



CONSTITUTION/BYLAWS

Highland Baptist Church

Approved 10/9/2002

ARTICLES OF FAITH FOR HIGHLAND BAPTIST CHURCH

1. **THE TRUE GOD** – We believe the Scriptures reveal only one living and true God, having three personal identities as Father, Son and Holy Spirit, who are one in power, eternity, and glory and totally worthy of mankind's devotion through worship.

Isaiah 44:6; 46:9; I Corinthians 8:6; Ephesians 4:6; Jeremiah 10:10; Hebrews 9:14; II Corinthians 13:14; I Peter 1:2; Matthew 6:9; 7:11; 11:25; Isaiah 64:8; Matthew 1:18-23; 3:16-17; 8:29; 16:16; John 3:16; 1:1-2, 14; Genesis 1:2; John 4:24; 14:16-17, 26; Acts 1:8; 2:1-4; 7:55; Romans 8:14-16; Isaiah 11:2; John 5:26; 6:63; 10:30; I Corinthians 12:3-6; John 16:13-15; 5:18; Matthew 28:18; Mark 13:32; Psalm 41:13; Ephesians 3:21; Hebrews 9:14; Psalm 90:2; Isaiah 9:6; John 17:5; Isaiah 57:15; Philippians 2:9-11; John 13:31; Revelation 5:11-13; Deuteronomy 10:17; Psalm 19:1; Isaiah 6:1-3; Luke 4:8; John 4:23-24; Revelation 4:11.

2. **THE HOLY SCRIPTURES** – We believe the Scriptures of the Old and New Testaments are given by inspiration of God and thereby become the written Word of God; therefore, they are the only infallible rule of faith and practice.

II Timothy 3:16; II Peter 1:21; Deuteronomy 4:2; Exodus 24:4; Psalm 40:7;
II Timothy 3:15; 2:15; Revelation 22:19; Isaiah 40:8.

3. **MAN** – We believe the Scriptures teach that man was created in holiness under the law of creation by His Maker, but by voluntary transgression he fell from that holy and happy state, the consequence of which all mankind became sinners under just condemnation to eternal punishment apart from experiencing forgiveness through Jesus Christ.

Genesis 1:26-27; 2:7; Ecclesiastes 7:20; Romans 3:23; 5:12; Genesis 3:12; Matthew 25:46; Luke 16:26; Romans 5:19; John 3:18; Romans 6:23.

4. **THE WAY OF SALVATION** – We believe the Scriptures teach that salvation of sinners is wholly by grace through faith in Jesus as the Son of God; one's salvation is thus made available through the mediatorial office of Jesus and the sanctifying influence of the Holy Spirit.

Ephesians 2:8; Galatians 2:16; I Timothy 2:5; II Timothy 1:9; Romans 15:16; II Thessalonians 2:13; John 3:15-16.

5. **JUSTIFICATION** – We believe the Scriptures teach that justification includes the pardon of sin and the promise of eternal life on principles of the righteousness of God; that it is bestowed through faith in Christ as our Redeemer, whose righteousness is freely imputed to us; and that it brings the believer into a state of peace with God and assurance of eternal life.

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I John 1:7-9; Romans 3:25-26; II Peter 1:1; II Corinthians 5:21; Romans 5:1;
II Timothy 1:9; I Corinthians 6:11; Galatians 2:16.

6. **PRESERVATION OF SAINTS** – We believe the Scriptures teach that all true saints shall be kept by the power of God through faith unto salvation.

I Peter 1:3-5; John 5:24; II Timothy 1:12; John 10:28-29.

7. **A GOSPEL CHURCH** – We believe the scriptures teach that a visible church is a congregation of baptized believers associated in the faith and fellowship of the Gospel; maintaining the worship of God and the Ordinances established by Christ as governed by His laws. Its scriptural officers are Bishops or Elders (more commonly called Pastors) and Deacons, having qualification and duties prescribed in the Epistles of Timothy and Titus.

