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Bylaws

HIGHLAND BAPTIST CHURCH
Meridian, Mississippi

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ARTICLE I - MEMBERSHIP

Section 1: QUALIFICATIONS.

The membership of this church shall consist of such persons as confess Jesus Christ as their Savior and Lord, and who (1) after due examination as to their Christian experience, or if coming from other Baptist churches as to their letters of dismissal and recommendation, or satisfactory substitutes thereof, (2) have been accepted by vote of the church, and (3) have been baptized. Voting members shall consist of those persons meeting all membership requirements, who are at least 7th grade or equivalent, and who are personally present to vote.

Section 2: DUTIES.

See Article IV, Membership in Constitution.

Section 3: TERMINATION.

The continuance of membership shall be subject to the principles and usages of Baptist churches and especially as follows:

- A. Any member in good and regular standing who desires a letter of dismissal and recommendation to any other Baptist church is entitled to it upon request from the church with which he is uniting.
- B. If a member in good standing requests in writing to have their membership terminated, and after the church shall have patiently and kindly endeavored to secure his continuance in its fellowship, such request may be granted.
- C. Should a member become an offense to the church and to its good name by reason of persistent immoral or unchristian conduct, the church may terminate his membership in accordance with the section dealing with discipline (Constitution, Article VII).
- D. The membership of no person shall be terminated (except by affiliation with another church) at the meeting when the recommendation for such action is made, but such recommendation shall be referred to a special committee appointed for that purpose. This committee shall investigate and report to the church.

Section 4: RESTORATION.

Any person whose membership has been terminated for any offense may be restored by vote of the church upon evidence of his/her repentance and reformation.

ARTICLE II - CHURCH OFFICERS

The Church is authorized to call each of the following professional staff on an as needed basis, either full-time or part-time, and may leave one or more positions vacant from time to time assigning the duties and responsibilities of vacant positions among existing staff to fulfill the ministries of the Church, including the combining of two or more staff positions.

Section 1: PROFESSIONAL STAFF

A. SENIOR PASTOR. The senior pastor, as leader of the church, shall have full administrative responsibility. His primary responsibility is to serve as God's undershepherd for preaching and pastoral duties along with coordinating and directing the ministries of the church. A senior pastor is to be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose. There will be at least one week's notice of such meeting given to the congregation by announcement in church services and by publication of the church bulletin. Voting shall be by secret ballot with the result being announced publicly. The senior pastor, thus elected, shall continue to serve by mutual consent of himself and the church.

Whenever a vacancy occurs in the office of senior pastor, a Pastor Search Committee shall be nominated by the Fellowship of Deacons and elected by the church to seek out a suitable senior pastor. Such committee or any church member may make a recommendation for a new pastor. However, the church shall have under consideration only one person at a time.

The senior pastor shall have charge of the welfare and oversight of the church. He shall work with the deacons and the various committees to carry out the programs of the church. He shall preside at all business meetings except as hereinafter provided. Specific duties and responsibilities will be approved and amended, as necessary, by the Personnel Committee.

B. ASSOCIATE PASTOR. The Associate Pastor's primary responsibilities include church outreach, adult education and discipleship, and assisting the pastor in the general administration of church. The Associate Pastor will also perform the duties of the Senior Pastor when the Senior Pastor is absent, other than from a pastor vacancy occurring from resignation, retirement, death, or incapacity. This involves coordination with all staff to carry out the ministries of the church.

The Associate Pastor may be chosen and called by the church whenever a vacancy occurs. He shall be elected by the church upon the recommendation of the Personnel Committee and the Senior Pastor. He shall be under the general direction of the Senior Pastor. Specific duties will be approved and amended as necessary by the Personnel Committee and the Senior Pastor.

C. MINISTER OF MUSIC. The Minister of Music's primary responsibility is the promotion of a challenging program of church music. This involves coordination with the pastor to carry out the music ministries of the church.

The Minister of Music may be chosen and called by the church whenever a vacancy occurs. He shall be elected by the church upon the recommendation of the Personnel Committee and the senior pastor. He shall be under the general direction of the pastor. Specific duties and responsibilities will be approved and amended as necessary by the Personnel Committee and the senior pastor.

D. MINISTER TO STUDENTS. The minister to Students' primary responsibility is the general oversight and direction of the youth (7th grade through 12th grade) ministry of the church. The Minister to Students shall also work with the Seminary Intern in providing an Activities Ministry through the Family Life Center.

The Minister to Students may be chosen and called by the church whenever a vacancy occurs. He shall be elected by the church upon the recommendation of the Personnel Committee and senior pastor. He shall be under the general direction of the Senior Pastor. Specific duties and responsibilities will be approved and amended as necessary by the Personnel Committee and the senior pastor.

E. SEMINARY INTERN. The Seminary Intern position serves as an investment in the life of a ministerial student, providing the student the opportunity to gain valuable hands-on experience in the work of the church while pursuing theological education. While given specific responsibility in the Family Life Center, the intent is to provide the Intern with a wide variety of ministerial experiences.

Terms of Service: This internship is on a two-year basis, evaluated annually, and renewable at the end of the two-year period. If for any reason the Personnel Committee determines the work of the intern is unsatisfactory, the agreement may be terminated with two weeks notice.

The intern is expected to actively work toward a seminary degree, and should supply regular reports to the Personnel Committee of progress toward a degree from an accredited seminary. If the intern should cease seeking a seminary degree, he/she must give notice to the Personnel Committee and the internship may be cancelled with two weeks notice.

The Seminary Intern may be elected by the church upon the recommendation of the Personnel Committee and Senior Pastor. He/she shall be under the general direction of the Associate Pastor. Specific duties and responsibilities will be approved and amended as necessary by the Personnel Committee and the Senior Pastor.

