Deacons may declare the office of Pastor to be vacant and the Pastor's employment terminated. Such action shall be officially declared at a special called business meeting and the church will compensate the Pastor with no less than one-twelfth of his total annual compensation. The termination shall be effective on the date indicated by the Pastor, and the compensation shall be rendered in not more than thirty days. When the Pastor does not give a two-week notice of his departure, no compensation shall be provided him after his departure.

When a Pastor is accused of gross misconduct, this shall be investigated by the Deacons and the Personnel Committee. If 80% of the Deacons and Personnel Committee concur that gross misconduct has occurred that justifies termination, the Pastor will be terminated immediately, and this will be announced to the church body at the next regular church service.

Section 1.2. MINISTERIAL STAFF

The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written by the Personnel Committee when the need for a new staff member is determined. All employed staff members must sign a Code of Conduct Policy established by the Personnel Committee that identifies appropriate behavior and conduct of the employee, both on and off church property, and that models' relationships, behavior, language, and attitudes of concern for others. Complete and detailed job descriptions shall be located in the office of the church secretary.

Each employed staff member shall serve until the relationship is terminated by the staff member's resignation or until the Personnel Committee has investigated a report of misconduct and recommends termination of the staff member due to gross misconduct or violation of the Code of Conduct Policy. Staff members are expected to provide at least two weeks' notice before their time of resignation. The church may then declare the position to be vacant and the staff member's employment terminated at a business meeting called for that purpose. The church will compensate the staff member with no less than one-twelfth of his or her annual compensation. The termination shall be effective on the date indicated by the staff member and shall be rendered in not more than thirty days. Instances of gross misconduct shall be investigated by the Personnel Committee and the deacons to determine an appropriate response to any such instances of gross misconduct. No compensation shall be rendered in cases of gross misconduct.

Section 1.3. NON-MINISTERIAL STAFF

The 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, to include (Church Secretary, Custodian, and Kitchen personnel). Such employment and termination of services shall occur after consultation with the supervising staff member and, as appropriate, with the consultation of related committees of the church. All employment and termination recommendations will come from the church Personnel Committee to the Deacons by a vote by secret ballot.

Section 1.4. DEACONS AND DEACON CHAIRMAN

Deacons of the church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the church. They shall guard the unity of spirit within the church and shall recommend establishment of policies concerning the material interests of the church and its ministries, subject to the will of the church.

Every Deacon of the church is expected to seek out and occupy a chosen place of service in the church program in addition to performing services as a Deacon. All Deacons are to seek to know the physical and spiritual needs of the members, and to serve the whole church by supporting, encouraging, and edifying all who are in need. All Deacons shall actively support, with time and finances, the work of the Lord through various ministries of the church. All Deacons are expected to attend all business meetings of the church as a matter of example and service, in supplying their voice to these deliberations. All Deacons are expected to attend the church worship services and perform assigned duties incident to the conduct of the Sunday services.

The church shall elect Deacons from time to time to help provide leadership for the church. The Pastor and/or Deacons can call for an election for deacons. Only those persons who meet the scriptural qualifications set forth in **1 Timothy 3:8-13 and Acts 6:1-6**, and who have been members of the church for at least one year shall be considered. The called election will include the number of deacons to be voted on and a timeline for carrying out the election. The schedule will be made in consultation with the Pastor. The steps in the election process shall be:

- 1) The pastor or, in the absence of a pastor, the associate pastor or an alternate pastor shall be enlisted to preach about the biblical qualifications for a deacon.
- 2) The names of all male Church members twenty-five years of age and older, who have been members of Springhill Baptist Church for at least one year will be posted with instructions that those who do not want to be considered for deacons are to strike their names from the list. The list will be posted for at least three (3) Sundays.
- 3) The election will be conducted during a scheduled business meeting.

- 4) After a time of prayer, the nomination and voting will be conducted simultaneously on the same secret ballot on which church members write the name and/or names of their choice.
- 5) Each church member may vote for as many persons as the number of deacons called for in the election.
- 6) The current deacons will conduct the balloting and count the votes.
- 7) Based upon the number of deacons to be elected and the number of votes that the various candidates received, the deacons will be determined by those chosen by the Church members with the highest number of votes. The results of this vote will be announced immediately following the vote.
- 8) At least two deacons will meet with each of the top candidates to confirm that each individual elected is willing to serve as a deacon.
- 9) After serving as a deacon for twelve months, the new deacons will be ordained, following the process outlined in the Baptist Faith and Message.

The officers of the Deacon body will be Chairman, Vice-Chairman, and Secretary, and they shall be elected for a three-year term to these offices. The names of the church Deacons, and Chairman of the Deacons, shall be publicly included in the weekly church bulletins, along with the names of the Pastor, Associate Pastor, and Children's Minister.

In accordance with the New Testament, Deacons are to be servants of the church. The ministry of the Deacon is to serve with the Pastor, carry out God's work in the church and community, and help the Church members and others in the community. Responsibilities of the Deacons are as follows:

- 1) To serve as an advisory council for the Pastor in all matters pertaining to the welfare and work of the church.
- 2) To meet with the Pastor at least once per month, or more frequently, if necessary, to discuss church matters and the vision of the Pastor for the church.
- 3) To assist the Pastor with the administration of the Lord's Supper and with setting up and preparing for the Lord's Supper.
- 4) To meet with church staff at least once per quarter to stay current on church activities and needs.
- 5) To be responsible for hearing any request for funds that would come from the Benevolence fund and to be responsible for the decision as to the administration of such funds based on the request. They would also make sure money issued would not exceed the amount in the budget and should request additional funds, if needed, from the Finance Committee.
- 6) To arrange for temporary pulpit supply when the church is without a pastor in association with the Associate/Youth Pastor.
- 7) To select one of them to serve as Director of Sunday Morning Bible Studies or to designate the Associate/Youth Pastor as the Director of Sunday Morning Bible Studies.

