

**CONSTITUTION &  
BYLAWS**

**OF**

**NEW HOPE BAPTIST  
CHURCH OF RALEIGH,  
INC.**

Adopted this 17th day of March 2010

# **CONSTITUTION**

## **PREAMBLE**

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This Constitution will preserve and protect the liberties of each individual Church member and the freedom of action of this body in relation to other churches and all Baptist and religious entities.

## **ARTICLE I**

### **Name**

This body shall be known as New Hope Baptist Church of Raleigh, Inc., referred to in this document as "the Church," "Church," or just "New Hope Baptist Church."

## **ARTICLE II**

### **Purpose**

**Section 2.1 Vision Statement:** The vision of New Hope Baptist Church is to be a congregation of growing Christians, experiencing and sharing the love of God.

**Section 2.2 Mission Statement:** The mission of New Hope Baptist Church, empowered by the love of God through the life of Jesus Christ, is to give a positive witness of faith by living, serving, and sharing the joy of salvation and the assurance of eternal life.

**Section 2.3 Church Objectives:** Members of New Hope Baptist Church believe that the vision and mission of the Church can be fulfilled best by accomplishing these valued objectives with all people:

- (a) Celebrating the love of God through worship, honoring God as the only One worthy of reverence and praise.
- (b) Studying the Bible for spiritual guidance and growth, learning how to mature in faith, and how to relate to God and other people through Christian discipleship, fellowship, and evangelism.
- (c) Giving tithes and offerings to God, supporting the Church's mission so that the good news of salvation can be given to people in the local area and throughout the world.
- (d) Being involved in missions that present Jesus Christ as Savior and Lord, setting forth a testimony to individuals in need of hope, and helping to establish and strengthen Churches for the Kingdom of God.
- (e) Participating in ministries that encourage Church members to be free and responsible Christians, actively identifying with one another in a cooperative, servant family.

- (f) Providing an environment of well-kept properties and well equipped buildings, and maintaining settings for diverse groups of people to engage in and enjoy the Christian life.
- (g) Administering the life of the Church with openness and integrity, furnishing organizational structures and networks for both efficient and effective work.

## **ARTICLE III**

### **Basic Beliefs**

**Section 3.1 God:** There is one and only one living and true God, who is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

**Section 3.2 The Church:** A New Testament Church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ; committed to His teachings; exercising the gifts, rights, and privileges invested in them by His Word; and seeking to extend the gospel to the ends of the earth. This Church is an autonomous body operating through democratic processes under the Lordship of Jesus Christ. Members are equally responsible. Its scriptural officers are pastors and deacons. The New Testament speaks also of the Church as the body of Christ which includes all of the redeemed of all the ages.

**Section 3.3 Competency of the Individual Soul:** All people are created in God's image, with immortal souls, capable of dealing directly with God. No individual except Christ can act for another, nor become a go-between for another. Each soul has a direct relationship with God, with direct access to the workings of the divine spirit.

**Section 3.4 The Holy Bible:** The Holy Bible is the inspired Word of God and the only earthly authority. As we are led by the Holy Spirit, we accept it as authoritative and trustworthy. The criterion by which the Bible is to be interpreted is Jesus Christ.

**Section 3.5 Salvation:** The only way to salvation is through faith in Jesus Christ, the Son of God, who died for our sins, and who is able to forgive the sins of all who repent and believe. Salvation is the deliverance of the individual's soul from sin when one accepts Jesus Christ as personal Savior.

**Section 3.6 Freedom:** Freedom in Jesus Christ is a cherished hallmark of Baptists. We believe that freedom of conscience for every individual is a God-given right. This freedom is characterized as:

- (a) Soul freedom (*the right to make a decision about one's salvation*).

- (b) Bible freedom (*the right to read and interpret Scripture under the leadership of the Holy Spirit*).
- (c) Church freedom (*the right to charter a congregation, to determine its own mission, and to fellowship with each other as equals*).
- (d) Religious freedom (*the right to practice and give a witness to one's beliefs without interference, especially from the government, and yet being respectful of the opinions of others*).

**Section 3.7 Priesthood of the Believer:** Every Christian has direct access to God, through Jesus Christ, without need for any human mediator. This is the privilege of freedom and competency; it is also the responsibility of faith and righteousness. Every believer is free to be in a relationship with God. Every believer is then to be obedient in serving God personally and in fellowship with other believers by helping meet the needs of other human beings. The priesthood of a believer, therefore, means that each member lives and serves as an equal under God in the fellowship of a local church.

**Section 3.8 Equal in Privilege:** This is a congregation of baptized believers in Christ, all of whom are equal in privilege and responsibility, voluntarily banded together to carry on the work of Christ. The Church is autonomous and makes its decisions by majority vote of its members unless otherwise specified in the Bylaws.

