

BY – LAWS

Northern Heights Baptist Church

ARTICLE 1: Membership

1.0 General

This organization shall consist of the present membership of NHBC and others hereafter admitted as provided below.

1.1 Church Membership

The membership of Northern Heights Baptist Church shall consist of persons who have confessed Jesus Christ as Savior and Lord, who have followed Him in Scriptural baptism and whose names are on the membership roll of the church, having met all membership requirements.

1.2 New Members

All persons desiring to join the membership of Northern Heights Baptist Church are considered candidates for membership until all membership requirements (listed below) are met. The requirements for membership at Northern Heights Baptist Church are as follows:

1.2.1 Be a born again believer by having surrendered to Jesus Christ as Lord and Savior through repentance of sin and faith towards God in Christ. Each membership candidate will be asked to share their salvation testimony with a staff pastor or staff approved ministry leader.

1.2.2 Demonstrate a commitment to living in Christ by being or having been scripturally baptized (by immersion, as a believer), thereby giving a public testimony of salvation.

1.2.3 Complete the Discover NHBC class.

1.2.4 Upon meeting these requirements, the candidate, if so desired, will be assigned full membership status and presented to the church family as such.

1.3 Voting Rights of Membership

All members of the church aged 16 years and over shall be eligible to vote on all matters presented to the church for consideration. Each member is entitled to one vote and must be present at the meeting.

1.4 Responsibilities of Membership

1.4.1 It is the mission of each member of this body to Glorify God, evangelize the unbeliever and strengthen the believer.

1.4.2 Members are responsible to focus on obedience to God by doing His eternal and timeless will in contemporary and timely ways:

- **In worship:** Worshiping Christ with all of our hearts, He will be the center of our lives.
- **In discipleship:** Striving to become more like Him in every way. His character in us is our goal.
- **In ministry:** Using our spiritual gifts, heart, talents, abilities, personality and experience, we serve others in His name.
- **In fellowship:** Uniting with His family, the church, we pour out our lives for one another.
- **In evangelism:** Communicating His gospel and His interaction in our lives to the world, they come to know Him and His love.
- **In prayer:** Praying for one another, the Church, communing with our Lord Jesus Christ and for the lost.
- **In stewardship:** Joyfully giving tithes, offerings and gifts.

1.5 Termination of Membership

Members may be removed from the church membership for the following reasons:

1.5.1 Death

1.5.2 Personal request to transfer membership.

1.5.3 By transfer letter from a sister church of like faith and order.

1.5.4 By a member uniting with a church to which we cannot grant a letter of recommendation.

1.5.5 Church Discipline: Procedures for dismissal of a member shall be according to Matthew 18: 15 – 17. All matters of church discipline shall be guided by a concern for redemption, reformation, and reconciliation rather than punishment. If termination of membership is required, a motion to terminate membership shall require a $\frac{3}{4}$ assenting vote of a quorum of the deacon body and recommended to the church body. When repentance has occurred, individuals are invited or may initiate re-admittance through the deacon body and approval of the church. The ultimate purpose of all church discipline is to seek the

spiritual restoration to fellowship for any individual who has been disciplined by the church (2 Corinthians 2: 5 – 11).

1.5.6 Inactivity: If after a two year period of grace during a member's nonattendance he or she will be encouraged to join a sister fellowship (form letters of tactful encouragement shall be sent), after which time a non-attending member may be terminated. Exceptions may be made for students, armed services personnel, homebound, missionaries and those unable to find a sister church. A letter of intention to terminate shall be sent whenever possible.

ARTICLE 2: Church Officers & Team Leaders

2.0 General Directives of Church Officers and Leaders

2.0.1 All leadership teams of the church shall operate under the approval of the church.

2.0.2 Officers, teachers, leadership team members shall be approved by the church body from the Nominating Team recommendations at the Annual Meeting and shall be approved for one year unless otherwise specified.

2.0.3 New ministry teams may be established by the Ministry team leader, Nominating Team Leader with approval of the Senior Pastor. New ministry teams must work under the ministry team budget. Any new budget area must be approved by the Stewardship Team and approved by the Church. Budget approval for a ministry team by the church constitutes church approval/agreement with the ministry.