The Chairman of Deacons will lead and direct the Deacon body in a spiritual ministry, which supports the pastor and the church. The Chairman of Deacons will provide encouragement and guidance in the ministry plans selected and administered by the deacon body. The Chairman of Deacons will serve as moderator in the absence of the Pastor.

Section 1.5. TRUSTEES

The church shall elect at least three members to serve as Trustees. The Trustees will be composed of three (3) members that will rotate. One Trustee will hold a one-year term, one Trustee will hold a two-year term, and one Trustee will hold a three-year term. After one year 's absence off the committee, they can be elected by the Nominating Committee to serve again. The board of Trustees will be responsible for electing their own chairman and other officers from

among its members. Trustees may serve on other church committees while serving as a church Trustee.

The Duties of the Trustees are as follows:

- 1) They shall hold the legal title to all church property.
- 2) At least two Trustees shall sign all legal documents involving the sale, mortgage, purchase, or rental of property after approval by the church membership.
- 3) They will have no power to buy, sell, mortgage, lease, or transfer property of the church, including both real and personal property, without a specific vote of the church authorizing such action.
- 4) They shall maintain an up-to-date inventory of all church property, mortgage loans and insurance on the church property. All such documents will be kept in the church office with an additional copy maintained in the church safety deposit box.
- 5) They shall review all insurance policies at least annually, to make sure that all church property is adequately covered, and the premium is reasonable. After obtaining at least two bids from insurance carriers, the Trustees will provide insurance premium information to the Finance Committee for the annual budget consideration by September 15th of each year.

Section 1.6. TREASURER

The church shall elect, every three years, a Church Treasurer as its financial officer who shall serve until a successor has been elected. Having served as a Treasurer for a previous term will not disqualify a member for reelection. The duties of the Treasurer are as follows:

- 1) To work closely with the Finance Committee concerning all accounting procedures and operation of the financial office.
- 2) To assist, as needed, in the preparation of church financial records for annual audits or reviews.
- 3) To work closely with the Finance Committee, the Counting Committee, and other committees and ministries who have responsibility in the use of church funds.
- 4) To provide to the church at each regular business meeting, an itemized report of the receipts and disbursements of the preceding three months.

The Treasurer shall serve on or work closely with the Finance Committee to develop and recommend to the church adequate policies and procedures related to receiving, accounting, disbursing, and reporting church monies, and to maintain members' records of contributions and provide quarterly and annual reports of the same. The Finance Committee shall assist the Treasurer.

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 or authorized substitute to the Church Secretary, who shall keep and preserve the annual account as a part of the permanent records of the Church.

Section 1.7. CLERK

The church shall elect every three years a Clerk as its clerical officer, who shall serve until a successor has been elected. Having served as a Clerk for a previous term will not disqualify a member for reelection. In the absence of the Clerk, the Church shall appoint a substitute. The duties of the Clerk are as follows:

- 1) The Clerk shall be responsible for keeping a suitable record of all official actions of the Church and recording minutes of the church business meetings, except as otherwise herein provided.
- 2) The Clerk or the clerk's authorized substitute must be present at all Church Council meetings and all church business meetings to record the results of all matters voted upon.
- 3) The Clerk shall also work with the moderator in preparation of an agenda for church business meetings.

Whether the Church Secretary is a member of the church or under contract by the church, the church Nominating Committee may request that the secretary be designated as the Church Clerk. All church records and meeting minutes are church property and shall be kept in the Church office in a locked file cabinet.

Article IV. COMMITTEES AND MINISTRY TEAMS

The church shall establish such committees as are needed to carry out its work. Each committee shall have as many members as the church deems necessary. The Nominating Committee will present to the church a recommendation for all committee members. Except as provided in these Bylaws, each committee or team will be responsible for electing their own chairman and other officers from among its members.

Article V. CHURCH PROGRAMS

Section 1. SUNDAY MORNING BIBLE STUDIES

The basic responsibility of the Sunday Morning Bible Studies is to teach biblical revelation in a way that would reach people for Christ and church membership, and aid in the interpretation of information pertaining to the church and denomination. The Sunday Morning Bible Studies shall be divided into departments and/or classes depending on its size, in order to meet the needs of all ages. The Associate Pastor or one of the deacons shall be designated as the Director of the Sunday Morning Bible Studies.

Section 2. CHURCH COMMITTEES

There are two types of committees that are used at Springhill Baptist Church. All committee members must be in regular attendance of church services.

- 1) **REGULAR ROTATING COMMITTEES:** A regular committee is a committee that operates throughout the year, having a standing list of duties that require regular

performance and reports. It meets at regular intervals and carries out responsibilities that have continuity.

Regular committee members shall be recommended by the Church Nominating Committee to the church for an election by the church membership. The vote must be by a verbal majority vote.

The rotating committees will be set up to operate in a three (3) year rotation, with one member serving one year, one member serving two years, and one member serving for a period of three years. Any person serving on the Finance Committee, Personnel Committee, or Nominating Committee may not serve on other committees at the same time.

The committees will begin their terms based on the church's fiscal year of January 1 to December 31. In December of each year, the outgoing Chairperson on each committee will lead the committee to elect a new chairperson for the following year, who will then become the committee representative on the Church Council. The new Committee Chairperson will then be responsible to set up a time to meet with other committee members for their first meeting, during the month of January. No person shall serve on more than two committees at one time.