F. DIRECTOR OF THE CHILD DEVELOPMENT CENTER. The Director of the Child Development Center's primary responsibility is to plan, conduct and evaluate a comprehensive weekday program of activities and education for preschool age children, working with the Child Development Center Committee.

The Director of the Child Development Center may be chosen and called by the church whenever a vacancy occurs. He/She shall be elected by the church upon the recommendation of the Personnel

Committee and the Senior Pastor. He/She shall be under the general direction of the Senior Pastor. Specific duties and responsibilities will be approved and amended as necessary by the Personnel Committee and the Senior Pastor.

G. **DIRECTOR OF PRESCHOOL AND/OR CHILDREN’S MINISTRIES.** The Director of Preschool and/or Children’s Ministries’ primary responsibility is the general oversight and direction of the children’s (grade 1-6) ministry of the church, and to give general oversight and direction to the preschool (non-Child Development Center) ministries of the church, including the providing of nursery care for all services of the church.

The Director of Preschool and/or Children’s Ministries may be chosen and called by the church whenever a vacancy occurs. He/She shall be elected by the church upon the recommendation of the Personnel Committee and the Senior Pastor. He/She shall be under the general direction of the Senior Pastor. Specific duties and responsibilities will be approved and amended as necessary by the Personnel Committee and the Senior Pastor.

Section 2: OTHER EMPLOYEES.

A. Child Development Center (CDC) teachers shall be appointed by the CDC Committee upon recommendation by the Director of the Child Development Center.

B. All other personnel shall be employed or terminated by the supervising staff professional and senior pastor. Specific duties and responsibilities will be approved by the Personnel Committee or CDC Committee and senior pastor.

Section 3: OTHER OFFICERS.

A. **MODERATOR.** The Moderator at all business meetings shall be the senior pastor. The chairman of deacons shall preside in the absence of the senior pastor; or, in the absence of both, a moderator pro tem shall be elected by the congregation.

B. **CLERK.** Upon recommendation of the Nominating Committee, the church shall annually elect a clerk, who shall keep in a suitable book a record of all actions of the church. He shall also keep a register of names of members, with dates of admission and dismissal or death, together with a record of baptisms. He shall issue letters of recommendation voted by the church, preserve and file all communications and written official reports, and give notice of all meetings where such notice is necessary, as indicated in these By-laws.

C. **TREASURER.** The church shall elect annually, upon recommendation of the Nominating Committee, a treasurer, whose duty it shall be to work with and assist the financial secretary so that the financial secretary might receive, preserve and pay out, upon receipt of vouchers approved by the chairperson of the Finance Committee all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of all bills for local work and expenses shall be made promptly by check, and all funds going to denominational or similar causes, shall be remitted at least monthly by check. All checks for budgeted or church-approved items shall be signed by at least one member of the Finance Committee for amounts less

than or equal to \$5,000.00; and, with all other checks requiring the signatures of at least two members of the Finance Committee.

It shall be the duty of the financial secretary (with assistance from the treasurer, if needed) to render to the body of deacons at each regular meeting an itemized report of receipts and disbursements for the preceding month, and this report shall be distributed to the church at its regular quarterly business session.

The treasurer shall, upon election of a successor and upon completion of the final records, promptly deliver to the church office all books, records and accounts pertaining to or relating in any manner to the office of treasurer. All books, records and accounts kept by the treasurer shall be considered the property of the church.

The church may elect such assistants to the treasurer as it shall deem necessary.

The treasurer and all assistants shall be bonded in such amounts as may be specified by the Finance Committee.

D. ELECTRONIC MEDIA & INFORMATION TECHNOLOGY COORDINATOR. Upon recommendation of the Nominating Committee, the church shall elect annually an Electronic Media & Information Technology Coordinator whose duties shall be to supervise and coordinate the Electronic Media & Information Technology Committee and to be responsible for completion of the duties and operation of this committee as related to the electronic media and technology ministry (see Article III - Committees). In coordination with the Senior Pastor and the Electronic Media & Information Technology Committee, the Electronic Media & Information Technology Coordinator shall also be responsible for training so that at least one member of the church staff and at least one member of the congregation have a basic, working knowledge of the Electronic Media & Technology Ministry.

The Electronic Media & Information Technology Coordinator will serve as the Systems Engineer to coordinate and oversee the information technology systems infrastructure. He/she will perform both routine and complex infrastructure administration duties, including developing standards, recommending network and/or systems infrastructure changes, and coordinating and implementing technology security measures. The Electronic Media & Information Technology Coordinator is responsible for high-level and long-term analysis, design, development, and maintenance of the Church's technology infrastructure.

E. MEDIA LIBRARY DIRECTOR. Upon recommendation of the Nominating Committee, the church shall elect annually a Media Library Director whose duties shall be to supervise and coordinate the library staff. The library staff members shall be elected by the church, upon recommendation of the Nominating Committee as they are needed to adequately staff the library.

Duties of the Director and Staff:

- (1) Provide and interpret printed and audiovisual materials.
- (2) Promote the use of printed and audiovisual materials.

- (3) Consult with church leaders and church members in the use of printed and audiovisual materials.
- (4) Perform a complete inventory of library materials no less often than every two years.
- (5) Recommend to the proper committee an appropriate amount to be included in the budget each year for the operation of the library.
- (6) Exercise authority and control over the use of the library in keeping with the policies adopted by the church.

F. HISTORIAN. The church shall elect annually, upon the recommendation of the Nominating Committee, a Historian, whose duty shall be to preserve and safely store in usable form and condition the records of Highland Baptist Church. The records shall consist of but not be limited to the following:

- Minutes of the Church
- Minutes of Deacons Meetings
- Copies of The Evangel
- Financial Records
- Organization History
- Legal Documents: Notes, Deeds of Trust, and Instruments of Indebtedness
- Construction Drawings and Specifications
- Special Reports: Building Dedications, Centennial Celebration, Musical Celebrations
- Copies of Previous Constitution and By-laws
- Documents
- Photographs or Documents of General Interest to the Church

The Historian shall preserve, file and store these records in fireproof cabinets, which are to be furnished by the church. An index of the items filed shall be provided and the files organized so that they may be readily researched.