Acts 16:5; 2:41-47; 20:28; I Corinthians 12:12-14. 27; Ezekiel 46:3; Colossians 1:18;
Ephesians 5:23; Matthew 18:20; 16:18; Titus 1:7; I Timothy 3:1-13.

8. **BAPTISM AND THE LORD'S SUPPER** – We believe the Scriptures teach that Christian Baptism is the immersion of the believer in water in the name of the Father, the Son, and the Holy Spirit; that the Lord's Supper in which the members of the church, by sacred use of bread and fruit of the vine, are to commemorate together the love of a crucified Christ and the reality of the resurrection until He comes again.

Matthew 3:16; 28:19; Acts 8:35-39; 10:47-48; Romans 6:3-5; Matthew 25:26-30; I
Corinthians 11:23-26.

9. **THE CHRISTIAN SABBATH** – We believe the Scriptures authorize, by the example of the New Testament church, the observance of the first day of the week, the Lord's day, as the Christian Sabbath; that we should abstain from secular labor and worldly amusements and follow Christ's example of rest, worship, and acts of benevolence, both public and private.

Acts 20:7; Genesis 2:2-3; Matthew 28:1, 5-6; John 20:19; Exodus 20:8-11; Matthew
12:1. 10-13; I Corinthians 16:2; Isaiah 58:13-14; Exodus 31:15; 34:21; Ezekiel 46:3;
Revelation 1:10; Mark 2:27-28.

10. **IN REFERENCE TO FINAL MATTERS** – We believe the Scriptures teach that there will be a bodily resurrection, both of the righteous and the unrighteous, and a final judgment; that a solemn separation will take place, that the righteous will be received into endless joy and bliss and that the unrighteous will be banished

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eternally from the presence of God; and the judgment will fix forever the final state of man in Heaven or Hell on principles of the righteousness of God.

John 5:28-29; Romans 8:10-11; Matthew 13:30, 36-43, 47-50; 25:31-34; II Corinthians 5:21; Revelation 20:13-15; Matthew 25:41, 46; Luke 16:22-26; Matthew 8:11-12; Revelation 21:1-8.

11. **EVANGELISM AND MISSIONS** – The Bible teaches that the great commission for the church and every born again child of God is to endeavor to make disciples of all nations. The responsibility and privilege of every follower of Jesus Christ is to love others and to share the love of Jesus Christ through the preaching of the gospel to all nations. It is the duty of this church and members to seek constantly every opportunity to win the lost to Christ by our verbal witness, by a Biblical lifestyle, and by supporting all other methods and means for sharing the gospel of Jesus Christ our Lord.

Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8; 15:16; Acts 1:8; 8:26-46; Romans 10:13-15; Ephesians 3:1-11; I Thessalonians 1:8; II Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; Revelation 22:17.

These Articles of Faith as approved in business session shall replace any previous approved Articles of Faith by the Highland Baptist Church.

These Articles of Faith may be changed or revised by the Constitution/Bylaws Committee, upon being recommended to the church and receiving two-thirds approval for proposed change (s).

All requests for changes and/or revisions shall be submitted to the committee in writing. All recommendations from the committee to the church shall also be in writing.

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and assist in the governing of Highland Baptist Church in an orderly manner. This constitution will aid in preserving the liberties of each individual church member and in freedom of action of our church in its relations to other Baptist churches.

ARTICLE I – NAME

This body shall be known as the **Highland Baptist Church**, Shelbyville, Kentucky.

ARTICLE II – STATEMENT OF PURPOSE

The purpose of this congregation is to give visible evidence to that faith and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the Church by which Jesus continues to minister to the world through the Holy Spirit. We shall seek to fulfill this calling through corporate worship, a program of Christian nurture, the proclamation of the Gospel by word and deed, and ministering to human needs in the name of Christ.