- 2) **SPECIAL COMMITTEES:** A special committee has a unique job to do, such as revise the Church Constitution or search for a new pastor. When the special job is completed, the committee is then dismissed. The need for a Special Committee can be made by a recommendation from the Pastor, Deacons or the Nominating Committee. Special Committee members shall be elected by the church membership and approved by the church membership by a verbal majority vote.
- 3)

A. PERSONNEL COMMITTEE

The Personnel Committee is responsible to develop and oversee the job duties and requirements of all staff members (paid and unpaid) of Springhill Baptist Church. The members of the Personnel Committee must be able to listen sympathetically to church members who express concern about the church staff. They must demonstrate belief in and acceptance of those for whom they are responsible. **Loyalty and confidentiality MUST be assured** in order to encourage staff members to speak openly to the Personnel Committee about their concerns and needs.

DUTIES:

- 1) Prepare and update, as necessary, job descriptions and duties for all employed personnel, and keep the information in an employee position manual.
- 2) Work with the Finance Committee to develop and recommend salaries and benefits (vacation and sick leave) for all paid personnel.
- 3) Confirm that the Children's Ministry Leader and Associate/Youth Pastor have conducted background checks on all workers in the Children's Ministry Programs and Youth Ministry Programs.
- 4) Meet with all staff members at least once per year for an evaluation and review any issues that need to be addressed by the Personnel Committee or the staff members.
- 5) Make recommendations for the addition of church staff positions (paid and unpaid) to the Personnel Committee when it appears necessary.
- 6) Consult with the Pastor regarding the hiring of all paid staff members.
- 7) Investigate concerns about any staff member and recommend disciplinary action if necessary. If action is deemed necessary to terminate employment of a staff member, this committee shall discuss their recommendation with the Church Deacons. If the majority of the

Deacons are in agreement with the actions recommended by the Personnel Committee, the staff member may be terminated immediately upon votes taken in an emergency called business meeting.

- 8) The Personnel Committee will be responsible for the hiring of all full-time paid staff other than the Pastor.

B. NOMINATING COMMITTEE

The principal function of this committee is to consider all potential church members concerning their qualifications for specific responsibilities in the church organizations/programs; to coordinate priorities for potential candidates for church committees, and to recommend nominees to the church for election to Church Committees and designated positions. New Nominating Committee members shall be recommended by this committee for the coming year and voted on, just like other committee positions. Members of the Nominating Committee should have a general knowledge of the church membership and be persons of integrity who can evaluate objectively and keep the committee's discussion in strict confidence.

DUTIES:

- 1) Assist church program leaders and all Church Committees to discover and enlist qualified personnel to fill and maintain their respective committees/programs.
- 2) Present names of nominees to fill all open position of the Church Committees to the church for election according to the Church Constitution, at a regular business meeting. This should be done prior to the start of the next fiscal year on January 1. A motion to accept the names should be requested and then an open vote should be taken.
- 3) Nominate special committees and officers to be elected by the church for special projects or needs.
- 4) Be constantly alert to potential church members who should be utilizing their talents for the church.
- 5) The Nominating Committee does not have to find workers for the Youth Department or the Children's Program. They will recruit their own workers.

C. FINANCE COMMITTEE

The Finance Committee will have oversight of the church's financial affairs, develop and present the church budget, monitor the status of the approved church budget, and develop guidelines for the distribution of the funds. They will assist in determining appropriate documentation and create checks and balances to ensure accountability. The Church Treasurer will serve as a fourth member of this committee and shall be responsible to provide oversight of the church's finances.

Members of the Finance Committee should be members in good standing, have a working knowledge of the church's programs, be good stewards of their own possessions, possess good business judgment, and have the confidence of the church membership.

The major, reoccurring activities of the Finance Committee are: 1) budget preparation, 2) budget approval, and 3) ongoing oversight. Budget preparation will begin in October for the following fiscal year, with budget recommendations from all staff members, and Committee Chairpersons. The Finance Committee will provide a "Budget Request Form" to each Committee with a budget, that must be completed and returned to the Finance Committee no later than September 30th of each year. The Church Treasurer shall provide anticipated salary changes, and historical expenditures (by category) and other information that might assist the Finance Committee. The Finance Committee is to evaluate requests and make recommendations for expenditures and distributions to the church membership for approval.

The Finance Committee is to administer the budget, including the oversight of the overall budget and the specific budget requests during the church's fiscal year. Recommendations regarding the expenditures of funds not included in the church budget and larger than \$750 on non-budgeted items will be brought by the Finance Committee to the church membership for approval. Budget approval may include designation of person(s) authorized to spend the funds. For example, the Associate Pastor may be responsible for the Sunday Morning Bible Study Budget, the Associate/Youth Pastor for the Youth Budget, etc. The Finance Committee will review all expenditures, bills, invoices, and receipts at the end of each month. The Finance Committee will keep the church membership informed of the church's finances by providing a printed quarterly report as part of each scheduled church quarterly business meeting.

The Church Treasurer will monitor cash flow overages and shortages and will notify the Finance Committee when there is a consistent, significant deviation from projections. The Finance Committee is responsible, with the Treasurer's help, to determine a course of action consistent with good stewardship.

