

CONSTITUTION

Hillcrest Baptist Church

PREAMBLE

We declare and establish this constitution to preserve and secure the principles and tenets of our faith as Southern Baptists and to govern this body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches, and to God.

I. NAME

This body shall be known as the Hillcrest Baptist Church of Lebanon, Missouri, located at the corner of Polk and Hoover Streets, and it is organized as a not-for-profit corporation under the laws of the state of Missouri.

II. OBJECTIVES

The objectives of this church are:

To be Christ-like servants growing together fulfilling the Great Commission.

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 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.

III. STATEMENT OF FAITH

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

IV. CHURCH COVENANT

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

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

We also engage to maintain family and secret devotions, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale 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 believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. 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, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

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

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

V. POLITY AND RELATIONSHIPS

The government of this church is vested in the body of believers who compose it, under God. Persons duly received by the members shall constitute the membership. (See Article I – Bylaws.) All internal groups created and empowered by the

church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Laclede Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention.

VI. AMENDMENT OF CONSTITUTION

This constitution may be amended by a vote of three-fourths (3/4) of the members present and voting at a regular or called business meeting of the church; provided, however, that each such amendment proposed shall have been offered in writing at a previous regular business meeting.

Not less than thirty (30) days or more than ninety (90) days after the giving of said notice shall intervene before final consideration.

BYLAWS

I. CHURCH MEMBERSHIP

A. General

This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

B. Qualifications

The membership of this Church consists of persons who have received Jesus Christ as personal Savior and Lord, who have obeyed Him in the scriptural ordinance of baptism, and whose names appear on the membership roll of this church.

C. Candidacy

Any person who is a candidate for membership in this church will participate in the new member orientation

unless they have already participated in such, except as in sub point 2.

All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith, upon completion of new member orientation, and baptism according to the policies of this church.
2. By promise of a letter or recommendation from another Baptist Church of like faith and order.
3. Upon a statement of prior conversion experience and baptism of like faith and order, when no letter is obtainable and upon completion of new member orientation. (See Section III of constitution).
4. By restoration after evidence of repentance and reformation has been presented to the deacons and on their recommendation to the church.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourth (3/4) vote of those church members present and voting shall be required to elect such candidates to membership.

D. Voting Rights of Members

Every member of this church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting. No proxy voting will be allowed.

E. Termination

Membership in this church shall be terminated as follows:

1. By death.

2. By the church granting, on proper request, a letter of recommendation directed to any other church of like faith and order.
3. By exclusion upon vote of the church.
4. By voluntary withdrawal by request.

F. Discipline

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

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, or the cause of Christ, the pastor, ministerial staff, and the deacons will make every effort to resolve the problem in accordance with Matthew 18:15-17.

If it becomes necessary for the church to take action following prior notice of at least fourteen (14) days to exclude a member, three-fourth (3/4) vote of the members present and voting is required; and the church may proceed to declare the person to be no longer in the membership of the church.

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

G. Duties

Members are expected to be faithful in all the duties essential to the Christian life, to regularly attend the services of this church (unless providentially hindered), to provide financial support for the church and its causes, to share in and actively support the church's spiritual

undertakings, and to unite as soon as practical with another church of like faith and order after moving to another community.

H. Inactive Members

Any member who is inactive in relation to church obligations for a period of two years shall be transferred from the roll of active members and cease to be counted as a member unless there is submitted to the deacons a reason which adequately justifies such inactivity. All names so transferred from the active roll shall be carried on what shall be known as the "Inactive Members List." Before transferring the names of inactive members from the roll of active members, the church shall communicate with the same by letter or visit in order to avoid injustice to any member of the church.

II. CHURCH OFFICERS, STAFF MEMBERS, AND TEAMS

Only active members may serve as officers, teachers, leaders and members of church teams.

A. Church Officers and Staff

The officers of this church shall be the pastor, members of the ministerial staff, the deacons, the moderator, the clerk, and the trustees.

1. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the ministries, and the church staff to perform their tasks. (Titus 1:5-9).

The pastor is leader of pastoral ministries in the church. As such, he collaborates with the ministerial staff and deacons:

- a. To lead the church in the achievement of its mission (worship, witness, education, ministry).
- b. To proclaim the Gospel to believers and unbelievers.
- c. To care for the church's members and other persons in the community.

d. To set an example to the church by tithing.

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.