Section 4: DEACONS, ORGANIZATIONS AND TRUSTEES.

A. ACTIVE BODY OF DEACONS. There shall be an active body of deacons consisting of one member for every twelve (12) family units but no less than twenty-seven (27) members. The term of service on the active body shall be three years. No person shall be eligible for election who has served on the active body within twelve months prior to the beginning of the term for which the election is held.

(1) ELECTION OF DEACONS. The number to be elected in a given year shall be determined so that the minimum and maximum numbers described above are not exceeded. Each church member present at a pre-announced business conference shall write on a secret nomination ballot his/her preference for new members to the active Deacon Fellowship.

- a. The Deacon Nominating Committee - which consists of the Senior Pastor or his designated staff person (i.e. Associate Pastor), the Deacon Chairman, two deacons appointed by the Deacon chairman, and three at large church members elected by the church – shall by the end of April of each year lead the church in a time of

prayerful preparation for the election. Deacon nominations shall take place the first Sunday of May of each year. The Deacon Nominating Committee shall tabulate the nominations, evaluate them according to the qualifications within Article II, Section 4.A.4. of the HBC Constitution , and submit a list of qualified nominees to the Deacon Counseling Committee.

b. The Deacon Counseling Committee – which consists of the Senior Pastor or Associate Pastor and at least two third-year deacons and at least two merit life deacons nominated by the Deacon Chairman and elected by the Deacon Fellowship by the April meeting – shall prayerfully evaluate each nominee according to the qualifications within Article II, Section 4.A.4 of the HBC Constitution and submit a slate of qualified nominees to the church for election in July of each year.

(2) VACANCIES. Vacancies shall exist in the active body of deacons upon the happening of any one of the following:

- a. The death of a member of the active body.
- b. Whenever a member of the active body moves out of the church territory or no longer attends the services of this church, then by action of the church his place on the active body may be declared vacant.
- c. Whenever a member of the active body moves his membership to another church.
- d. Whenever a deacon resigns voluntarily, or is no longer able to serve due to disability or impairment.

Whenever a vacancy exists on the active body, a special election may be held to fill such vacancy. Such special election shall be held at either a regular or special called business session after two weeks notice thereof in the church bulletin. In all respects a special election shall be controlled by the same regulations as an annual election. The person or persons elected shall take office immediately and serve for the unexpired term to which they are elected.

(3) DUTIES OF DEACONS. In accordance with the examples of Jesus Christ and the teachings of the New Testament, it is recognized that mortal man is never closer to God than when he serves his fellow man in an attitude of prayer. It is recognized that the spiritual strong are those best able to serve without becoming puffed up and simultaneously be prepared to resist the temptations of Satan while serving. Highland Baptist Church, therefore, recognizes its church officers identified as Deacons to be its spiritual leader servants and places with them in trust the duties and responsibilities set out hereafter;

In accordance with the meaning of the Word and the practice of the New Testament that deacons are to be servants of the church:

- a. PEACE KEEPING. They are to be peacemakers in all matters.
- b. FAMILY MINISTRY. By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with and inspiring

oversight of all members of the church. Especially are they to seek to know the physical needs and moral and spiritual struggles of the members of the church, and to serve the whole church in relieving, encouraging and developing all who are in any such need.

c. DISCIPLINE. In counsel with the pastor, and by such methods as the Holy Spirit may direct, in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided always by the principles set forth in Matthew 18:15-17; 1 Corinthians 5:9-13; 1 Thessalonians 5:12-14. The deacons shall be free to call upon any member of the church to aid in discipline.

d. PRAYER. By proper organization and method among themselves, they are to establish, monitor and encourage the public and private prayer life for the church membership.

e. BENEVOLENCE. By proper organization and method among themselves, they are to be responsible for the benevolence needs and duties of the church. They shall investigate requests coming to the church for assistance, administer all benevolent funds, work with church officers in supplying names of people who need assistance at special times of the year, and to keep the church membership informed by periodic reports as to total receipts and disbursements for benevolent purposes.

f. ORDINANCE. By proper organization and method among themselves, they shall be responsible for the administration of the ordinances of the Church (i.e. the Lord's Supper and Baptism). They shall purchase and prepare the elements of the Lord's Supper and see that the equipment is cleaned and properly put away following the observance of the supper. The Chairman of the Deacons shall appoint an ORDINANCE COMMITTEE consisting of three Deacons and their wives to assist in administering these two ordinances of the Church.

They shall also assist the senior pastor in preparing for the Ordinance of Baptism by assuring that the dressing rooms are clean, the baptismal robes are available and in good condition, the baptistry is filled to the proper level and temperature, and the candidates are given proper assistance as required.

g. MINISTRY COORDINATION. As spiritual leaders of the church, the deacons shall be responsible for the administration and nurturing of the ministries of Highland Baptist Church. By proper organization among themselves, they shall assist the senior pastor and staff in the continuing discipleship and training of the membership of the church.