DUTIES:

- 1) Estimate anticipated church income based upon previous year's church income, prevailing economic conditions, past year's growth record of the church membership, and anticipated church growth.
- 2) Finance Committee will request all church staff and identified Committee Chairpersons and Ministry Leaders to submit an itemized list of budget needs for the upcoming year. These items will be presented to the Finance Committee no later than September 30th.
- 3) Notify church staff, Committee Chairpersons, or Ministry Leaders to be present to speak to the Finance Committee, regarding the requested budget items.
- 4) After evaluation and necessary adjustments are made, prepare budget for the presentation to the church membership for approval.
- 5) After church membership approval, be responsible for the administration of the church's budget.
- 6) Adjust the budget allocations(s) to accommodate approved non-budgeted items.
- 7) The Finance Committee will work with the Church Treasurer, Church Property Committee, and the Church Trustees in the acquisition or sale of real property and/or vehicles, salary administration, building expansion/upgrades, and major maintenance issues (HVAC units, investments, etc.). These areas shall be brought before the church membership for a vote.

Policies and Procedures

- 1) Work with the Church Treasurer to develop policies and procedures for the distribution of funds including, but not limited to, who can sign checks, spending limits for staff without prior approval, when it is necessary to co-sign checks, who can use the church credit card, the process for issuing a check (someone makes out the check and someone else signs the check, etc.), identifying all necessary budget categories, how undesignated funds are to be handled, etc.
- 2) Develop a discretionary funds account, if necessary, and determine how and when it is to be used by the church staff, and establish annual amount limits when using the account, etc. Once the policies are developed, they will be presented to the church membership during a regular or special Business Meeting for a vote by the church membership.
- 3) Review policies and procedures at least every two years for any possible additions, recommendations, or updates.

D. COUNTING COMMITTEE

The Counting Committee, for confidentiality reasons, shall be composed of four non-rotating members. The committee will elect the Chairperson during the first meeting of each church fiscal year, and that Chairperson will serve as a member of the Church Council. The Counting

Committee will be presented to the church by the Nominating Committee each year for church approval, even though they do not rotate. This will be done so the church will always know who is serving. Should a member of the committee decide he or she no longer wants to serve, the Nominating Committee would find a suitable replacement for the position and present that person to the church for a vote.

A husband and wife shall not serve on the Counting Committee at the same time. Other persons who shall not serve at any time on the Counting Committee are any paid staff member, any volunteer staff member, any current member of the Finance Committee or their spouse. The Church Treasurer may assist in counting monies at any time.

The Chairperson along with the Church Treasurer will provide training as necessary to the Counting Committee members so all listed procedures for the Counting Committee can be met and performed by all members of the Counting Committee.

Procedures for Church Counting

Anytime monies are to be counted, there will be at least two members of the Counting Committee present. No two members will work together counting monies more than two months in a row. It will be up to the Counting Committee Chairperson to develop and coordinate the rotation process. A weekly tally sheet will be provided to the Church Treasurer and Finance Team with the signatures of the Counting Committee members that counted the monies for the week.

DUTIES:

- 1) Count all church monies collected after any collection is taken.
- 2) Identify/post designated funds by category (Mission ministry budget, Youth budget, etc.) and not by a specific program unless the specific program is listed on the designated funds/envelope.
- 3) Complete offering tally sheets and sign the sheets.
- 4) Stamp all checks for "Deposit Only".
- 5) Complete deposit slip for each Sunday's, or other collection's deposit.
- 6) Enter data of contributions to the church for tax purposes.
- 7) Work with the Church Treasurer to develop a record-keeping/money-tallying system that will comply with the needs of the Church Treasurer, Pastor, church reports, and all local, state and federal tax laws and requirements.
- 8) Produce and distribute year-end tax statements to contributors.

In the event that only one Counting Committee member is present to count monies, the member of the committee that is present shall call upon one of the alternates to assist in the counting process. If neither alternate is present then one of the other Counting Committee members, or the Church Treasurer, may be used. At no time will anyone not on the Counting Committee assist in counting church monies.

E. PROPERTY COMMITTEE

The Property Committee is responsible to the church in all matters related to the administration of all church properties and vehicles. Its work includes such areas as: maintaining all church properties and vehicles for ready use, recommending policies to the church regarding use of properties, equipment, and maintenance; and identifying budget needs, maintaining a budget to fund these needs and activities, and making these recommendations to the Finance Committee annually.

Volunteer members: There may be designated volunteer members on the Property Committee. These would be church members who volunteer their services on a regular basis to make repairs throughout the church property at the request of the Property Committee. These volunteer members would provide information to the Property Committee as to items of future repair, items

that would need additional work or replacement, and work that has been completed. These non-rotating members would be for information and services and would not be authorized to spend church funds.

DUTIES:

- 1) Develop and maintain an inventory of all church property, equipment and vehicles with the inventory list being updated at least annually. Copies of the original list shall be made with the original being placed in the church's safety deposit box, one filed in the church office and one retained by the Chairperson of the committee for reference.
- 2) Develop and maintain a service record on all equipment. Copies should be made and filed in the church office and the Chairperson should have a copy for reference.
- 3) Establish and maintain regular inspections and written records of all church properties such as the building, the kitchen, the gymnasium, the parking lot, fire suppression equipment, and the vehicles. If action is needed as a result of the inspection, a plan of correction/repair should be presented to the Finance Committee and then to the church membership for a vote/approval.
- 4) Develop long-range planning for maintenance of the property such as painting, roof repair, and equipment replacement of HVAC units and provide the information to the Finance Committee.
- 5) Develop policies for the use of the church facilities and equipment, in cooperation with the Property Committee (Examples: use of facilities by outside groups; borrowing of chairs, tables and other equipment by members; use of vans, etc.).
- 6) Inspect and make arrangements to maintain all firefighting equipment and emergency lighting systems in the church building.
- 7) Work with church staff members concerning any purchase, remodel, or adjustment in any equipment to the church property.
- 8) Determine budget needs for the annual operations, preventive maintenance, or expansion of facilities and equipment, and make recommendations to the Finance Committee no later than September 30th of each year to the church membership.
- 9) Work with the Finance Committee to see that maintenance, purchases, or other related work stays within the church budget.
- 10) If necessary, provide supervision and then inspect all work done by outside contactors related to the church property, and report completion and approval of the project to the Church Property Committee, Finance Committee and to the church membership.
- 11) The Chairperson should report during the quarterly business meeting the status of any ongoing projects or plans for upcoming projects.
- 12) The Church Property Committee should work with and be updated by the Music Ministry Team in regard to the needs and purchases of equipment necessary for church worship and ministry activities. The Music Ministry must present their own budget items/needs to the Finance Committee. Once purchased, the items should be inventoried by the Property Committee. The Property Committee is not responsible for budgets, acquisition, maintenance and disposition of music equipment. This will be the responsibility of the Music Ministry Team.
- 13) The Property Committee should encourage the assistance of the church membership to identify and report areas that might need repair or maintenance.
- 14) The Property Committee may develop a Vehicle Committee within the Property Committee that is made up of at least one rotating member and needed volunteers to handle the work and routine maintenance of the church vans and/or trailer. This Vehicle Committee would assist in providing written policies and procedures for the use of the vehicles to the Property Committee. (Example: suggested maintenance schedule, van use is requested in advance so it can be posted in the church office before parking the van after use, fuel tanks will be filled, cleaning the van of all trash after usage, reporting any problems with the vehicle to either the Property Committee or the Vehicle Committee, etc.).

F. POLICIES AND PROCEDURES COMMITTEE

The purpose of this committee is to establish policies and procedures for the use of church facilities and equipment. Policies and procedures for church staff members are identified in the individual job descriptions for each position.

DUTIES:

- 1) Develop a "Policies and Procedures Manual"; to include church policies and procedures for the use of the church facilities, equipment, vehicles, and property.
- 2) The manual shall be kept in the church office and maintained by the Church Secretary.
- 3) Once developed, the Policy and Procedures Committee will review the manual at least annually, with the authority to recommend changes for the church to consider.
- 4) Before bringing changes to the church membership the recommendation should also be reviewed by the Deacons and the Church Council. Any church member or committee may initiate suggested changes in the manual by making the recommendations to the Policies and Procedures Committee which would present it to the church in the next business meeting for approval.

G. MISSIONS COMMITTEE

Springhill Baptist Church believes that it is the church's responsibility and privilege to carry out the Great Commission and share the gospel throughout our community. The Mission Committee is designed to help us reach out to our community and county and to seek to identify local church mission projects.

Examples of such mission projects include benevolence, Baptist Collegiate Mission, LeFlore Baptist Association, Mexico Missions, Street Missions, and missions to the homeless. They should also encourage the church each year in raising funds for International Missions, the Lottie Moon Offering, and the Annie Armstrong Offering.

DUTIES:

- 1) Work with the Finance Committee to determine required percentages for the giving for the Cooperative Program.
- 2) Provide budget requests to the finance committee by September 30th of each year.
- 3) Identify church goals for identified offering programs (Lottie Moon, Annie Armstrong)
- 4) When necessary, coordinate workers for identified projects.
- 5) Work with other committees to reach the Mission Committee's objectives such as Care Groups, Youth Ministry, Prayer Team, Men's Ministry, and Women's Ministry.
- 6) Identify new outreach mission programs and confer with the pastor in planning revivals.

H. BENEVOLENCE COMMITTEE

The purpose of the Benevolence Committee is to provide counseling and/or material assistance in the Name and to the glory of Jesus Christ. Our intention is to keep this ministry as an explicit testimony to the love of Jesus Christ, not simply to provide services.

This ministry is designed to reach (1. Christians within our church (2. Christians outside our church and (3. those who are not Christians. We intend to supplement existing channels of help, rather than to replace them, since every good source of help has God as the origin.

Help will take the form of financial/spiritual counseling and/or material aid. We will try to represent the Gospel and to give Christian literature to the unsaved, and to use biblical principles to direct the unsaved and the saved. Benevolence guidelines will be in the church secretary's office. The Benevolence Committee is a ministry of the Deacon Ministry

Section 3. MINISTRY TEAMS

A. MUSIC MINISTRY TEAM

The Music Ministry Team exists to edify and encourage the body of Christ within Springhill Baptist Church (**1 Cor. 12:28**). The goal is to praise and worship God, not just in services but with our lives so that “the words of our mouth and the meditations of our heart” are acceptable to the Lord (**Ps. 19:14**). Within a service, the goal is to bring the congregation into the presence of God (**2 Chron 7:1-2; 1 Peter 2:5**) and set the stage for the preaching of the Word of God with the goal of changing lives into the image of Christ (**Romans 12:1-2; 2 Cor. 3:18**). Music is a tool for achieving this purpose.

The Music Ministry Team is comprised of all the members of the Springhill Baptist Church Music Team. The Music Ministry Team will be responsible for electing a chairperson, who will be a member of the Church Council.