In the absence of the pastor, the administrative duties of the church are the responsibility of other ministerial staff in cooperation with the deacons.

When a vacancy in a pastoral office occurs, the church shall elect members to serve on a search team, charged with seeking out and recommending a new pastor. The team will be comprised of five members to be elected by the church. Two alternates will be elected to serve in the event that a vacancy should occur from among the five original members. The alternates will have no voting power unless becoming an active member of the team due to filling a vacancy.

Any church member may nominate a pastoral candidate to the Pastor Search Team. The team shall bring to the church for consideration only one person's name at a time. Election shall be by ballot, with an affirmative vote of three-fourths (3/4) of those present and voting being necessary.

The lead pastor thus elected shall serve until the relationship is terminated by his request or by the church's request. He shall preside at meetings of this church, and if so designated by the church may serve as moderator in all business meetings in keeping with the rules of order authorized in these bylaws. He may serve in an advisory capacity for all teams and ministries of the church.

A pastor may relinquish the office by giving at least two (2) weeks' notice to the church at the time of resignation or the church may declare the office of pastor to be vacant. Any action to declare the office

vacant shall take place at a meeting called for that purpose after at least one (1) week's public notice has been given. The meeting may be called upon the recommendation of a majority of the leadership team and the deacons or by written petition signed by not less than one-fourth (1/4) of the resident active church members. The moderator for this meeting shall be designated by the members present by majority vote, and he shall be someone other than the pastor. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of three-fourth (3/4) of the members present shall be necessary to declare the office vacant.

Except in instances of gross misconduct by the pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth (1/12) of his annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty (30) days. (I Timothy 5:17-20).

2. The ministerial staff shall be called and employed as the church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the church requires evidences of a personal call of God to minister shall be recommended to the church by a search team given authority by the church and shall be later called by church action. A staff member may resign but shall give at least two (2) weeks' notice. Election shall be by ballot, an affirmative vote of three-fourth (3/4) of those present being necessary. The church may vote to vacate such positions in the same manner as the pastor. Such employment and termination of services shall be, as appropriate, in consultation with the pastor.
3. Non-ministerial staff members shall be employed as the church determines the need for their services. A job description shall be written when the need for a non-

ministerial staff member is determined. The Personnel Team shall have the authority to recommend for employment or termination of services of non-ministerial staff members, along with recommendation of pastor-ministerial staff, and, as appropriate, with the consultation of related teams of the church.

4. Deacons

a. Qualifications

Only men who meet the qualifications as set forth in 1Timothy 3:1-13 and Acts 6:17 may serve as deacons in this church. If a deacon becomes a member of another religion, denomination, or sect, the church will revoke the ordination and request that the person return the ordination certificate to this local church. This church is under no obligation to select as a deacon any member who has served as a deacon in another church; however, if the church elects such a person to the diaconate, the church will accept his previous ordination by another church of like faith and order.

b. Election of Deacons

At such time as the church determines that need exists to elect additional men to serve as deacons, the following procedure shall be followed:

- (1) Nominations for deacons are to be made in writing by the membership. Ballots shall be provided to all members of the church present in the morning worship service. Each shall write the names of as many men as are necessary to complete the required number of deacons. Those men named shall be considered nominated for election.
- (2) All those men nominated shall be interviewed by the pastor and chairman of deacons, one at a time, to discuss the qualifications and to secure

their response regarding their willingness to serve, if the church should elect them.

- (3) The names of those who are qualified and agree to serve if elected shall be presented to the church in a called business meeting to determine which men are elected. The election shall be by ballot. Those voting shall mark their choices equal to the number of men to be elected.
- (4) Those men elected shall attend training sessions conducted by the pastor, ministerial staff and/or deacons. Upon satisfactory completion of the training, the church shall call for an Ordaining Council for the purpose of ordaining the men, providing they have not previously been ordained.
- (5) At the beginning of a new church year, the deacons shall elect the following officers: vice-chairman and secretary. It is the church's intent that the vice-chairman shall succeed to the chairmanship the following year.

c. Duties

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

- (1) Leading the church in the achievement of its mission
- (2) Proclaiming the Gospel to believers and unbelievers
- (3) Caring for the church's members and other persons in the community
- (4) Lead the church to engage in a fellowship of worship, witness, education, ministry, and application

- (5) The Personnel Team shall be formed of the past chairman, current chairman and the vice-chairman of deacons.