**Section 3.9 Religious Liberty:** Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of the church's spiritual goals. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. The church should not resort to civil power to carry on its work. A free church in a free state is the Christian ideal. This implies the right of free and unhindered access to God on the part of all persons and the right to form and propagate opinions in the sphere of religion without interference by the civil authorities.

**Section 3.10 Cooperation:** Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations when the end to be attained is itself justified and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

**Section 3.11 Evangelism and Missions:** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary

effort on the part of all rests thus upon a spiritual necessity of the regenerate life and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

#### **ARTICLE IV**

##### **Church Ordinances**

The only ordinances practiced by the Church are Believer's Baptism and the Lord's Supper. Both are symbolic, rather than sacramental, in that they do not have the power of salvation.

Baptism by immersion in water is symbolic of the death, burial, and resurrection of Jesus; the believer's own death to sin, spiritual rebirth, and a changed life in Christ.

The Lord's Supper is symbolic of the broken body and shed blood of Christ. It is observed in remembrance of Christ's death on the cross for all sinners and is open to all believers.

#### **ARTICLE V**

##### **Church Covenant**

Believing that we have been led by the spirit of God to receive the Lord Jesus Christ as our Savior and upon publically professing that faith and being baptized in the name of the Father, the Son, and the Holy Spirit in the presence of God, angels, and this assembly; we joyfully enter into covenant with each other as one body in Christ:

That we will walk together in brotherly love, striving by prayer and personal example to promote the spiritual welfare of one another, strengthening the weak, reclaiming the erring, bearing one another's burdens, and fulfilling the teachings of Christ.

That we hold dear the good name of this Church and prayerfully strive to bring no reproach upon the Church and the cause of Christ.

That we practice sobriety in our habits; seek to lead our kindred and acquaintances to know Christ as their personal Savior; walk circumspectly in the world; be just in our dealings, faithful in our engagements; avoid all tattling, backbiting, and excessive anger; and as God has prospered us, give of our means to the support of this Church and to the spreading of the gospel to all people.

That we will not forsake the assembling of ourselves together but will sustain the public worship and work of this Church to make this a house of prayer, and that when we establish residence in another place, we will unite as soon as possible with another church where we can carry out the spirit of this covenant.

That we will maintain family and personal devotions and will not neglect the great duty of spiritually training our children and those under our care for the service of Christ and for the edification of our Christian brothers and sisters.

That we will fear God and do all things whatsoever God has commanded us, "Looking unto Jesus, the author and finisher of our faith; and may the God of peace who brought again from the dead our Lord Jesus Christ, that great shepherd of the sheep, through the blood of the everlasting covenant, make us perfect in every good work to do God's will, working in us that which is well-pleasing in God's sight through Jesus Christ, to Him be the glory forever and ever. Amen."

## **ARTICLE VI**

### **Polity and Relationships**

The government of the Church is vested in the body of believers who compose it. Persons duly received as members shall constitute the membership.

All internal groups created and empowered by the Church shall report to and be accountable to the Church only, unless otherwise specified by Church action.

This body is an autonomous Baptist church whose affiliations with other Baptist churches and organizations shall be approved by the Church. Participation in denominational, ecumenical, and humanitarian efforts shall be consistent with the purpose of the Church as defined in the Preamble. Financial support and membership shall in no way imply control of the Church, nor conflict with the self-governing authority of its body.

## **BYLAWS**

### **ARTICLE I**

#### **Membership**

**Section 1.1 Membership:** New Hope Baptist Church of Raleigh, Inc., hereinafter referred to as "the Church," is a sovereign and democratic church that accepts members under conditions set forth by the Church. Candidates are presented to the congregation upon their request for membership. The invitation for membership is extended during regular worship services and other special Church functions. Persons may present themselves through any of the following ways:

- a) **Profession of Faith:** The confession of Jesus Christ as Savior and Lord and following Him in the ordinance of baptism by immersion. Upon the recommendation of the Pastor and upon the review and concurrence of the Deacon Fellowship, candidates whose physical or other extenuating circumstances prevent their baptism by immersion may be received into membership on profession of faith alone.
- b) **Promise of a Letter of Transfer:** Membership from another Baptist church is transferred at the request of the candidate.

- c) **Statement of Prior Conversion Experience:** Candidate has made a previous profession of faith and has been baptized by immersion in another Baptist church or another denomination which practices believer's baptism by immersion.
- d) **Reaffirmation of Faith:** Candidate affirms a previous profession of faith and wishes to be baptized by immersion.
- e) **Official Membership:** Request for membership becomes official when voted on at the next regular business conference of the Church.