(4) QUALIFICATIONS: As spiritual leaders of Highland Baptist Church, deacons should have the following minimum qualifications:

a. BIBLICAL QUALIFICATIONS:

1. A man of honest (good) report (Acts 6:3) - a good reputation among those in the church, as well as those outside the church.
2. Full of the Holy Spirit (Acts 6:3) - allows God's Spirit to direct his character in spiritual outlook and personal dedication.
3. Full of wisdom (Acts 6:3) - insight and understanding that comes from relationship with the Holy Spirit.
4. Full of faith (Acts 6:3) - like Stephen's, a deacon's power depends on faith.
5. Grave (1 Timothy 3:8) - one who possesses Christian purpose and who has great reverence for spiritual matters; one whose word carries weight and inspires respect.
6. Not double-tongued (1 Timothy 3:8) - dependable and responsible in the control of his tongue; doesn't talk out of both sides of his mouth.
7. Not given to much wine (1 Timothy 3:8) - temperate in living; a steward of good influence, doing all to the glory of God.
8. Not greedy of filthy lucre (1 Timothy 3:8) - a right attitude toward material possessions; a professed tither; free from the love of money; does not exploit others for his own gain or profit.
9. A holder of faith (1 Timothy 3:9) - one who gives strength to the church fellowship; possesses spiritual integrity beyond reproach; does not harbor secret guilt.
10. Tested and proved (1 Timothy 3:10) - one who demonstrates his spiritual qualifications before being elected to serve as deacon; has been tested and found true; not a recent convert.
11. Blameless (1 Timothy 3:10) - without reproach; beyond criticism; one against whom no charge of wrong-doing can be brought with success; has a forgiving nature; not given to outbursts of temper; always ready to seek a Christian settlement with any other person.
12. Christian family life (1 Timothy 3:11-12) - one whose family is well cared for, whose family relationships are healthy and growing.
13. Husband of one wife (1 Timothy 3:12) - if married, a model of devotion to one spouse, committed to the sanctity of the marriage bond. Divorce does not necessarily eliminate a man's consideration for election to the office of deacon.

14. Ruling their children and their own houses well (1 Timothy 3:12) - manages his household well; loved and respected by his wife and children; firm, but with the compassion and tenderness of Christ.

15. Bold in the faith (1 Timothy 3:13) - strong and effective because he uses his office of deacon in the right way for the right purpose.

16. Marriage (1 Timothy 3:11) - if married, their wives must be worthy of respect, not malicious talkers, but temperate and trustworthy in everything. (NIV).

b. ADDITIONAL QUALIFICATIONS:

1. He must have been a member of this church for not less than eighteen months which shall include the last six months immediately preceding the time of his choice by the membership of Highland Baptist Church.

2. He must be willing to support and promote the whole program of the church, regardless of personal views.

3. He must be scrupulously fair and honest in all his dealings with his fellow man and must pay all just obligations as promptly as possible.

4. He must strive to treat his body as the temple of the Holy Spirit, to avoid causing anyone else to stumble, including abstaining from intoxication or impairment by either beverage or substance, and to be zealous in his efforts to advance the Kingdom of our Savior.

B. MERIT LIFE DEACONS. Recognition as a Merit Life Deacon at Highland Baptist Church is more than an honorary position. It is indeed that, due to years of faithful service; but it is more. It offers an opportunity for these faithful men to make significant contributions to the Kingdom cause through the church without being candidates for the annual election of deacons.

(1) Eligibility

a. Men who have served a minimum of twenty years in active service as a deacon at Highland Baptist Church, and who are sixty-five years old or older. These men may or may not be on the active body at the time of election to Merit Life Deacon, but once selected they will no longer have to stand for the annual election in order to continue serving.

b. Men who have served actively as deacons in other churches or another church for a minimum of twenty years plus at least one time at Highland Baptist. These men will be thoroughly investigated as to their previous service prior to coming to this

church as to their loyalty, faithfulness, and cooperation.

(2) Election

The Chairman of Deacons, the Vice-Chairman of Deacons and the Pastor will each year study the list of deacons by August 1, after the first year, to determine if any nominations for Merit Life Deacons should be made by them through the active body of deacons to the church. This procedure will rule out the necessity of ever having to elect deacons posthumously.

(3) Rights

Merit Life Deacons will have all rights and privileges and maintain an equal standing in discussions and voting as other deacons. Due to age and failing health of some, the pressure for attendance at meetings will not be exerted.

(4) Continued Service

Merit Life Deacons are encouraged to continue serving as active deacons upon receiving the recognition as a Merit Life Deacon. However due to age and/or failing health, a Merit Life Deacon may ask that his name be removed from service as an active deacon.

C. OFFICERS AND CHURCH ORGANIZATIONS. All officers, organizations, and committees of the church shall be under church control. The officers of all church organizations shall be elected by and report regularly to the church. It is understood that the pastor is ex officio member of all the organizations named, and is a non-voting member of all committees, except when called to service on the Administrative Contingency Response Council. When the Personnel Committee or the Finance Committee go into executive session to discuss the Senior Pastor's personnel matters, salary and/or benefits package, he can be asked to leave or not attend the meeting. It is further understood that the Pastor's leadership is to be recognized in all committees and organizations.

D. PROPERTY TRUSTEES. The property trustees shall consist of three members elected by the church upon recommendation of the Nominating Committee. One member shall be elected each year to serve a term of three years. The trustees shall hold title to all church property and perform such duties as required by law and upon direction by the church. When directed by the church, the trustees shall execute in the name of the church all notes, deeds of trust, deeds of mortgages and other instruments.

ARTICLE III - COMMITTEES

The "Church Year" and "Sunday School Year" (not to include the fiscal year/accounting year) will be September 1 through August 31 of each year.

Unless otherwise stated below, all committees shall be composed of six members; nominated by the Committee on Committees; with two members to be elected each year to serve for a term of three years; and, no person being eligible for election who has served on the committee within twelve months prior to the beginning of the term for which the election is held. All terms shall be from the time of election until their successors are chosen.

Each committee shall have an organizational meeting called by the outgoing chairperson during the month of September of the church year. At this time each committee member shall review their duties and responsibilities for such committee under these By-Laws, and shall elect their chairperson. The committees will keep signed and dated minutes that will be passed on to the incoming chairperson.