ARTICLE III – OBJECTIVES

Highland Baptist Church shall seek:

- ❖ To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
- ❖ To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.
- ❖ To experience an increasingly meaningful fellowship with God and fellow believers.
- ❖ To help people experience a growing knowledge of God and man.
- ❖ To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.
- ❖ To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

ARTICLE IV – STATEMENT OF POLITY

Recognizing Jesus Christ as the head of the church, this congregation shall seek to know and obey the will of our Lord in all matters of faith and practice. The authority, given to us by Christ, to reach decisions for governing the affairs of this church is vested in the body of believers who compose it.

This church is subject to the control of no other ecclesiastical body. This church is to carry out the total ministry for which Christ has made His church responsible. We shall voluntarily cooperate with and be a member of the Shelby Baptist Association, the Kentucky Baptist State Convention, and the Southern Baptist Convention and cooperate with the Baptist World Alliance. This church shall not resign or withdraw from cooperation from any of these bodies except by a duly adopted amendment to this Constitution.

ARTICLE V – STATEMENT OF DOCTRINES (Basic Beliefs)

We affirm the Holy Bible as the inspired word of God and the authoritative basis for our beliefs. This church subscribes to the doctrinal statement of THE BAPTIST FAITH AND MESSAGE as adopted by the Southern Baptist Convention in 2000. It shall not be viewed as a creed or a test of one's faith.

We voluntarily band ourselves together as a body of Baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper. (See Articles of Faith)

ARTICLE VI – CHURCH COVENANT

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

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

We also engage to maintain family and private devotions; to Biblically educate our children; to walk as a Christian example before the world; to be just in our dealings, faithful in our engagements and Christian in our deportment; to avoid all gossip, back-biting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs and the spread of pornography; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian concern in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move from this place we will unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

**ARTICLE I - RELATING TO ARTICLES OF FAITH AND CHURCH
CONSTITUTION**

- Section 1** The Articles of Faith shall be published once per church year.
- Section 2** The Church Covenant shall be read aloud in worship service twice in each church year.
- Section 3** A copy of the Church Constitution, Bylaws, and Job Descriptions shall be made available through the church office to any member upon request.
- Section 4** It shall be the responsibility of the Chairman of Deacons with help from the Pastor, the Church Secretary, and the Church Constitution/Bylaws Committee to see that Sections 1, 2, 3, and 4 as stated above, are carried out, as approved.

ARTICLE II - RELATING TO CHURCH MEMBERSHIP

- Section 1** People are received for membership in the Highland Baptist Church as follows:
- A. Upon profession of faith in Jesus Christ, for baptism;
 - B. By transfer of membership from some other Baptist congregation;
 - C. By statement:
 - 1. From a Baptist church where membership records are lost,
 - 2. From a church of another denomination, if the person had previously been a member of a Baptist church,
 - 3. From a church of another denomination where they had been baptized by immersion following their profession of faith,
 - 4. Upon reaffirmation of faith in Jesus Christ coming for baptism from a church of another denomination where they had not been baptized by immersion.
- Section 2** That should a person seek membership, and for health reason or some other reason that would make the act of immersion in water unwise, that said person's request for membership be considered at the first appropriate business session of the church.
- Section 3** That the above guidelines in no way apply to any previously accepted member of the church.
- Section 4** That the above stated guidelines become effective upon church approval in business session.

ARTICLE III – RELATING TO CHURCH OFFICERS AND COMMITTEES

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

Section 1 - CHURCH OFFICERS

The officers of this church shall be the pastor, and other ministerial staff members, the deacons, a moderator, a clerk, a treasurer, a parliamentarian, a financial secretary, and trustees.

A. PASTOR1. Pastor Selection (General Guidelines)

A pastor shall be chosen and called by the church when a vacancy occurs.

A pastor selection committee shall be responsible for recommending to the church a person to serve in the office of pastor (see Pastor Selection Committee).