DUTIES:

- 1) Lead in music and worship during all Sunday morning and Sunday evening services, including a blend of contemporary and traditional songs that minister to all members (**Ephesians 5:19**).
- 2) Provide music during other church activities as requested by the Pastor and/or Church Council.
- 3) Provide worship music for other churches and community activities, when called upon and approved by the Pastor, to represent Springhill Baptist Church.
- 4) Provide an inventory of all church-owned equipment used by the Music Ministry Team to the Property Committee, updating the inventory at least annually.
- 5) Provide an inventory of all Music Ministry Team members’ personal equipment left on church property to the Property Committee for the purposes of insurance coverage, updating the inventory when equipment is changed or added. It is recommended that the Music Ministry Team members maintain insurance on all personal items occasionally left at the church.
- 6) Provide to the Property Committee long range plans for the necessary updating of any church-owned equipment, with estimated dollar amounts for future budget requests.
- 7) Provide annual budget requests to the Finance Committee by September 15th of each year for any purchases and/or expenses that will be necessary during the upcoming church fiscal year.

B. GREETING/SAFETY TEAM

The principal function of this committee is to greet visitors before all services and to assist them in finding their way to Sunday Morning Bible classes, restrooms, and special events. In addition, the committee has taken on the responsibility of providing safety for the church before and during services to protect everyone in the facility from intruders and suspicious persons who could attempt to harm others.

DUTIES:

- 1) Assist with assuring the building is in comfortable physical order before each service.
- 2) Check to make sure offering plates, bulletins and other needed aids and supplies are in their proper places.
- 3) Greet the people at the main doors and provide each person with a bulletin.
- 4) Assist visitors in finding an appropriate Sunday Morning Bible class.
- 5) Assist with seating people according to their needs and requests, if necessary.
- 6) Provide instructions, if necessary, to visitors on filling out the visitor cards.
- 7) Assist with receiving the offering, if called upon.

- 8) Give directions and answer questions as needed.
- 9) Identify visitors and try to greet them as they leave and introduce visitors to church staff (Pastor, Associate Pastor/Youth Pastor).

C. DECORATING MINISTRY TEAM

The Decorating Team is to keep the church building current with new décor while allowing the interior rooms to look fresh and new. This includes painting, wall decorations, floral arrangements on the communion table and the tables in the entry foyer and fellowship hall. The Decorating Ministry Team will keep the Property Committee informed of major painting projects since these types of projects may affect the budget set aside by the Property Committee.

There should be three or more people on this team and a chairperson must be elected for the purpose of preparing a budget request that will be submitted to the Finance Committee no later than September 30th of each year.

D. CHILDREN'S MINISTRY TEAM

The principal function of the Children's Ministry and programs is to maintain a secured learning environment for teaching the church's children of our Lord and Savior, Jesus Christ, and to develop community programs that will reach out to the children of Springhill Baptist Church and the community between the ages of infant through the 6th grade. Examples of such programs are the Vacation Bible School, Fall Festival, Sunday Morning Bible Studies, and Wednesday night children's activities.

The Children's Ministry Director may be a paid or volunteer position. If the Children's Ministry Director is a volunteer, he or she will be recommended by the Associate/Youth Pastor to the Nominating Committee and approved by the church membership. The Children's Ministry Director will be responsible for preparing and presenting a budget request to the Finance Committee no later than September 30th. The Children's Ministry Director will also be responsible for running background checks on potential workers and will represent the Children's Ministry on the Church Council.

E. YOUTH MINISTRY TEAM

The principal function of the Youth Ministry and Programs is to maintain a secured learning environment for teaching the church's youth of our Lord and Savior, Jesus Christ and to develop community programs that will reach out to the youth (7th grade through High School) of Springhill Baptist Church and the community. Examples of such programs are Sunday Morning Bible Studies, Wednesday night activities, church camps, retreats and training programs, etc.

The Associate Pastor/Youth Pastor position is a paid position. He shall be responsible for preparing a budget and presenting the budget requests to the Finance Committee no later than September 30th. The Youth Pastor shall be responsible for running any necessary background checks on potential workers. The Youth Pastor shall represent the Youth Ministry on the Church Council.

DUTIES:

- 1) Provide teachers for the Youth Department.
- 2) Provide training for the workers in each program of the Youth Ministry.
- 3) Develop programs and activities for Wednesday night services.

F. CARE GROUP MINISTRY TEAM

The Care Group Ministry of Springhill Baptist Church is the gathering of members together in small groups in their homes or at the church building for the purpose of fellowship, encouragement, prayer support, and Bible studies, and to encourage unity in the church. The Associate Pastor will act as the Care Group Coordinator.

Individual Care Groups may be led by a volunteer, a couple, or an individual selected by the Associate Pastor and/or Deacon body. The Care Groups can meet once per month on the last Sunday evening of the month but may meet more frequently if wanted. They may also schedule field trips that offer social and spiritual recreation. Each Care Group leader and member is encouraged to extend an invitation to church members not already involved in another Care Group, including other unchurched individuals, to enter into their Care Group activities. Care Group leaders and the Care Group Coordinator are all volunteers.

G. WOMEN'S MINISTRY TEAM

The purpose of the Women's Ministry is to encourage all women in their faith, to help them deepen their relationship with Jesus Christ, and to help them be the women God wants them to be. The goal of the Women's Ministry is to train women to grow not only in Jesus Christ, but to grow in their own spiritual gifts, that they may use them in the service of the church and community.

The leader of the Women's Ministry will be a volunteer and there is not a designated number of workers in the ministry. However, there will be a ministry leader elected by the members of the Women's Ministry Team. The Women's Ministry leader shall enlist volunteer workers to organize and complete the different ministry projects throughout the year. The Women's Ministry Leader will represent the Women's Ministry on the Church Council.

Examples of projects/ministries conducted for the Women's Ministry are: Women's retreat, women's fellowship, community outreach projects, and the Women's Wednesday night classes.