2.0.4 The goal of our ministry teams is to follow the leadership of our Lord Jesus Christ under the guidance of the Holy Spirit and be willing to conduct ministry under their leadership. An attitude of trust exists between the Church, Leadership and Ministry Teams. Ministry teams devise and carry out numerous ministries at NHBC. A ministry team's primary role is to perform specific ministry roles and not exercise administrative responsibilities or set policy. Administrative Teams of the church consist of the Stewardship Ministry Team, Trustees, Nominating Ministry Team, and Personnel Ministry Team. All members of these teams must be members of the church. Temporary Administrative Ministry teams are formed for a specific church purpose for a specified time (Ex. Capital Campaign Team, Constitution & Bylaws teams). Administrative teams shall keep a record of minutes of meetings with the church office.

2.0.5 Church officers and ministry team leaders shall be members of the church and responsible for submitting ministry budget requests to the Stewardship team for budget

consideration at least four weeks prior to the Annual Meeting. Ministry budget requests are not guaranteed to be recommended for adoption at the requested levels.

2.1 Senior Pastor

The leadership of the church is committed into the hands of the Senior Pastor, as described in 1 Timothy 3: 1 – 7, 1 Peter 5: 1 – 4, Acts 20: 18 – 35, 1 Thessalonians 5: 12 – 13, and Hebrews 13: 9, 17-19. The Senior Pastor is the chief executive officer of the church and shall be filled at all times by a licensed and ordained Southern Baptist minister.

2.1.1 Vacancy, Calling, Election, Resignation & Selection of the Senior Pastor

2.1.1.1 Calling: A Senior Pastor shall be recommended by the Pastor Search Team and voted on by the church whenever a vacancy occurs and shall be an indefinite call until the relationship is terminated by the pastor or the church.

2.1.1.2 Election: The Senior Pastor shall be elected by ballot, requiring an affirmative vote of the membership by a three-fourths (3/4) of the quorum or more. The election shall take place at a meeting called for that purpose, of which at least one week public notice shall be given.

2.1.1.3 Resignation or removal: The Senior Pastor shall be required to give the church a four week notice on his resignation or as otherwise mutually agreed upon by the personnel team. The Personnel Team shall recommend the removal of senior pastor to the Deacon body. Recommendation of removal of Senior Pastor by the Deacon body to the church membership shall require a three-fourths (3/4) vote of the deacons. Removal of a pastor shall be by three-fourths (3/4) of the quorum of members present at a specially called business meeting by the personnel team for the specific purpose of removal. A two week notice to the body will be required for the specially called meeting.

2.1.1.4 In the event that the office of Senior Pastor is vacated, the Deacons shall be responsible for seeing that the pulpit is filled and the administrative duties are carried out until a Senior Pastor is called.

2.1.1.5 Selection of Pastor Search Team: A specially called business meeting shall be announced for the purpose of electing a Pastor Search Team. The Pastor Search Team is considered an ad-hoc committee under the direction of the Personnel Team. The Personnel Team will develop a slate of seven nominees to serve on the Pastor Search Team. This slate shall consist of church members held in high esteem and noted for their spiritual maturity and will also consist of at least one Deacon and one Personnel Team member. Paid staff members and church employees as well as immediate family members (spouse, parents, and children) of paid staff members and church employees shall not be selected to

the Pastor Search Team. The Pastor Search Team shall be charged with soliciting candidates, interviewing, and presenting a candidate to the congregation for “consideration in view of a call.”

2.1.2 Responsibilities and Accountability

The Senior Pastor is responsible for leading the church’s vision to accomplish its six-fold mission of evangelism, fellowship, prayer, discipleship, worship and ministry. Ephesians 4, Hebrews 13: 7, 17

2.1.3 The chief and primary duties of the Senior Pastor is to pray, study, teach and proclaim the gospel of the Lord Jesus Christ and the doctrines of the Christian faith, as embodied in the Old and New Testaments and outline in the church’s doctrinal confession of faith, *The Baptist Faith and Message (2000)*.