**Section 1.2 Termination of Membership:** Membership shall be terminated upon any of the following: (1) death of the member, (2) transfer of membership to another Baptist church, (3) erasure on request by the member or proof of membership to another church, (4) request a letter be sent to another church, or (5) exclusion by a three-fourths vote of Church members present and voting at any regular or special called Church Conference for reasons the Church considers to warrant such action. Exclusion shall only be initiated by a motion from the Deacon Fellowship. *(See Article I, Section 1.3 of the Bylaws)*

**Section 1.3 Discipline of Members:** Discipline shall be taken with utmost care for redemption of the individual rather than punishment for behavior or action. The guidelines found in Matthew 18:15-20 shall be followed. The Pastor, ministerial staff, deacons, and other spirit-led members shall be available for counsel, advice, and for recommending appropriate action. Only as a last resort, and after all efforts to resolve the problem have failed, will action to exclude the member be brought to the church membership. Exclusion of a member does not preclude restoration if the person makes such a request and the problem has been resolved.

## **ARTICLE II**

### **Consideration for Office**

Members of the Church are eligible for consideration to elective offices of the Church and its organizations provided that established policies for serving in such a capacity are met.

## **ARTICLE III**

### **Ministerial Staff**

**Section 3.1 The Senior Pastor:** The Senior Pastor [hereinafter referred to as “Pastor”] has the responsibility for guiding the Church in the achievement of its mission, proclaiming the gospel, reaching the unsaved and unchurched, and ministering to the spiritual needs of Church members and the community. The Pastor's role includes leading the ministerial staff and deacons in carrying out the mission and goals of the Church.

- (a) **Length of Service:** The Pastor shall be called by the Church to serve until the relationship is dissolved by the resignation of the Pastor or the vote of the Church. In either case a minimum two-week notice shall be given unless otherwise mutually agreed

upon by both the Pastor and the Church.

- (b) **Removal of the Pastor:** The Church may declare the office of Pastor vacant through action of the body to remove the Pastor. Upon the request of the Deacon Fellowship or a written petition signed by one-fourth of the members whose current addresses are on file with the Church Clerk, the Moderator shall call a Business Conference to consider his/her removal. Members whose current addresses are on file with the Church Clerk shall be notified in writing of the meeting and its purpose with a minimum notice of two (2) weeks. The vote to declare the office of Pastor vacant shall be by written ballot and shall require a two-thirds ( $\frac{2}{3}$ ) affirmative vote from members present and voting. Except in the instance of gross misconduct by the Pastor who is removed from office, severance compensation in keeping with prior service shall be considered, and termination shall follow such action with no notice required.

**Section 3.2 Transition Committee:** When the office of the Pastor is vacant, a Transition Committee shall be formed to review the mission and direction of the Church, to seek and recommend an Interim Pastor, and to coordinate pastoral activities until the office is occupied. This Committee shall consist of nine (9) members. In no case shall more than nine (9) serve on the Committee. Three (3) members shall come from the current Deacon Fellowship and six (6) members shall come from the Church membership at large. The selection of the six (6) at-large Committee members shall be as follows:

During the two-week period prior to the next scheduled Church Conference, all members of the congregation using forms provided by the Church office shall have the opportunity to submit the name of one (1) Church member for the Committee. Employees of the Church shall not be eligible to serve. The names submitted shall be tabulated by the Church Clerk or Assistant Church Clerk assisted by the Moderator and Parliamentarian. At a Church Conference, the names of the nominees shall be presented. No additional nominees shall be made from the floor. Of those nominated, six (6) shall be elected. Voting on the nominees shall be by ballot. In case of a tie, a runoff vote by ballot shall be held.

Those elected shall continue to serve until the work of the Committee is completed. In case of resignation(s), the Committee shall nominate the replacement(s) for approval by the Church. If a member of the Deacon Fellowship serving on the committee should rotate off the Deacon Fellowship, that individual shall continue to serve until the work of the Committee is completed. The Transition Committee shall elect its own officers.

**Section 3.3 Interim Pastor:** The recommendation of the Transition Committee shall constitute a nomination to be voted upon by the Church for an Interim Pastor and shall include a compensation package. No nominations shall be made except by this Committee with only one nominee to be considered at a time. Information on the nominee, including a resume, shall be made available to the membership two (2) weeks prior to a vote. The Church shall vote on the nominated candidate in either a special called or regular business conference, with an affirmative vote of three-fourths of those present and voting being necessary for calling an Interim Pastor. The vote shall be by ballot with the results of the vote announced at the same

meeting. After tallying the ballots, the Church Clerk shall read the results of the vote. If the nominee presented by the Committee fails to receive a three-fourths vote, the Committee shall seek another candidate and the meeting shall adjourn without debate.

There shall be a written covenant between an Interim Pastor and the Church for the mutual benefit of both parties.

**Section 3:4 Pastor Search Nominating Committee:** When the Transition Committee and the Deacon Fellowship recommend that a Pastor search begin, a Nominating Committee shall be formed to recommend nominees for the Pastor Search Committee.