DUTIES:

- 1) Provide a list of projected annual programs to the Pastor.
- 2) Provide a budget request to the Finance Committee by September 30th of each year.
- 3) Coordinate the use of the kitchen, when necessary, with the Church Secretary.

H. MEN'S MINISTRY TEAM

The purpose of the Men's Ministry is to promote spiritual maturing through discipleship, prayer, Bible studies, men's outdoor activities, fellowship meals, and missions activities. It also follows the biblical instruction of continuing in fellowship with one another, and obeying the command given in **1 Tim. 2:8**, "I want the men in every place to pray, lifting up holy hands, without wrath and dissension."

The leaders(s) of the Men's Ministry will be all volunteers and there is no designated number of workers in the ministry. However, there will be a Men's Ministry Leader who will represent the Men's Ministry on the Church Council and submit a budget to the Finance Committee by September 30th of each year. The Men's Ministry Leader shall enlist volunteer workers to help organize and complete the different ministry projects conducted through the year.

Examples of projects/ministries conducted for the Men's Ministry are men's retreats, prayer breakfasts, men's fellowship (cookouts, skeet shooting, etc.), community outreach projects, outdoorsmen's banquets, and the Men's Wednesday night classes.

DUTIES:

- 1) Provide a list of projected annual programs to the Pastor.
- 2) Provide a budget request to the Finance Committee by September 30th of each year.
- 3) Coordinate the use of the kitchen with the Church Secretary, when necessary.

I. PRAYER MINISTRY TEAM

It is the belief of Springhill Baptist Church that prayer is the privilege and responsibility of every follower of Christ. Because of this belief, the Prayer Team encourages all members to pray individually and corporately for the church, the country, and for revival (**1 Tim. 2:1-2**). All Springhill Baptist Church members are invited and encouraged to be part of the Prayer Team. The Prayer Team believes that prayer is one of the fundamental defining characteristics of a New Testament church (**Acts 2:42**) and we are instructed repeatedly in the New Testament to be "devoted to prayer." The Prayer Team believes that prayer is the under-girding of the ministry of the Body of Christ and is committed to pray for Springhill Baptist Church as the church ministers to the community. Prayer requests made in the weekly prayer meetings must be kept confidential by those in attendance.

DUTIES:

- 1) To accept prayer requests from Springhill Church members and from non-members.
- 2) Be committed to lift up, before Jesus Christ, all prayer requests in corporate times of prayer and in each team member's individual prayer times.
- 3) To encourage others as the Bible states to, "Pray without Ceasing" (**1 Thess. 5:17**) and "be devoted to prayer" (**Col. 4:2**).

J. NEW MEMBER'S MINISTRY TEAM

This Ministry Team will consist of three or four members and will be led by the Pastor, unless he is unavailable, in which case he will appoint someone else to lead it. This class will meet during the Sunday Morning Bible Study hour for a fixed number of Sundays to introduce visitors and newcomers to the church, to our beliefs, and to our various classes and ministries.

DUTIES:

- 1) To provide information about Springhill Baptist Church to individuals and couples who are interested in joining the fellowship of Springhill Baptist Church.
- 2) To answer questions about the church's doctrinal beliefs, practices, ministries, government, and leadership.
- 3) To confirm, as best as possible, everyone's relationship with Jesus Christ and to discuss, if necessary, the purpose and need for baptism and how the church accepts membership.
- 4) To provide each new church member a copy of the Church Constitution and Bylaws so that they understand how decisions are made and how they can become involved in the church.
- 5) To answer questions regarding the goals and objectives of Springhill Baptist Church.

K. KITCHEN MINISTRY TEAM

The Kitchen Ministry Team is composed of women and men serving as hosts and hostesses who are responsible for supervising and directing all functions and services where meals and/or cooking events are provided by the church. Such functions and services include, but are not limited to:

- 1) First Sunday of the Month Noon Meals
- 2) Funerals.
- 3) Special Fellowship events (Fourth of July event, Valentine's Banquet, Round-up Sunday, Fall Festival Event.
- 4) Wednesday Dinners.

The Kitchen Ministry Team will be responsible for directing and coordinating all church-wide functions involving meals unless the meals are being handled by another Committee or Ministry. The Kitchen Ministry Team will elect a Team Leader to provide direction to the kitchen volunteers, to create a budget for the Finance Committee, and to purchase food for church-sponsored meals. The Kitchen Ministry Team will be responsible for establishing policies for the operation of the kitchen and dining area facilities and their use and will submit these to the Policies and Procedures Committee for approval and publication.

DUTIES:

- 1) Establish and recommend to the church needed policies and procedures for use and operation of the kitchen facilities (Example: cleaning, table, and chair placement, etc.).
- 2) Communicate kitchen policies and procedures to each group that uses the facilities.
- 3) Enlist volunteer workers, as needed, for serving and cleaning in the dining area and kitchen area.
- 4) Direct and supervise special occasions such as dinners, fellowship meals, weddings, funerals, receptions, etc.
- 5) Report any equipment needs or repairs to the Church Property Committee so budget requests can be made to the Church Finance Committee.
- 6) Provide information to order supplies to the Church Secretary.
- 7) If necessary, provide budget request to the appropriate church committee so budgeted items may be presented to the church Finance Committee by September 30th.