The organization of this church shall include the following standing committees, who, unless otherwise stated, shall serve from September 1 of each year to August 31 of the following year.

A. NOMINATING COMMITTEE

Duties:

- (1) This committee shall recommend to the church a Committee on Committees not later than the July Business Session of each year.
- (2) The committee shall recommend to the church all church-elected officers, teachers and workers for Sunday School, connecting groups, and all similar discipleship and/or choral groups.
- (3) The committee shall remain active during the entire year for the purpose of making recommendations to fill vacancies, to enlarge the organizations as needed, and for the purpose of compiling a list of talent for future use.

B. COMMITTEE ON COMMITTEES

Nominated by: Nominating Committee

Duties:

- (1) Except as otherwise provided herein, this committee is to nominate such standing committees as are set forth in these By-laws and Amendments thereto; also any special committee referred to it by the church and to fill any vacancies that may occur in these committees.
- (2) Every member of every committee shall be contacted before that person's name is presented to the church.
- (3) This committee shall see that every member of every committee is presented with a list of that person's duties and responsibilities.

C. CHILD DEVELOPMENT CENTER

Composed of: Six members plus the Director of the Child Development Center.

Duties:

This committee shall work with the Director of the Child Development Center to complete the following duties:

- (1) Determine policies relating to operation of the Child Development Center.

- (2) Provide proper equipment for Child Development Center and Nursery after consultation with the Director of the Child Development Center and, because of the sharing of resources, the Director of Preschool and Children's Ministries.
- (3) Upon recommendation of the Director of the Child Development Center, this committee shall appoint other CDC staff teachers/members as needed.
- (4) This committee shall prepare and approve a detailed budget with input from the Child Development Center Director and submit it to the Finance Committee annually.
- (5) The Director of the Child Development Center and this Committee will handle all finances and purchases of the Child Development Center in accordance with the church's established policies.
- (6) The Director of the Child Development Center and the chairperson of this committee shall work with the Personnel Committee to harmonize salaries of all Child Development Center employees.

D. FAMILY LIFE MINISTRY COMMITTEE

Composed of: Six members plus the Minister to Students and Activities, Ex Officio

Duties:

- (1) To establish a Mission Statement for the Family Life Ministry and the Family Life Center of Highland Baptist Church.
- (2) To establish and maintain a set of Policies and Guidelines for the use of the Family Life Center of Highland Baptist Church.
- (3) To establish and periodically review Ministry/Recreation opportunities for the Highland Baptist Church Family and the Meridian community.
- (4) To work with the Minister to Students to establish and annually present an operating budget for the Family Life Ministry of Highland Baptist Church.

E. FINANCE COMMITTEE

Composed of: Nine members, plus the Church Treasurer, and the Chairman of the Child Development Center Committee

The term shall run from January through December.

Duties:

- (1) The primary responsibility of the Finance Committee is to provide coordination and control of the financial affairs of the church.
- (2) To determine and approve policies and procedures governing the financial actions of the church.
- (3) To recommend each year's budget for approval by the church.

- (4) To work with the Senior Pastor to plan and promote a thorough program of stewardship and the growth of the number of tithers.
- (5) To specify the amount of bond for all church officers which the committee deems necessary.
- (6) To contract with an independent certified public accountant to conduct periodic review and/or audits of church financial position and report the findings to the church. The determination of the need for such action shall be made by the chairperson of the Finance Committee after consultation with the pastor and the chairman of the deacon fellowship. This review or audit shall be done at least once every three years.
- (7) The committee must approve all non-budgeted expenditures. In instances where a budget item exceeds the amount specified but less than \$5,000, approval by the committee shall be sufficient. If the excess is more than \$5,000, the same must be approved by the church. As to any non-budgeted items up to \$5,000, approval by the committee shall be sufficient. If the amount exceeds \$5,000, the same must be approved by the church.
- (8) Checks for non-budgeted items require the signatures of at least two members of the Finance Committee.
- (9) The Finance Committee will establish policies and procedures for issuance of Church credit cards, including credit limits, and authorized recipients.
- (10) The financial records of the church will be made available by the Committee for inspection by any member of the church, according to the following guidelines and/or procedures:
 - a. All persons making a request to examine church financial records shall do so to the Financial Ministry Assistant, stating specifically the records or documents desired.
 - b. Documents which are provided for committees within the church are available in printed form for any member. This includes, but is not limited to, financial statements and salary information. For legal reasons, no individual contribution records, bank account information, social security numbers or individual tax information will be available. Accounts Receivable balances of CDC students will be made available to CDC committee members, only.
 - c. A request for any information other than the available information listed in item #b above must be submitted to the Senior Pastor and the Deacon Chairman (or his designee) for approval as to appropriateness. Any denied request may be taken before the Finance Committee whose decision concerning the request shall be final and not subject to review.
 - d. Upon approval of the requested examination of records, an appointment shall be set during the regular business hours with the Financial Ministry Assistant who will have the requested information in printed form available.

- e. Only employees with proper authorization shall have access to the church's computer database. No member or non-member of the church will be allowed personal access to the church's computer database without the expressed authorization of the church in business session, with the exception of the technical personnel from the vendors who provide regular upgrades and service. The integrity of the financial records in the computer system shall be protected, thus electronic versions of the database will not be provided.