- a) **Election of the Committee:** The Committee shall consist of seven (7) members elected by the Church. Three (3) members shall be nominated by the Deacon Fellowship with additional nominees made from the floor. To be considered, nominees must have been a member of the Church for a minimum of three (3) years. Votes on those nominated shall be by ballot, and in case of a tie a runoff vote shall be taken by ballot. Employees of the Church shall not be eligible to serve on this Committee. The Committee shall elect its own officers.
- b) **Responsibilities of the Committee:** This Committee shall be responsible for creating a form for use by members of the congregation to recommend members to serve on the Pastor Search Committee. These forms shall be made available to the congregation two (2) weeks prior to a date set by the Committee to receive recommendations. Recommendations shall be considered as closed on this date.

The Committee shall consider the recommendations according to the number of times members were recommended in addition to their spiritual maturity and commitment to the ministry of the Church. The Committee shall present to the congregation the names of twelve (12) nominees for the seven (7) who shall serve on the Pastor Search Committee. Voting on the recommendations of this Committee shall be by ballot. In case of a tie, a runoff shall be held by ballot. Employees of the Church shall not be eligible to serve on the Pastor Search committee.

**Section 3.5 Pastor Search Committee:** The Pastor Search Committee shall be charged with the responsibility of presenting to the congregation a candidate to serve as Pastor along with a compensation package. Only one nominee at a time shall be presented by this committee to the Church for the position of Pastor. The vote to call a Pastor shall be by ballot with an affirmative vote of eighty percent (80%) of those present and voting. Absentee ballots shall be allowed if signed and given to the Church Clerk no later than four (4) hours before the beginning of a Business Conference. Information about the nominee, including but not limited to a resume, shall be made available to the membership seven (7) days prior to the membership vote.

**Section 3.6 Ministers other than the Pastor:** Ministers other than the Pastor shall be called and employed as the Church determines the need for such offices. The Church Personnel Committee along with the Senior Pastor, shall conduct a search, and upon the recommendation of the Deacon Fellowship shall present the candidate and a compensation package to the Church

in either a regular or a special called business conference. The Pastor and Chair of the Deacon Fellowship shall be voting members of this Committee when other ministers are being considered. These ministers shall serve at the will of the Pastor and the Personnel Committee. Disciplinary actions and procedures for the termination of the employment of ministers other than the Pastor shall follow the guidelines set forth in the Personnel Policy section of the Administrative Policy Manual.

#### **ARTICLE IV**

##### **Deacon Fellowship**

Deacons are elected to be servants of the Church, and their work shall be in keeping with the mission and ministry of the Church. The number of Deacons shall be representative of the size of the resident Church membership, with the number to be elected approved in a Church business conference before elections are held.

Deacons are elected for three-year terms, with one-third of the established number diaconate rotating off each year. Deacons may not serve successive terms, but may be re-elected after an interval of one year. In the event that a Deacon is unable to serve or to complete a term of office, the Deacon nominee receiving the next highest vote in the most recent general election of Deacons shall serve as a replacement for the remainder of his/her term.

To be nominated for the office of Deacon, a candidate must be at least 21 years old, must be a member of New Hope Baptist Church for three (3) years, and must be spiritually mature as defined by Scripture. Nominations for the office of Deacon shall be made yearly and presented to the Church on a Sunday in the fall with the election within four (4) weeks of the nominations. Newly-elected Deacons shall take office at the January meeting of the Deacon Fellowship. Policies regarding the ministry of the Deacon Fellowship are found in the Guidebook for Deacons. Any changes in the policies of this guidebook shall be approved by the Church.

#### **ARTICLE V**

##### **Moderator**

The Moderator is the presiding officer of the Church in business conference. The Nominating Committee shall bring to the business conference in November of each year the name of a nominee to serve for the succeeding year. In the absence of the Moderator, the chair of the Deacon Fellowship shall preside. In the absence of both, the Church Clerk shall call the meeting to order and preside in the election of an acting moderator for that meeting only.

#### **ARTICLE VI**

##### **Corporate Officers**

The Corporate Officers are the legal officers of the Church, who hold all Church property in trust. There shall be three (3) officers each of whom shall serve a three (3) year term with one officer rotating off each year. The Nominating Committee shall nominate in Church Conference in November of each year the name of a nominee to serve. To be eligible for nomination, a

member must be at least twenty five (25) years old and a member of the church for a minimum of three (3) years. No officer shall be eligible for re-election after serving three (3) years except where a person has been elected for a one (1) year unexpired term where, upon he/she shall be eligible for nomination and election to a three (3) year term. Vacancies during an unexpired term shall be filled by nomination and election at a Church Conference. After an officer's term expires, he/she shall be eligible to serve another term after one (1) year.