d. Meetings

- (1) The deacons shall meet regularly with the pastor and ministerial staff to consider various matters as to the spiritual and general condition of the church. They may not make final decisions of any nature for the church, except as the church specifically authorizes them, but may and should bring to the church from time to time recommendations for consideration and possible action.
- (2) The active deacons are expected to be regular in their attendance at the Deacons' meetings. Any deacon who is absent from the Deacons' meeting in excess of five (5) regular meetings a year, without an acceptable reason, shall lose his voting privileges, until they are restored as provided in (3) below.
- (3) The deacons shall restore voting privileges to anyone who has been present a minimum of seven (7) regular meetings in any one year.

e. Resignation

- (1) If a deacon no longer wishes to serve as deacon in this church or if a deacon, for some reason, needs discipline, he may resign in writing as deacon, or the church may ask for his resignation.
- (2) If a deacon no longer wishes to be active among the fellowship of Deacons, he may resign in writing his active status in regular business session. If he wants to return to active duty, it would be brought to the church in a regular business session for a vote.

f. Deacon Emeritus

A deacon who has served this church well, and continues to be involved in the worship and business of the church as his health and abilities allow, shall be eligible to be recognized as Deacon Emeritus. The deacons shall recommend to the church in business meeting those deacons to be elected to Deacon Emeritus. A man so recognized will continue to be recognized as a deacon without the necessity of attending the meetings and otherwise serving in an official capacity. If a man's health so allows and he desires to do so, he may continue to attend the deacons' meetings, with a vote, and to serve the Lord's Supper.

5. The moderator shall be the pastor. In the absence of the pastor, the Chairman of Deacons may preside at business meetings or the church may elect a moderator pro tem. In the absence of a moderator or moderator pro tem, the clerk shall call the church to order to elect a moderator pro tem.
6. The church shall elect annually by the beginning of the church year a clerk as its clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church except as otherwise herein provided. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal, death or erasure, together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The clerk shall be responsible for preparing and sending the Annual Church Profile of the church to the Association, Missouri Baptist Convention, and Southern Baptist Convention. The church may delegate some of the clerical responsibilities to a church secretary who will assist the

elected clerk. All church records are church property and shall be kept in the church office when an office is maintained or in a bank safety deposit box.

7. It shall be the duty of the Finance Team to receive, preserve and pay out upon receipt of voucher approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the Finance Team to report to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The Finance Team's report may be audited annually by an auditing team or public accountant. The church may authorize some counting and record-keeping duties of the Finance Team to be performed by other designated persons or positions.
8. The church shall elect three (3) or more trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters. Trustees shall serve on a rotation basis, with one (1) or more trustee(s) being elected each year for a three-year term, or as is necessary to fill unexpired terms. They shall meet monthly. The trustees shall elect their own chairman, subject to church approval. If the employed custodian should be a trustee, the custodian shall be ineligible to be chairman. Their work includes such areas as maintaining all church properties for ready use and recommending policies regarding the use of properties.

B. Church Teams

The teams of the church shall be a Nominating Team, Leadership Team, Benevolence Team, Hospitality Team, Memorial Team, Counting Team, Missions Team and such other regular and special teams as the church shall authorize. Further detail regarding the constituency and purpose of the teams may be found in the Church Operations and Policy File.

1. The Nominating Team consists of at least five (5) church members chosen in the regular business session three months prior to the church year and that team will select a team leader. The Nominating Team coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. Persons considered for any such positions shall first be approved by the Nominating Team before they are approached for recruitment.

Persons working directly with children and/or students in any capacity will be required to receive a favorable background check and complete child protection training as provided by Hillcrest Baptist Church. The Nominating Team shall present to the church for election all who accept the invitation to serve, and shall strive to complete their work by the beginning of the church year. Other nominations for church positions can be made from the floor in business meeting. This team shall be responsible for filling vacancies as they occur throughout the church year. Members shall serve on a three year rotating basis.

2. The Leadership Team shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church.

Regular members of the Leadership Team shall be the pastor, other ministerial staff, team leaders of church ministries, and Chairman of Deacons. Other team members may be added at regular business meetings. The team shall meet regularly, at least quarterly. In the

absence of the lead pastor, or if the church is without a pastor, other ministerial staff, the Chairman of Deacons, or a moderator pro tem may preside at team meetings.

The Leadership Team in conjunction with the Finance Team will develop a budget.

Recommendations from the Leadership Team shall be presented to the church for approval.