Official vote upon the recommendation of the Pastor Selection Committee shall take place at a special called business meeting immediately following a Sunday morning worship service. At least a week's notice to the church of this meeting shall be the responsibility of the church moderator.

Election shall be by secret ballot and an affirmative vote of 80% of members present and voting will be necessary to extend a call.

The pastor, thus selected, shall serve until the relationship is terminated by his request or the church's request.

2. Pastor Call

The church shall call the pastor for a definite or indefinite term of service. The prospective pastor shall be notified of term of service, salary, and other benefits in writing by the church clerk. The written terms, when received by him, shall constitute the official call. Verbal extension of the call shall be considered unofficial. The prospective pastor's response to the written call shall be in writing and considered official when received by the church clerk. A copy of both the written call and the response shall be filed in the church minutes.

3. Pastor Termination

In the event the pastor resigns, the intent of resignation may be given at the end of any regular church service. It must be presented in writing to be voted upon within ten days of the date the intent is announced. Vote of the church upon the offered resignation may take place at a regular business meeting or a special business meeting called for that purpose.

The moderator shall be responsible to see that notification of the business meeting is made and the church has had opportunity to act upon the requested resignation within the ten-day limit. The resignation, upon acceptance of the church, is to become effective two weeks from the original announcement unless otherwise approved by church vote. A copy of the written resignation shall be filed in the church minutes.

If the Holy Spirit leads to dismiss the pastor, recommendation of such action shall originate with the deacons and personnel committee and a special business meeting for this purpose shall be called by the moderator upon their request. The pastor and every member with known address shall be notified in writing. The request for dismissal shall be presented by the deacons, and the pastor will be encouraged to make whatever statements he feels led to make. After discussion, a secret ballot vote shall be taken. If a majority of those present and voting approves the requester dismissal, then the pastor's term of service is terminated immediately.

However, the church shall provide the budgeted rate of salary and housing allowance for an additional thirty days. A written statement of the request for the pastor's dismissal shall be filed in the church minutes.

B. OTHER MINISTERIAL STAFF

1. Ministerial Staff Member Selection

As the need arises for the services of additional staff personnel and/or positions(s), either on a part-time or full-time basis, the deacons shall recommend the need of said staff member and/or position(s) to the church at any regular business meeting called for that purpose.

If there is no existing church approved job description for the recommended position, the deacons shall offer a written job description Continued Article III, Section I for church approval at the same business

meeting that the additional staff position is recommended. The recommended staff position must receive a 75% approval.

Following church approval of said staff position and job description, a Staff Member Selection Committee shall be elected by the church by secret ballot immediately following a Sunday morning worship service. (See Staff Member Selection Committee.) This committee is to work with the pastor in seeking and recommending a suitable person for the approved staff position.

Official vote upon the recommendation of the Staff Member Selection Committee shall take place at a special called business meeting immediately following a Sunday morning worship service. A notice to the church of at least one week prior to this meeting shall be the responsibility of the church moderator.

Election shall be by secret ballot and an affirmative vote of 75% of members present and voting will be necessary to extend a call.

The staff member, thus elected, shall serve until the relationship is terminated by his request or the church's request.

2. Ministerial Staff Member Call

The procedure for the call is to follow ARTICLE III, Section 1A2 of the Bylaws.

3. Ministerial Staff Member Termination

The procedure for termination, with the exception of the item requiring 30 days of budgeted salary and housing allowance (if applicable) shall be the same as for the pastor. (See ARTICLE III, Section 1A3, last paragraph, of the Bylaws.) This exception shall be decided by church vote.

C. MODERATOR

The church shall elect annually a moderator and an assistant moderator as its presiding officers. The recommended nominees for moderator and assistant moderator shall be presented by the Nominating Committee to the church for its vote of approval no later than the month of June.

The moderator must not serve more than two years in succession and must remain out of this office for one year before becoming eligible for re-election. The moderator may not serve as assistant moderator during the year following his/her second consecutive year as moderator.