At the beginning of each calendar year, the Church's Corporate Officers shall elect a president, vice president and secretary. Their duties shall include:

- (a) when specifically authorized by the Church, they shall have the power to buy, sell, mortgage, lease, enter into any rental agreements, transfer any Church property or enter into any other binding agreements.
- (b) handling all legal responsibilities in connection with the aforementioned items.
- (c) conducting an annual survey to determine the insurance needs of the Church. In consultation with the Finance Committee and the Treasurer, they shall be authorized to make any changes they feel deemed beneficial to the Church.
- (d) acting in an advisory capacity along with the Church Treasurer to the Finance Committee on any loans obtained on behalf of the Church.
- (e) recommending to the Church, as necessary, legal counsel related to any legal problem/concern that arises which affects the financial health of the Church including, but not limited to, suits or other actions directed towards the Church.

Copies of all legal documents shall be maintained in a secure file in the Church office.

## **ARTICLE VII**

### **Clerk**

**Section 7.1 Clerical Officer:** The Church Clerk is the clerical officer of the Church. The Nominating Committee shall bring to the regular November business conference each year the name of a nominee to serve for the upcoming year. The clerk shall keep the minutes of all business conferences and submit them for approval at each subsequent business conference. Other duties shall include maintaining the Church membership roll and submitting any additions or deletions to the Church for action at the next business conference.

**Section 7.2 Count Ballots:** The Church Clerk, and whomever he/she may ask to assist, shall be in charge of counting all ballot votes. At the completion of the count, the results shall be handed to the Moderator who shall announce the results of the vote. The ballots shall be kept with the Church records for ninety (90) days after the vote.

**Section 7.3 Maintain the Administrative Policy Manual:** The Church Clerk along with a member of the administrative staff shall maintain the Administrative Policy Manual.

**Section 7.4 Preserve the Records:** The Church may delegate specific clerical responsibilities to a staff member if deemed necessary. All records, documents, and communications are Church business and shall be maintained with appropriate security and preserved as archives by the Church office.

## **ARTICLE VIII**

### **Treasurer & Assistant Treasurers**

**Section 8.1 Treasurer:** The Treasurer is the chief financial officer of the church. The Treasurer shall:

- (a) Have charge and custody of and be responsible for all funds and securities of the Church; receive, or cause to be received and recorded, all monies received by the Church from any source whatsoever, and deposit all such monies in the bank of the Church in such depositories as shall be approved by the Church.
- (b) Disburse, or cause to be disbursed, the monies from Church bank accounts for payments for obligations, payables and debts owed and incurred by the Church.
- (c) Prepare, or cause to be prepared, a true statement of Church assets and liabilities as of the close of each fiscal month and year, all in reasonable detail, which statements shall be made available and filed in the Church office and kept available there for a period of at least seven (7) years.
- (d) Perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Corporate Officers, the Deacons, the Finance Committee, or the Church. The Treasurer, shall with the Finance Committee, be responsible for overseeing completion of an annual audit by a certified public accountant of the Church financial activities for each year the Treasurer serves in this capacity. The Treasurer shall assist the Corporate Officers with an annual evaluation of the Church property and casualty insurance policy and coverage values to be insured. The Treasurer shall be bonded. The Church shall pay the cost of the bond.

**Section 8.2 Assistant Treasurers:** Assistant Treasurer(s) shall:

- (a) Assist the Treasurer in carrying out the duties of the Treasurer as may be assigned to an Assistant Treasurer by the Treasurer, by the Corporate Officers, Finance Committee, or the Church.
- (b) Assist the Treasurer by signing or co-signing and approving checks for payment of properly authorized disbursements.
- (c) In the absence of the Treasurer or in the event of the death of the Treasurer, inability or refusal to act, the Assistant Treasurer(s) in the order of their length of service as Assistant Treasurer, unless otherwise determined by the Chairpersons of Deacons, Personnel, and Finance Committee, shall perform the duties of the Treasurer, and when so acting shall

have all the powers of and be subject to all the restrictions upon the Treasurer. The Assistant Treasurer(s) shall be appropriately bonded with the church paying for the bond.

## **ARTICLE IX**

### **Committees & Ministry Teams**

Committees and Ministry Teams shall be established for specific purposes when needed to accomplish the ministries of the Church. They shall hold meetings as necessary for conducting matters of business, and they shall make regular reports at business conferences. When authorized, committees may act as official agents of the Church; they shall not have the power or authority to enter into any contractual agreements of any type. Special committees also called *ad hoc* (task force) committees may be created to perform specific tasks and are dissolved when the task is completed and a final report is given to the Church. Such a committee shall not be created to accomplish a task that is within the designated function of a standing committee. A list of committees and ministry teams shall be maintained in the Administrative Policy Manual. A representative of the ministerial staff shall serve as a non-voting liaison on each committee or ministry team.