Article VI. CHURCH ORDINANCES

Section 1. BAPTISM

Christian baptism, as demonstrated by Jesus Christ in **Acts 8:36-39**, is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior and the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Baptism is a prerequisite to the privileges of church membership. The church may receive for baptism all persons who have received Jesus Christ as their Lord and Savior by personal faith, who profess Him publicly at any worship service, and who indicate a commitment to follow Christ as Lord. The Pastor or whomever the church shall authorize, shall administer baptism. The Baptism Team shall assist in the preparation for and the observance of baptism. Baptism shall be administered as an act of worship during any worship service of the church. Any person who professes Jesus Christ as their personal Savior and is not baptized after a reasonable length of time, shall be encouraged by the Pastor and/or staff or Deacons to be baptized. If negative interest is ascertained on the part of the candidate, he or she shall be counseled by the Pastor and/or Deacons.

Section 2. LORD'S SUPPER

This church shall observe the Lord's Supper (*Mark 14: 22-24, Luke 22: 14-20, 1 Corinthians 11: 23-29*) as scheduled by the church and may be observed at any regular worship service. This church shall invite all individuals born again in Jesus Christ to participate in this ordinance. The Pastor shall explain the church's policy before administering the Lord's Supper. The Pastor and Deacons, along with other men invited to assist, shall administer the Lord's Supper at least four times per year during the morning worship service. The deacons will be responsible for the preparations.

Article VII. 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 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, proportionate gifts. The Finance Committee will elect its own officers from among its members.

Section 2. ACCOUNTING PROCEDURES

All funds received for any and all purposes shall pass through the hands of the Church Treasurer and be properly recorded on the books of the Church.

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

The Church Treasurer, or someone authorized by the Church, shall sign all checks and all orders for deposit or withdrawal of securities from the designated depository or depositories.

Section 3. CHURCH YEAR

The fiscal year of the Church shall begin on the first day of January and end on the last day of December in each calendar year.

Section 4. EMERGENCY POWERS

An "emergency" exists for the purposes of this section if a quorum of the members cannot be readily obtained because of some catastrophic event. In the event of an emergency, the leaders and church officers may: (a) modify lines of succession to accommodate the incapacity of any officer, employee, or agent; and (b) relocate the principal office, designate alternative principal offices or regional office, or authorize officers to do so. During an emergency, notice of a meeting of the members only needs to be given to those members for whom such notice is practicable. The officers of the church who are authorized to make decisions on the church's behalf during an emergency include: 1) Chairman of the Deacons, 2) Church Treasurer, 3) Chairperson of the Building and Grounds Committee, 4) Chairperson of the Finance Committee, and 5) Chairperson

of the Trustees, Ministerial Staff to include Pastor, Associate Pastor/Youth Minister, Children's Minister.

Necessary or prudent action taken in good faith by these persons during an emergency binds the church and may not be the basis for imposing liability on any officer, employee or agent of the church on the ground that the action was not authorized. The church leadership or officers (as defined herein) may also adopt emergency bylaws, subject to amendments or repeal by the full membership, which may include provisions necessary for managing the church's operations during an emergency including: (a) procedures for calling a meeting of the members, and (b) quorum requirements for the meeting. The emergency bylaws shall remain in effect during the emergency and not after the emergency ends.

Article VIII. RECORDS AND REPORTS

The Church shall maintain the following records and reports:

- 1) Correct bookkeeping and records of accounts.
- 2) Written minutes of the proceedings of its membership and Corporate Trustee meetings.
- 3) The Membership rolls along with the members' names and addresses.
- 4) Statements of contributions from contributors.

Such records shall be kept at the Church's principal office. The Church may also maintain any other records as may from time to time be deemed necessary or useful in the pursuit of its purpose.

Article IX. ADOPTION AND AMENDMENT

The Constitution and Bylaws are important to the church and may be amended only in the manner prescribed as follows. Changes in the Constitution and Bylaws may be recommended at any Church Council Meeting or Special Called Business Meeting, provided each amendment shall have been presented in writing to the Deacons and Church Council.

After the Church Council reviews proposed changes to the Constitution and Bylaws, the recommended changes may then be presented to the church membership for a vote at a subsequent business meeting. The recommended changes must be presented to the church membership through the church website, email, mailing, or made available on hard copies in the church foyer. The recommended changes shall be made available at least two weeks prior to the final vote on the amendment. Amendments to this constitution shall be made by a secret ballot vote and will require two-thirds approval by those church members present and voting. All amendments shall be duly recorded and made a part of the original constitution, by the church secretary, and distributed to all Church Council members.

Article X. OPERATION AND DISSOLUTION

This Church is organized and operated primarily for the purpose of engaging in religious worship or promoting the spiritual development of well being of individuals. It is to be operated in a way that does not result in the accrual of distributable profits, realization of private gain resulting from

payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain.

The Church pledges its assets for use in performing the organization's religious functions. Upon the discontinuance of the corporation by dissolution or otherwise, the Board of Trustees shall, after paying, or making provision for the payment of all of the liabilities of the corporation, transfer all of the remaining assets of the corporation to a charitable, educational, religious or other similar organization that is qualified as a charitable organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

The undersigned members of the Church Constitution Committee, certify that they have rewritten the foregoing Constitution and Bylaws of the Corporation and are hereby submitting these documents to the church for consideration, discussion, modification, and eventual ratification by the membership of Springhill Baptist Church.

_____, 2023.

Don Beard
Constitution Committee Chairperson

Dee Abrams
Committee Member

Becky Faulkenberry
Committee Member

Jim Gardener
Committee Member

Rene Chaplin
Committee Member

The undersigned, being the duly elected and qualified Church Clerk, hereby certifies that the Corporation duly adopted the foregoing Constitution and Bylaws of the Corporation on

_____, 2023.

Church Clerk

Signature