F. HOSPITALITY AND SOCIAL COMMITTEE

Composed of: Nine members

Duties:

- (1) During church-wide revivals, this committee will arrange for housing and meals for visiting team in consultation with the pastor.
- (2) When special guests are invited for a service, this committee, along with the senior pastor or other appropriate staff member, will make the necessary arrangements for these guests.
- (3) Work with the Minister to Students and professional staff to coordinate all church-wide social functions, and to plan regular church socials.
- (4) Prepare and recommend to the proper committee an appropriate amount to be included in the budget each year for the operation of this committee.
- (5) The Committee Chairperson will be given a key and/or access to the church building, its pantry, storage room, and appliances for use by the committee as may be necessary from time to time when preparing food for an event.
- (6) The Committee Chairperson will receive and coordinate a Church credit card among Committee members for purchasing approved food and supplies, all under the policies and procedures as established by the Finance Committee.

G. MONEY COUNTING COMMITTEE

Composed of:

- (1) a different three to four-member committee for each Sunday of the month
- (2) also, a money counting coordinator to ensure the committees follow the correct (and same) procedure each week, and to instruct new committee members when changes are deemed necessary by the money counting coordinator and Financial Secretary; and
- (3) the money counting coordinator shall be nominated by the Committee on Committees, and shall serve no more than 3 years without rotating off for at least 1 year.

Duties:

- (1) Collect all church offerings from the offering plates and Sunday School bags, return bags to Sunday School office and plates to auditorium.
- (2) Open all envelopes and check money inside with amount written on envelopes; and if different, change to correct amount.
- (3) Retain all envelopes and place in special box provided for that purpose. Also place in box a slip of paper showing total amount of offering for morning and total amount for evening.
- (4) Take money bags to depository both morning and night, taking all necessary precautions.

H. PERSONNEL COMMITTEE

Composed of: Seven members, six persons representing all segments of the church, plus the chairman of deacons

Duties:

- (1) The committee's primary purpose is to serve as a communication link between the church and employees relative to personnel related issues.
- (2) To review and approve annually the respective staff duties and responsibilities and all job descriptions relating thereto.
- (3) To review and approve annually all personnel policies relating to vacations, sick leave, revival absences, conventions and other similar items.
- (4) To oversee, at least annually, a performance review with the Senior Pastor, Associate Pastor, Minister of Music, Minister of Students and Activities, Seminary Intern, the Director of Preschool Ministries, and part-time ministerial staff evaluating their performances relative to their respective duties and responsibilities. These performance reviews are to be conducted by the Senior Pastor and submitted to the committee. The committee will conduct an annual review of the Senior Pastor, evaluating his performance relative to his respective duties and responsibilities..
- (5) To recommend to the Finance Committee annually the total compensation of each staff member, including salaries, insurance, house allowances, car expense, convention expense and non-budgeted items such as bonuses, anniversary remembrances and other gifts of appreciation. The committee will work with the Director of Preschool Ministries and the CDC Committee chairperson to harmonize salaries of church employees.
- (6) Acting jointly with the pastor to fill vacancies in other staff positions, except CDC teachers, with persons who best meet the objectives of the church for each such position, this to involve the interviewing, investigating, selecting and recommending the calling of new personnel.

I. PROPERTY COMMITTEE

Duties:

- (1) To maintain all church property in proper condition, causing repairs to be made

whenever within the provisions of the budget; and, if beyond the provisions of the budget, making recommendations, therefore, to the church after consultation with the Finance Committee.

(2) To inspect periodically and supervise use of church property, keeping constant control inventory as to such property.

(3) To landscape and beautify all church grounds consistent with the use being made of different areas, and within the budget provisions.

(4) To supervise the use of the grounds to the end that areas will be used in accordance with plans approved by the church.

(5) To maintain adequate insurance in all areas except insurance dealing with paid employees of the church.

(6) To make regular, periodic checks of all insurance carried by the church, causing additional insurance to be purchased when deemed necessary.

(7) To recommend to the proper committee each year a budget for carrying on the work of this committee.

(8) To recommend to the Church a comprehensive set of building use policies, to include, but not be limited to forms for requesting: the use of a room, or rooms, and the sanctuary; specific setups and equipment; calendars for reservations; temporary keys and codes; appropriate fee schedules when/if appropriate; restrictions prohibiting or denying use by individuals or groups who are not in general agreement with the beliefs and practice of the Church as presented within the HBC Constitution.

(9) To appoint an ad-hoc committee from time to time to write and/or rewrite the Church's wedding policies to include, but not be limited to: forms for requesting specific setups and equipment, the use of a room, or rooms, and the sanctuary for a Christian wedding; require the use of specific wedding directors from an approved list, with set fees for such directors, as well as for the use of designated facilities; calendars for reservations; temporary keys and codes; appropriate fee schedules when/if appropriate; restrictions prohibiting or denying use by individuals or groups who are not in general agreement with the beliefs and practice of the Church as presented within the HBC Constitution; restrict the wedding use to members of the Church and their families- outside individuals and/or entities need not apply; require that any minister asked to participate in a Christian wedding service must be in general agreement with the beliefs and practice of the Church as presented within the HBC Constitution and be approved by the Pastor.

J. SCHOLARSHIP COMMITTEE

Composed of: Three church members, the Senior Pastor and the Minister of Music, who shall be ex officio voting members

Duties:

- (1) To have full control and management of any and all scholarship funds of the church of whatever origin, giving to such funds whatever name or names the committee may select, and giving instruction to the treasurer as to the maintenance of separate account, or accounts, for such funds.
- (2) To formulate, and from time to time as need arises, to amend a set of rules for the control and disbursement of such scholarship funds. That the annual grants be limited to approximately twenty percent (20%) of the total.
- (3) To prescribe rules for guidance in the selection of recipients of such funds, and submit the same to the church for approval.
- (4) To select each year the recipient or recipients of such funds, following the rules which have been approved by the church.
- (5) The scope of the scholarship is to include anyone who is planning to enter full-time Christian service of any kind.