The duties and policies of these committees are found in the Administrative Policy Manual and carry the same weight as if they were printed in the Bylaws. Should discrepancies between the policies set forth in this manual and the Bylaws occur, the Bylaws shall prevail. (*See Article XVIII.*) Any member shall have the right to examine the Administrative Policy Manual in the Church Office during regular office hours.

Except where otherwise set forth in the Bylaws, the Nominating Committee shall nominate members on an annual basis to serve on these committees and positions and to be voted on by the Church. Unless specifically stated in these Bylaws all committee members are elected to serve for three years. Members are eligible for election to the same committee after a one year absence.

## **ARTICLE X**

### **Administrative Policy Manual**

The Administrative Policy Manual sets forth the policies and procedures of the committees of the Church as well as the operation policies of the Church. Except for the correction of scribal errors, any additions, deletions, or revisions to this manual shall be reported to the Church in Church Conference with the Church reserving the right to deny or revise said changes. Upon request any member shall have the right to examine the manual in the Church office during regular office hours.

## **ARTICLE XI**

### **Administrative & Constitutional Committees**

As needed, the Church shall form committees to carry out its mission and ministry. The three (3)

major Administrative Committees are the Finance Committee, the Personnel Committee, and the Nominating Committee. Multiple other committees, their purpose, and their policies and procedures can be found in the Administrative Policy Manual.

**Section 11.1 Finance Committee:** The Finance Committee shall be composed of nine (9) members elected to a three-year term of office with one third rotating off each year. To replace the three (3) members rotating off after their third year, one (1) shall be nominated by the Deacon Fellowship, one (1) shall be nominated by the Nominating Committee, and a minimum of one (1) additional member nominated from the floor in Church Conference. Vacancies during an unexpired term shall be filled by nomination and election at a Church Conference.

This Committee shall be responsible for preparing an annual budget with continuing financial oversight during the fiscal year. The Treasurer, the Pastor or designee, and the Deacon Chair or designee shall serve in an advisory capacity to the Committee. They shall have no vote and should not be considered members of the Committee. The Finance Committee shall elect officers at its first meeting.

A proposed budget shall be presented to the Deacon Fellowship for its review or suggestions. However, there is no requirement that the proposed budget receive approval of the Deacon Fellowship before presentation to the congregation.

The Committee shall have the proposed budget for the coming calendar year ready to be discussed at a Church forum by the middle of November. A special called meeting to vote on the budget shall be held no later than the first week of December. Copies of the proposed budget shall be made available in the narthex by the first Sunday of November. A notice shall be placed in the Church newsletter. A copy shall be mailed to any member upon request.

In addition to preparing the budget, the Finance Committee shall be responsible for the following:

- (a) Review the monthly financial report(s) prepared by the Treasurer which shall be shared with the Deacon Fellowship and presented to the congregation at monthly Church business conferences.
- (b) Consider requests for expenditures when a line item is not included in the budget, or a line item exceeds the budget allocation.
- (c) Recommend to the Church an auditor for approval to conduct an annual audit of the Church financial records. The audit is to be performed by a certified public accountant. The audit shall be made available to church members upon request after its presentation to the church.
- (d) Make the congregation aware of any event or program being considered by the Church

that would potentially impact the financial health of the Church.

- (e) Negotiate with the assistance of the Treasurer and Corporate Officers any loans the Church might need including the renegotiating of outstanding loans and leases the Church might enter in the course of the Church ministries.
- (f) Administer and monitor the budget as approved by the Church.
- (g) Review on at least a quarterly basis all investments held in trust accounts and, along with the Treasurer, negotiate any contracts with fiduciaries that manage these accounts.
- (h) Review on an annual basis the depository relationships with the financial institutions used by the Church.
- (i) The committee shall be responsible for monitoring and recommending accounting policies and procedures for the financial controls of the church. All Church receipts and disbursements and Church financial records shall be recorded and reported in accordance with accounting principles generally accepted for non-for-profit organizations in applying the modified-cash basis of accounting in the United States of America.

**Section 11.2 Personnel Committee:** The Personnel Committee shall be composed of nine (9) members elected to a three-year term of office with one third rotating off each year. To replace the three (3) members rotating off after their third year, one (1) shall be nominated by the Deacon Fellowship, one (1) shall be nominated by the Nominating Committee with a minimum of one (1) additional member nominated from the floor in Church Conference. Vacancies during an unexpired term shall be filled by nomination and election at a Church Conference. The Pastor or designee and the Deacon Chair or designee shall be voting members of this committee. The responsibilities of this Committee shall fall into three major areas: employment, salary administration, and evaluating the performance of the duties and requirements set forth in the Administrative Policy Manual.