3. The Student Leadership Team shall encourage the entire church to recognize the place of students in its ministry. Students will be defined as those graduated from sixth grade to those who are seniors or following local school alignments. This would usually be ages 12-18.

The team will work to develop a wholesome, church-wide student ministry through which the students are recognized and challenged to fulfill their responsibilities and privileges as church members. The Student Leadership Team will advise the student ministry in three areas: planning, coordination, and evaluation. The constituency and function of the team are further detailed in the Church Operations and Policy File. The team will elect a representative, in addition to the youth pastor, who will represent them on the Leadership Team.

Members of this team shall function on a three-year rotating basis.

4. The Benevolence Team of three (3) church members, shall present a memorial gift to the family at the death of a church member, or at the death of a member's immediate family (living in the home). Arrangements for a meal and the purchasing of meat shall be left to the discretion of this team. This team may also send a gift when a former pastor or his spouse dies. Members

of this team shall function on a three-year rotating basis.

5. The Hospitality Team shall be composed of three (3) church members, one of whom is selected team leader, and shall be responsible for keeping the kitchen well supplied, for making arrangements for serving church dinners or fellowships for the church, and for keeping the kitchen clean and orderly. Members of this team shall function on a three-year rotating basis.
6. The Decorating Team of three (3) church members, one of whom is selected team leader, is responsible for securing, arranging, caring for, and disposing of floral arrangements for church services and special events. Members of the team shall function on a three-year rotating basis.
7. The Finance Team, consisting of five (5) church members, shall be responsible for proposing to the Leadership Team a budget for the coming church year, for directing expenditures in keeping with the church-approved budget, and for the recommendation and oversight of the church's day to day financial operations including the authorization of individuals to sign the necessary financial documents to carry out these tasks. Members of this team shall function on a three-year rotating basis.
8. The Memorial Team shall consist of three church members. Their function shall be to seek uses for memorial funds and to confer with the family to discover preferences for use of the funds. Family wishes in line with church mission and purpose will be considered. The team will make recommendation for the use of such funds to the church. Members of this team shall function on a three-year rotating basis.
9. The Counting Team shall consist of four church members designated by the Finance Team to count weekly offering and make deposits.

10. The Personnel Team assists the church in matters relating to employed personnel administration, including those called by church action. Their work includes such areas as determining staff needs; employment; salaries; benefits, including vacation, revival, and other approved leave time for the ministerial staff; other compensation; policies; job descriptions; and personnel services. Further details may be found in the Church Operations and Policy File. For further description of the makeup of this team see Art. II. 4. C. (5).

11. The Mission Team shall consist of the Men's Director, Women's Ministry Director, and at least four other church members nominated by the Nominating Team and elected by the church. Their responsibility shall be the planning and oversight of all mission functions to include promotion and education. Members shall serve on a three-year rotating basis.

III. CHURCH MINISTRIES

The church shall maintain ministries of Bible teaching, discipleship, church leader training, new member orientation, mission education, action, and support, and music training/performance. All organizations related to the church ministries shall be responsible to the church. All officers shall be elected by the church and shall regularly report to the church. All ministry activities shall be subject to church coordination and approval. The church shall provide the human, the physical, and the financial resources for the appropriate advancement of these programs.

A. Sunday School/Life Groups shall be the basic organization for the Bible teaching program. Its task shall be to teach the biblical revelation, reach persons for Christ and church membership, encourage Christian development of its members, perform the functions of the church, minister to members and non-members, prepare

people for worship, and provide and interpret information regarding the work of the church and denomination.

Sunday School/Life Groups shall be organized by classes appropriate for all ages, and shall be conducted under the direction of the Ministerial Staff and Sunday School/Life Group director elected by the church.

- B. Discipleship Training shall serve as the training/discipleship arm of the church. Its task shall be to train church members to perform the functions of the church; to train church leaders; to orient new church members; to teach Christian theology, Christian ethics, Christian history, and church polity and organization; and to provide and interpret information regarding the work of the church and denomination.

Discipleship Training shall be organized for all ages and conducted under the direction of the Ministerial staff and a director.

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

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

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

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

- E. The Music Ministry, under the direction of the Worship Pastor, shall be the music education, training, and performance ministry of the church. Its tasks shall be to teach music, train persons to lead, sing, and play music; provide music in the church and community; and provide and interpret information regarding the work of the church and denomination. If the Worship Pastor position is vacant, the church may elect a music director in the interim.
- F. The church may approve other ministries as necessary and suitable in performing the ministry of the church.