K. TRAIL LIFE COMMITTEE

Duties:

- (1) To supervise the Trailmen units sponsored by the church, selecting such leaders as deemed necessary for the proper guidance of the boys.
- (2) To make arrangements for the financing of the Trailmen units, making recommendations of budget requirements each year to the proper committee.
- (3) To supervise care and inventory of Trailmen units' property.

L. ELECTRONIC MEDIA & INFORMATION TECHNOLOGY (IT) COMMITTEE

Duties:

(1) To supervise the use of the the electronic media and technology equipment for the church to include the following:

- a. Projection systems
- b. Public address systems
- c. Telecast systems
- d. Live-streaming systems
- e. Church website(s)
- f. Social media
 - i. Facebook
 - ii. Twitter
 - iii. Instagram

- iv. Other social media that may be desirable
- g. Computer systems for all Church offices including the Child Development Center.
- h. Additional electronic and technical equipment and/or systems that may be developed and applied to the ministry of Highland Baptist Church, including, but not limited to, telecommunications.

(2) To coordinate with the Electronic Media & Information Technology Coordinator to ensure that there are adequate personnel to operate the sound and telecast equipment at all Sunday morning services, and to provide at least one competent person to operate sound equipment at all other regularly scheduled and special services. Special services shall include weddings, associational meetings and concerts.

(3) To provide the proper care, maintenance and repair on all the electronic media and technology equipment (including computers).

(4) To prepare and recommend annually to the Finance Committee a budget sufficient to provide adequate funds for routine expenditures and necessary minor repairs. In the event a major expenditure is required, the Electronic Media & Information Technology Coordinator shall contact the Finance Committee for approval.

M. TRANSPORTATION AND VEHICLES COMMITTEE

Duties:

(1) This committee shall review and recommend the policies for the use of all church-owned and/or leased vehicles, as well as any changes deemed necessary from time to time.

(2) It shall exercise complete authority and control over the use and operation of all church-owned and/or leased vehicles, in keeping with the policies adopted by the church.

(3) It shall recommend to the proper committee an appropriate amount to be included in the budget each year for the operation and/or leasing of such vehicles.

(4) Provide transportation for anyone desiring to attend church services, and/or church approved activities and trips.

(5) Secure and maintain a list of persons who are willing to transport people to and from church services, and/or church approved activities and trips.

(6) Keep people informed by church bulletin, emails, and/or website that such transportation is available.

(7) Assure that adequate liability insurance is available and in place to cover the Church for risks arising from or associated with the operation of all church-owned and/or leased vehicles.

(8) Recommend the purchase of and/or sale, or transfer, from time to time of church-owned vehicles in keeping with the Church's then needs and mission.

N. USHER COMMITTEE

Duties:

- (1) Welcome people as they are arriving at both regular and special services.
- (2) Train and use other men in capacity of ushers and annually have a training course on ushering.
- (3) Ushers shall be alternated between sections at regular intervals.
- (4) The chairman of this committee shall be the head usher.

O. TEA ROOM COMMITTEE

Composed of: A hostess and six committee members

Nominated by: Hostess: the Nominating Committee
Committee members: the Committee on Committees.

Duties of the Hostess:

- (1) Serve as the liaison between the committee and the church staff.
- (2) Oversee the distribution and use of supplies and equipment.
- (3) Be responsible for the keys to the supply and equipment room.
- (4) Supply guidelines to anyone requesting use of the tearoom, supplies or equipment.

Duties of the Committee:

- (1) Maintain guidelines for use of the tearoom and/or its contents.
- (2) Maintain and inventory including furnishings of the tearoom, kitchen and supply and equipment room.
- (3) Develop and maintain a list of needed items for purchase, gifts and/or memorials.
- (4) Oversee and approve the purchase of any item added to the inventory of the tearoom, kitchen, or supply and equipment room.

Guidelines:

- (1) The tearoom is to be used for Special Occasions ONLY. It is not intended for daily and weekly functions.
- (2) Any use of the room must be put on the church calendar.
- (3) If tables need to be removed or added to the tea room, a five day notice shall be given to the church office. A Tea Room Set Up Form and a copy of these guidelines will be provided after the event is approved.
- (4) Church members may check out a pantry key from the church office. Non-church members may not be issued a key to the supply and equipment room.
- (5) Nothing is to be temporarily hung on the walls (i.e., tape, tacks, posters, etc.).
- (6) Red punch is not allowed in the tea room.
- (7) At the conclusion of any function in the tea room:

Tablecloths and dishtowels should be laundered and returned to the tea room as soon as possible. Refrigerator must be left empty and all food should be removed from the kitchen. Garbage should be bagged and taken to the dumpster in the lower parking lot. Carpet should be vacuumed and if any spot cleaning is necessary, please contact the church office. Counters, stove and sink should be left clean and wiped off. Tablecloths should be left on the tables. The room should be left as it was found.

SUPPLY FEE:

Anyone using the tea room kitchen will pay a Supply Fee of \$10.00 (this does not apply to funeral lunches for Highland Baptist Church members) and a tablecloth fee of \$25.00. This minimum supply and tablecloth fee shall be subject to change according to the building use policies established by the PROPERTY COMMITTEE, as approved by the church.

P. SECURITY/SAFETY COMMITTEE

Composed of: Three members

Duties:

- (1) This committee is to enlist security/safety personnel to patrol the facilities and grounds of Highland Baptist Church during regular and special services of the church.
- (2) These personnel shall be males over the age of twenty-one (21).
- (3) This committee shall see that there are an appropriate number of men on duty at each service.
- (4) This committee shall see that each man enlisted will be trained and will know how to respond to security/safety situations that may occur.

Q. DEACON NOMINATING COMMITTEE

Composed of: Three members at large, at least one female, plus the Senior Pastor or his designated staff person (i.e. Associate Pastor); the Deacon Chairman; and two other Deacons appointed by the Deacon Chairman. (See Art. II, Section 4.A.1. of these By-Laws).