In the absence of the moderator, the assistant moderator shall preside; or in the absence of both, the church clerk shall call the church to order and preside for the election of an acting moderator.

D. CLERK

The church shall elect annually a clerk and an assistant clerk as its clerical officers. The recommended nominees shall be presented by the Nominating Committee to the church for its vote of approval no later than the month of June.

In the absence of the clerk, the assistant clerk shall fulfill the duties of the clerk. In the absence of both, the moderator shall appoint an acting clerk.

E. PARLIAMENTARIAN

The moderator shall appoint a church parliamentarian at the regular June business meeting.

The term of office shall be for one year, but he or she may be reappointed at the moderator's discretion.

If the parliamentarian should not be able to serve a full term, the moderator shall appoint a successor to complete the term of office.

F. TREASURER

The church shall elect annually a church treasurer and an assistant treasurer as its financial officers. These recommended nominees shall be presented by the Nominating Committee to the church for its vote of approval no later than the month of June.

The treasurer shall serve as an ex officio member of the Stewardship Committee. The assistant treasurer shall assist the treasurer as directed under the job description of the assistant treasurer.

G. FINANCIAL SECRETARY

The church shall elect annually a financial secretary. This recommended nominee shall be presented by the Nominating Committee to the church for its vote of approval no later than the month of June.

H. TRUSTEES

The church shall elect six trustees to serve as legal officers of the church. The term of office shall be three years with two new trustees being elected each year to replace the two trustees whose term of office is expiring. After an inactive period of one year a person becomes eligible for re-election to this office.

The Nominating Committee shall recommend annually a chairperson for the trustees to be approved by church vote in business session no later than the month of June.

I. DEACONS

The church shall elect by ballot those who will serve the church in the office of deacon. The deacons shall serve on a rotating basis. The term of office shall be for a period of three (3) years. A person becomes eligible for re-election after the lapse of one year. Individuals may be nominated for the office of deacon by church members using a nominating form previously approved by the church. If the number of deacons to be elected is different from the number to rotate off, the number of deacons to be elected must be recommended by the active deacons for church approval before nominations are received. Those individuals receiving the largest number of nominations and willing to serve equaling the number of deacons to be elected will have their names placed on a ballot and must receive 51% approval of those church members present and voting in order to be elected to serve.

To be eligible for nomination of deacon, one must be at least 21 years of age, a member of the church for at least one year prior to beginning term of office, and have been a Christian for three years. The church may elect to fill the unexpired term of a deacon or add to the total number of deacons. In such case, a recommendation by the active deacons to this effect must be approved by the church in business session.

A church member may nominate as many different persons for deacon as he or she wishes, but must use and sign the nominating form approved by the church. A person may receive only one nomination from the same individual. The deacons rotating off the active list shall serve as a

committee working with the Pastor to receive and review all nominating forms and to contact those who have received the largest number of nominations, until the required number to be elected have agreed to serve. The chairman of deacons shall appoint the chairman of this committee. Should there not be enough persons nominated and willing to serve, the church shall vote upon the number of willing candidates. The active deacons shall bring a recommendation to the church as to what they feel is best regarding the lack of willing candidates to fill the desired number to be elected for that church year.

When contact is made by the committee to determine the willingness of a candidate to serve as deacon, at least two members of the committee shall be present or one member and the pastor.

Should the committee be faced with a tie, it shall have the authority to decide what method to use in determining which of the nominees having the tie vote is offered the first opportunity for serving the church in the office of deacon.

Section 2 - CHURCH COMMITTEES**A. Nominating Committee**

The church shall have a Nominating Committee whose term of office shall run from December 1 through November 30.

The Nominating Committee shall consist of a chairperson and two members-at-large from the church. The Sunday School Director and Discipleship Training Director who have been approved by the church for these positions shall serve on this committee. The Pastor and Minister of Education shall serve as ex-officio members.