- (a) In consultation with the Pastor or designee, and Chair of the Deacon Fellowship or designee, this Committee shall have the responsibility of recruiting, interviewing and recommending ministerial positions to the Church with the exception of the Senior Pastor.
- (b) In consultation with the supervising ministerial staff member, this Committee shall have the authority to employ or discharge any non-ministerial staff employee.
- (c) This Committee shall be responsible for acting on any differences between employees or differences between the employee and the Church that cannot be resolved by the Pastor. Unresolved differences shall be referred to the Arbitration and Advisory Committee for resolution.
- (d) In consultation with the Finance Committee, this Committee shall make annual

recommendations to the Finance Committee regarding Salaries and Benefits.

**Section 11.3 Nominating Committee:** The Nominating Committee shall be composed of nine (9) members elected to a three-year term of office with one third rotating off each year. To replace the three (3) members rotating off after their third year, one (1) shall be nominated by the Deacon Fellowship, one (1) shall be nominated by the Nominating Committee with a minimum of one (1) additional member nominated from the floor in Church Conference. Vacancies during an unexpired term shall be filled by nomination and election at a Church Conference. The Pastor, or designee, shall be an ex-officio non-voting member of this Committee. It shall have the responsibility of nominating all teachers, officers, and members of the Church's various committees unless noted differently by these Bylaws. These responsibilities shall include:

- (a) Nominate members necessary to staff all committees according to the guidelines of the Administrative Policy Manual.
- (b) Nominate members to fill all vacancies occurring during the year.
- (c) Nominate members to serve on any Task Force unless otherwise nominated and elected at a Church Conference.

## **ARTICLE XII**

### **Denominational Relations Committee**

This Committee is responsible for monitoring, on a continuing basis, the relationship between New Hope Baptist Church and any conventions, fellowships, boards, or commissions the Church supports. This Committee shall view the relationships in light of Articles I through VI of our Constitution and give a report to the Church as appropriate. Recommendations from this Committee shall be made for Church action when deemed necessary. This Committee shall be made up of the Chair of the Deacon Fellowship, the Director of the Sunday School, the Director of the Women's Missionary Union, the Director of the Baptist Men, and the Pastor. The Pastor shall act as Chair of this Committee and as a voting member.

## **ARTICLE XIII**

### **Program Organizations**

Programs shall be provided for Bible teaching, Church member training, leadership training, new member orientation, missions, and music.

**Section 13.1 Sunday School:** Sunday School shall be the basic organization for the Bible teaching program of the Church. Its task shall be to teach Biblical revelation, to reach the unsaved and unchurched, and to provide and interpret information regarding the work of the Church. Sunday School shall be organized by departments and classes. The Sunday School Director shall be nominated by the Nominating Committee and elected annually by the Church.

**Section 13.2 Discipleship Training:** Discipleship Training shall be organized to train Church members for specific areas of service, conduct new member orientation, and provide teacher training relating to Christian theology, Church history, polity and organization, and the work of the Church. The ministerial staff shall have the responsibility of organizing these programs and enlisting leaders to carry out the work.

**Section 13.3 Women's Missionary Union:** The Women's Missionary Union shall be the mission, education, action, and support organization for women, girls, and preschool children. Its task shall be to teach missions, engage in mission activities, support missions through praying and giving, and provide information regarding the work of the Church and denomination. The Women's Missionary Union Director shall be nominated by the Nominating Committee and elected by the Church.

**Section 13.4 Baptist Men:** The Baptist Men shall be the mission, education, action, and support organization for men and boys. Its task shall be to teach missions, engage in mission activities, support missions through praying and giving, and provide information regarding the work of the Church and denomination. The Director of Baptist Men shall be nominated by the Nominating Committee and elected by the Church.

**Section 13.5 Church Music Program:** The Church Music Program shall have as its tasks the teaching and training of persons to sing, leading graded choir programs, providing appropriate music for worship services, and leading musical activities. The Program shall also include instrumentalists to play for practice, worship services, and choir-related activities. The Church Music Program shall be under the leadership of a Minister of Music who shall be a member of the Church staff.

**Section 13.6 Media Center:** The Media Center shall be maintained for printed and audio-visual resources under the general supervision of a ministerial staff person. The Media Center shall be operated by a media team.

## **Article XIV Church Administrative Council**

The Church Administrative Council shall provide leadership in planning, coordinating and evaluating ministries and programs of the Church and its organizations. Its primary functions shall be to guide the church visioning and strategic planning process, coordinate ministry and program plans, evaluate programs and activities, approve the church calendar, manage the use of church facilities and oversee day-to-day operations. The Council shall not exceed the authority of other committees or the church congregation as set forth in the Constitution and Bylaws. The Council shall provide updates to the church membership, deacon fellowship and church congregation on a regular basis.