Duties:

- (1) The Deacon Nominating Committee shall be responsible for preparing the church for the election of Deacons by the end of April of each year.
- (2) Deacon nominations shall take place the first Sunday of May of each year.
- (3) The Deacon Nominating Committee shall be responsible for collecting and tabulating the nominations.
- (4) The Deacon Nominating Committee shall evaluate the list of nominees to establish the number of men qualified and submit a final list to the Deacon Counseling Committee.
- (5) The Deacon Nominating Committee shall operate under the Deacon Nominating Committee Guidelines as approved by the Deacon Fellowship, and any additional responsibilities as determined by the Deacon Fellowship, Chairman of the Deacon Fellowship or the Senior Pastor.

R. BEREAVEMENT COMMITTEE

Composed of: Three members

- 1) The purpose of the Bereavement Committee is to provide assistance in preparing a meal on the day of the funeral when there is the death of a church member or immediate family of a church member. Immediate family is defined as the spouse, mother, father, or stepparent, a primary caregiver, the recipient of primary care from the church member, or a child or stepchild.
- 2) Generally, the church office shall contact the committee chairperson or another member of the committee when a death occurs.
- 3) The chairperson or another committee member shall contact the family of the deceased to determine the need for a meal. They shall also contact the Connection Group or other associated church group to coordinate preparation of a meal. The Pastor or Associate Pastor will help if needed.
- 4) The committee shall enlist a minimum of three teams made up of a minimum of seven persons each who have volunteered to prepare and provide meals when a Connection Group or other associated church group is not available or unable to provide the meal.
- 5) The committee shall assist the Connection Group or associated church organization in organizing, receiving food and serving the meal. In cases where there is not a Connection Group or other associated church group available, the committee shall organize, receive and serve the meal.
- 6) The meal shall be provided at the church. The church shall provide cups, plates, napkins and utensils. Meat will be provided by the church if needed.
- 7) The Church office should be contacted by the committee to reserve a room for the meal.
- 8) The Committee shall prepare and submit a budget request to the Finance Committee each year if needed.

S. PRESCHOOL AND CHILDREN'S MINISTRIES COMMITTEE

Composed of: Six members plus the Director of the Preschool and Children's Ministries.

Duties:

This committee shall work with the Director of Preschool and Children's Ministries to complete the following duties:

- (1) Determine policies relating to operation of the Preschool and Children's Ministries.
- (2) Provide proper equipment for the Preschool and Children's Ministries after consultation with the Director of Preschool and Children's Ministries, and, because of shared resources, the Director of the Child Development Center.
- (3) Upon recommendation of the Director of Preschool and Children's Ministries, this committee shall appoint the Nursery and Children's Leaders for Sunday School and the Nursery and Children's Extended Service Leader.
- (4) This committee shall review and approve a detailed budget prepared by the Director of Preschool and Children's Ministries and submit it to the Finance Committee

Annually as the other organizations of the church, and that all finances and purchases of the Preschool and Children's Ministries be handled in accord with the church's established policies.

(5) The Director of Preschool and Children's Ministries and the chairperson of the committee shall work with the Personnel Committee to harmonize salaries of all employees.

(6) Assist the Director of Preschool and Children's Ministries in securing adequate nursery workers.

(7) Help plan and carry out Preschool and Children's Ministries events, including but not limited to:

- a. Fall Festival
- b. Vacation Bible School
- c. Summer Events
- d. School-Year Ministries

T. ADMINISTRATIVE CONTINGENCY RESPONSE COUNCIL

Composed of in no particular order: the pastor and/or his designee (at times of his absence), the Chairman of the Deacons, the Chairman of the Finance Committee, the Chairman of the Personnel Committee, the Chairman of the Property Committee, the Chairman of the Child Development Center Committee, and the Church Treasurer. (See Art. VI, Meetings, Business, within the HBC Constitution).

The then Chairperson of this Council, as well as its then recording Secretary, will be determined by those members participating for each such meeting. The Administrative Contingency Response Council shall only be called into session for emergency situations related to extraordinary circumstances, disastrous events, hazardous situations, and similar circumstances to act on behalf of the Church when the time requirements and procedures for a special called business session under these By-Laws can not be met, and when the necessary related expenses associated with responding to such event constitute a non-budgeted item or items.

All decisions reached by such Council shall be promptly reported to the Body of Deacons, and then to the Church at large at its next regularly scheduled business session.

ARTICLE IV - BUSINESS, NOTICE REQUIREMENTS

The regular business session shall be held during a Sunday evening service immediately following the second Sunday morning service of the first month of each calendar quarter (i.e., Jan., April, July, Oct.), unless a different date is specified by the church. No other programs or Church sponsored activities will be scheduled or conducted that conflict with the timing of the business session(s).

Special items of business may be presented at any other stated service of the church, provided that:

- (1) at least seven days notice is given of such special called business session(s) to the congregation according to the notice requirements of this Article and the By-Laws of this church.

(2) No other item of business may be transacted other than that for which the special session was called.

At any regular business session, or at a special called business session according to the notice requirements of this Article, the members present shall constitute a quorum.

Notice for any special called business session shall be published at least one time in the church bulletin in the interim, and sent by electronic notice to the Church email list, and published on the Church's website.

ARTICLE V - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the members present at any regular quarterly business session provided such proposed amendment shall have been submitted in writing to a previous regular quarterly business session and notice thereof and of the time of its presentation shall have been published at least one time in the church bulletin in the interim, and sent by electronic notice to the Church email list, and published on the Church's website. Any amendment so adopted shall immediately be endorsed on the official copy of these By-Laws kept in the church office.

Adopted: November 16, 1994
Last Revision: August 15, 2015
Latest Revision: April 8, 2018