In November of each year, the current Nominating Committee shall present for church approval a chairperson and two other members from the church body to serve on the Nominating Committee for the coming year.

The three members of this committee selected from the church body at large shall serve only one term. After an inactive period of one year, a person becomes eligible for re-election to this committee.

Vacancies occurring during the year may be filled for the unexpired term at any regular business meeting called for that purpose. The Nominating Committee shall present nominees to the church for vacancies to be filled.

B. Personnel Committee

The church shall have a Personnel Committee consisting of six members, having a three-year term of office, with two members rotating off each year.

The Nominating Committee shall recommend to the church no later than June of each year persons to replace the members whose term of office is expiring. The Nominating Committee shall also, no later than June, recommend a chairperson for this committee to serve during the coming church year.

After an inactive period of one year, a person becomes eligible for re-election to this committee.

Vacancies occurring during the year may be filled for the unexpired term at any regular business meeting or special

business meeting called for that purpose. The Nominating Committee shall present nominees to the church for vacancies to be filled.

C. Stewardship Committee

The church shall have a Stewardship Committee whose term of office shall run from July 1 through June 30.

The Stewardship committee shall consist of six members having a three-year term of office with two members rotating off each year. The Pastor, Minister of Education, and Treasurer shall serve as ex-officio members.

The Nominating Committee shall recommend to the church no later than June each year persons to replace those whose term of office is expiring and a chairperson to serve during the coming year.

After an inactive period of one year, a person becomes eligible for re-election to this committee.

Vacancies occurring during the year may be filled for the unexpired term at any regular business meeting or special business meeting called for that purpose. The Nominating Committee shall present nominees to the church for vacancies to be filled.

D. Property and Space Committee

The church shall have a Property and Space Committee consisting of members with rotating three-year terms. The committee members will have areas of responsibility as follows.

- A minimum of three members overseeing the grounds.
- A minimum of three members overseeing the maintenance of buildings.
- A minimum of three members overseeing space allocation

The Nominating Committee shall recommend to the church no later than June of each year the persons to replace the members whose terms of office are expiring and a committee chairperson.

Vacancies during the year may be filled for the unexpired term at any regular business meeting, upon the recommendation of the Nominating Committee and the approval of the church.

E. Additional Church Service Committees

The Nominating Committee shall recommend for church approval persons to serve on any other regular committee authorized by the church. Presently authorized church Service Committees include the following:

- Fellowship/ Recreation Committee
- Benevolence Committee
- Sound Committee
- Christian Sympathy Committee
- Hospitality Committee
- Flower and Decoration Committee
- Kitchen Committee
- Transportation Committee
- Ushers
- Lord's Supper
- Constitution/Bylaws

These Committees shall be composed of at least three members whose term of office shall run for one church year. The number of members serving on each committee shall be determined by the Nominating Committee when more than three members are deemed necessary.

The Nominating Committee shall recommend to the church no later than June of each year persons to serve on these committees and a chairperson to serve during the coming church year. Exceptions or changes to the immediate above Bylaws may be granted by majority vote of the church in business session. (i.e., such as more time needed by the Nominating committee to complete their recommendations to the church.)

The Pastor shall serve as ex-officio member of all committees and special committees of the church.

F. Special Committees

Special Committees (such as New Staff Search Committee) approved by the church shall serve an indefinite period of time and may be selected by whatever means the church body chooses in business session. The number of persons to serve on these special committees shall also be determined in church business sessions. Official dismissal of these special committees shall take place in business session upon the completion of their assigned task at the

request of the special committee chairperson or his/her designee, in his/her absence. Dismissal of a special committee by the desire of the church body shall take place at any regular business session upon a motion by a church member, having been seconded, and receiving a majority vote of the church.

ARTICLE IV - CHURCH PROGRAM ORGANIZATIONS**Section 1 - SUNDAY SCHOOL**

The church shall maintain a Sunday School Organization as its basic program for teaching the Bible.