The Church Administrative Council shall consist of seven members including: Deacon Chair, Finance Committee Chair, Building and Grounds Chair, Personnel Chair, Moderator, Pastor, one at-large member nominated by the Church Administrative Council. The Pastor shall serve as

chair of the Council. All lay leaders will have a one-year term unless they are re-appointed by their committee area to serve as chair.

## **ARTICLE XV**

### **Church Business Conference Policies**

**Section 16.1 Church Business Conferences:** Regular business conferences shall be held at a designated time and place. Special business conferences may be called by the Moderator or the Chair of the Deacon Fellowship by giving two (2) weeks' notice and stating the purpose of the meeting. Notice shall be considered given if published in two (2) consecutive Church bulletins or newsletters.

**Section 16.2 Quorum:** A minimum of fifty (50) members must be present at a business conference to constitute a quorum. No votes shall be taken without a quorum present.

**Section 16.3 Parliamentary Rules:** The latest edition of "Robert's Rules of Order" shall be the authority for parliamentary procedure for all business conferences.

**Section 16.4 Committee Officers:** Unless specified by these bylaws or a vote of the Church, all committees and organizations shall elect their own officers at their first meeting of the calendar year.

**Section 16.5 Rights of Members:** All members of the Church are entitled to vote in all elections and on all motions submitted to the Church in a business conference, provided the member is present or these Bylaws specifically allow for absentee voting for the matter before the Church. Proxy voting shall not be allowed.

**Section 16.6 Present and Voting:** Unless otherwise stated in these Bylaws, all votes shall be interpreted as those members present and voting.

**Section 16.7 Membership Defined:** Unless otherwise stated in these Bylaws, membership as used in these Bylaws shall be defined as persons listed on the Church records maintained by the Church Clerk and containing a current address.

**Section 16.8 Appropriate Notice:** Except for the employment of a member of the ministerial staff which shall require one (1) week's notice with appropriate information made available to the membership, and any other notices as required by these Bylaws, the Moderator shall determine the amount of notice appropriate for any item of business which shall be brought before the Church.

**Section 16.9 Ballot Vote:** If Church Bylaws do not call for a ballot vote, the Moderator shall have the right to request a ballot vote. Members can make a motion that a vote be taken by a method other than that called for by the Moderator. A simple majority vote of those present and voting is required for passage.

**Section 16.10 Committee Referral:** When an issue arises in a business conference that, in the discretion of the Moderator, should be investigated by a committee, the Moderator shall have the authority to assign either a standing committee or task committee to investigate the issue and report back to the Church at the next regular or special called business conference. The decision by the Moderator can be overturned by a simple majority vote of the members present and voting.

**Section 16:11 Special Fund Raising Events:** No fund raising programs or activities shall be undertaken without the approval of the Finance Committee and the Deacon Fellowship.

**Section 16:12 Committee Votes:** No vote by any committee shall be valid unless half of the committee is present.

## **ARTICLE XVI**

### **Arbitration and Advisory Committee**

This Committee shall be responsible for providing arbitration and advisory services for personnel issues or differences that cannot be resolved within the responsibilities of the Personnel Committee. The Arbitration and Advisory Committee shall be composed of the Personnel Chair, Finance Chair, Deacon Fellowship Chair, and the Deacon Fellowship Associate Chair. The individual in the dispute has the right to one advocate of his/her choosing but such advocate must be approved by a majority vote of the Committee. The advocate shall not have a vote.

## **ARTICLE XVII**

### **Bylaws to Prevail**

In case of any conflict between the Bylaws and the policies set forth in the Administrative Policy Manual, the Bylaws shall prevail.

## **ARTICLE XVIII**

### **Constitution & Bylaws Committee**

A Constitution & Bylaws Committee composed of the Chair of the Deacon Fellowship, the Moderator, and the Church Clerk shall meet in November of each Church year, and at other times as deemed necessary, to consider any changes in the Constitution & Bylaws of the Church. They shall report to the Church in the January Business Conference of any suggested changes for consideration by the members.

**ARTICLE XIX**  
**Constitution & Bylaws Changes**

The Bylaws may be amended. Other than for scribal errors, proposed changes and amendments to this Constitution or Bylaws must be presented in writing to the Church and lie on the table for one (1) month prior to a vote. Proposed changes must be made available to members by either a special mailing or be included in the Church Newsletter as well as the Church Bulletin while the motion is on the table. Changes in the Constitution and/or the Bylaws must have the approval of two-thirds vote of those present and voting in a business conference.

*I, the undersigned, being the Acting Church Clerk of a duly-called meeting of church held on the \_\_\_\_ day of \_\_\_\_\_, 2008 do certify that this Constitution & By-laws is a true and exact copy of the those adopted by the church*

\_\_\_\_\_  
Wanda Powell, Acting Church Clerk