IV. MINISTRY LEADERS

The elected leaders of various ministries shall be recommended by the church Nominating Team for election by the church.

- A. The Church Library will serve as the resource center for the church. The Church Library staff will seek to provide and promote the use of printed and audio-visual resources. The staff will also provide consultation to the church leaders and members in the use of printed and audio-visual resources.
- B. A ministry to the deaf (Silent Friends) and handicapped of this congregation and community may be provided along with the materials necessary to carry on this service.
- C. A Preschool-Nursery service shall be provided. The Preschool Director shall enlist volunteers to assist in the care of preschoolers from birth to 3 years old for the various activities of this church. Supplies and equipment shall be provided through the budget and acquired by the nursery staff. The nursery staff shall take care of the upkeep of their part of the facility.
- D. The Children's Church director shall staff these sessions with volunteers. This group shall plan and carry out these services with church-provided resources. This ministry

shall serve children from ages 3 (and potty trained), through 5 years.

- E. Transportation shall be made available to those who desire it through the leadership of a Transportation Team. All drivers must be licensed and church-insured. All resources necessary for this task shall be provided through the general fund and designated gifts.
- F. An Usher team leader shall be selected by the beginning of the church year by the Nominating Team and elected by the church. He shall enlist ushers as needed. The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and visitors cards and/or other materials at the time of seating. The ushers will be attentive to the needs of the congregation, and pastor and the church staff, and will assist in the gathering of the offering.
- G. The Welcome Center Team shall be volunteers under the direction of the Women's Ministry director. They are to greet visitors, show them to the appropriate Sunday School/Life Group class, and provide pertinent information on visitors to pastor and staff.
- H. The Church Historian is to preserve and use the historical records of the church. This individual is especially concerned with gathering and preserving available church records, recording full and accurate accounts, and using the records to help members and the association understand and appreciate their heritage and mission. The historian shall be elected annually by the church.
- I. The church may approve other Church Ministry leaders as is necessary to carry on the function of the church.

V. CHURCH ORDINANCES

A. Baptism

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who

professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

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

B. The Lord's Supper

The church shall observe the Lord's Supper at least quarterly. The ministerial staff and deacons shall administer the Lord's Supper. The deacons shall be responsible for the physical preparations and clean-up activities. The ministerial staff and Chairman of Deacons shall coordinate the observance of the Lord's Supper.

VI. CHURCH MEETINGS

A. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for the worship of Almighty God. Prayer, praise, preaching, instruction, and evangelism shall be among the ingredients of these services. The pastor and ministerial staff shall direct the services for all the church members and for all others who may choose to attend. In the absence of the pastor, see Section II.A.1. of these bylaws.

B. Special Services

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

C. Business Meetings

1. The church shall hold monthly business meetings.

2. If necessary, the church may postpone its regular business meeting with proper notice. Items determined to be of special notice and significance by the moderator shall be dealt with in a special meeting called for that purpose. (See VI.C.3.)

3. Special Business Meetings

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

4. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

5. Parliamentary Rules

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

VII. CHURCH FINANCES

A. Budget

The Finance Team, in conjunction with the Leadership Team, shall prepare and submit to the Church for approval in the business meeting one month before the new church year, an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.

B. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the Counting Team and the Finance Team and be properly recorded on the books of the church. Those who

have responsibility that involves actual handling of funds may be bonded, the church paying the bond.

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

C. Fiscal Year

The church/fiscal year shall be June 1-May 31.

VIII. AMENDMENTS

Changes in the Bylaws may be made at any regular business meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall, if possible, be furnished to each member of the church. Not less than thirty (30) days or more than ninety (90) days after the giving of said notice shall intervene before final consideration.

Amendments to the Bylaws shall be by three-fourths (3/4) vote of church members present and voting.

Changes in Church Operations and Policy may be made at any regular business meeting without prior notice of pending consideration. Such changes would not involve constitutional or bylaw changes or amendments. Some examples would include staff job descriptions, benefits, constituency and function of church committees, church program organizations and church program services not specifically designated in the Constitution or Bylaws, and other operations policies of the church.

This Constitution and Bylaws of Hillcrest Baptist Church was adopted initially during a special business meeting on November 22, 1981.

Constitution was amended in December 1990.

Constitution was amended in February 2013.

Constitution was amended March 2014.