Section 2 - DISCIPLESHIP TRAINING

The church shall maintain a Discipleship Training Organization as its basic program for training in church membership.

Section 3 - WOMAN'S MISSIONARY UNION

The church shall maintain a Woman's Missionary Union as its basic program of mission education for women, girls, and preschool children.

Section 4 - BROTHERHOOD

The church shall maintain a Brotherhood Organization as its basic program of mission education for men and boys.

Section 5 - MUSIC

The church shall maintain a church Music Organization as its basic program for educating, training, and performance in church music.

Section 6 - MISSIONS DEVELOPMENT

The church shall maintain a Missions Development Organization as its basic program of surveying community needs and developing programs to minister to people outside the local church membership.

Section 7 - MEDIA/LEARNING CENTER

The church shall maintain a Media/Learning Center for educational materials and resources.

ARTICLE V - CHURCH COUNCIL

The church shall maintain a church council composed of the Pastor, all additional ministerial staff, Chairperson of all committees, Age Division Coordinators, Church Secretary and all Church Program Organization for the purpose of planning, coordinating and evaluating ministries and programs of the church.

ARTICLE VI - CHURCH ORDINANCES

Section 1 - Baptism

- A. Baptism shall be administered as an act of worship during any worship service of the church.
- B. The Pastor or any ordained man whom the church shall authorize shall administer Baptism.
- C. Baptism shall be administered by immersion in water.
- D. Only persons who have professed Jesus Christ as their personal Savior shall be candidates for Baptism.

Section 2 - The Lord's Supper

The church shall observe the Lord's Supper quarterly on the first Sunday of the quarter, unless otherwise announced at least one week in advance, or circumstances beyond the control of the church body prevents the observance of this ordinance at the scheduled time.

Special occasions for the observance of the Lord's Supper may also be scheduled.

The Pastor and Deacons shall administer the Lord's Supper.

ARTICLE VII - CHURCH MEETINGS

Section 1 - Worship Service

The church's regular worship services shall consist of Sunday morning, Sunday evening, and Wednesday evening. Special services such as revivals, VBS, and other services essential to the advancement of the church's objectives shall be placed on the church calendar

Section 2 - Regular Business Meetings

The church shall hold its regular business meeting on the second Wednesday night of each month. If a change of date is necessary due to bad weather or other conflicts, the meeting may be scheduled on another Wednesday night.

The rescheduled date shall be announced during the Sunday morning service preceeding the meeting.

Section 3 - Special Business Meetings

The church may conduct special business meetings to consider matters of special importance. The announcement of the special business meeting and its purpose(s) shall be made at the preceeding Sunday morning service. The moderator, or the assistant moderator (if the moderator is unavailable), must give approval for the announcing of all special business meetings, unless the special business meeting was approved by majority vote at a previous business meeting.

Section 4 - Quorum

A quorum shall consist of those members who attend the business meeting, provided it is properly announced.

Section 5 - Parliamentary Rules

Robert's Rules of Order, Revised, shall be the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE VIII - AMENDMENTS

Amendments to the Bylaws and Job Descriptions may be made at any regular or special called business meeting of the church for this purpose. Amendments shall require a majority approval of those members present and voting. Recommendations for amendments shall be presented to the church in writing by any church member or church committee.

ARTICLE IX - MISCELLANEOUS BYLAWS

The Nominating Committee shall recommend to the Church for its approval in June of each year, messengers from the church to the annual Shelby Baptist Association meeting. These names shall be included in the annual letter of the church to the Association.

A Purchase Order system will be operated out of the Church Office for the coordination of Church charge accounts at local stores and vendors.

“Highland Baptist Church does not support fund raising as a method of supporting the ministries and missions of our Church. We believe the support of ministries and missions of the Church will be through the giving of tithes, regular offerings, and special offerings.” (March 2007)