2.1.4 The Senior Pastor is responsible to oversee arrangements, conduct worship, and oversee speakers of all the church’s public and regular services.

2.1.5 With guidance from the Holy Spirit and with input from various appropriate constituent parts of the church and community, the Senior Pastor is to lead the church in identifying the God-ordained vision for the church’s future. Once identified, he shall organize the communication of that vision to the membership of the church.

2.1.6 The Senior Pastor is responsible for the development and implementation of appropriate strategies for equipping and enabling the church to bring that vision to reality through the power of the Holy Spirit.

2.1.7 The Senior Pastor is responsible for providing strategic spiritual direction to the leadership teams of the church, including the Deacons, and the ministerial staff and support staff.

2.1.8 The Senior Pastor is responsible to meet periodically with the Deacons to fulfill together the purposes of which God created the church and placed it in this community.

2.1.9 The Senior Pastor will recommend and advise on the selection of all qualified staff members and participate in determining their duties and work collaboratively with the Personnel Team to select staff members. He is an ex-officio member of all leadership teams and committees.

2.1.10 The Senior Pastor shall give full support to the Annual Ministry Budget of Northern Heights Baptist Church and avoid soliciting or expending funds not previously authorized by the general body.

2.2 Deacons

2.2.1 Deacons in accordance with scriptures are to be men of dignity selected to be servants of the church. The task of the deacon is to serve with the pastor and staff in performing ministry tasks; proclaim the gospel to unbelievers; care for church members and other persons in the community; and lead the church to achieve its mission. Deacons are meant to be servants and will not serve as an “official” board member.

2.2.2 Qualifications: A Deacon shall be a male member of the church who has been a member of the church for at least six months, or four months if already an ordained Deacon with recommendation of the previous church. He shall possess the scriptural qualification set forth in Acts 6:3 and 1 Timothy 3: 8 – 12.

2.2.3 Number: There may be three (3) Deacons for the first twenty members or fraction thereof, and an additional deacon for each additional twenty-five members.

2.2.4 Nomination and Election: The number of men to be nominated to serve as Deacons will be limited to a maximum declared required by the church.

2.2.4.1 Every male member of the body will be asked if they desire to be a candidate for Deacon. Willing candidates will be placed on a nominating ballot for a membership vote on the candidates.

2.2.4.2 The nominating vote will be by closed ballot with each member present having the opportunity to nominate the declared number required. There shall be one week's notice in advance of nominating.

2.2.4.3 The ballots will be tallied immediately by those appointed for this purpose and results given to the Senior Pastor. The Deacons and Pastor may then interview the nominees as to qualifications and willingness to serve.

2.2.4.4 The nominees found qualified and willing to serve will be presented to the church body by the Senior Pastor as the selected Deacon(s).

2.2.4.5 The ordination service will be scheduled as soon as is practical under the leadership of the Senior Pastor.

2.2.5 Term of Service: Deacons are ordained for life, but will serve only as elected to three year terms of active service. One year of inactive time must precede eligibility for reelection to active duty. Thus a plan of rotation will be observed.

2.3 Moderator

2.3.1 The Moderator will preside over the Annual Meeting & Ministry Meeting and any other specially called ministry meetings.

2.4 Church Clerk

2.4.1 Church Clerk shall be recommended annually by the Nominating Team and approved at the Annual Meeting. The Church Clerk shall keep a record of all the actions of the church.

2.5 Treasurer

2.5.1 The Treasurer shall be recommended by the Nominating Team and elected for a three year term of office approved by the church at the Annual Meeting. It shall be the duty of the treasurer to have the oversight responsibilities to receive, preserve, and pay out, upon receipt of vouchers, approved and signed by authorized personnel, monies, or things of value paid or given to the church.

2.5.2 The Treasurer shall keep an itemized account of all receipts and disbursements and shall make an accounting of all transactions at regular business meetings.

2.5.3 The books, records and accounts are the property of the church and are open to inspection by any member. Individual giving records are not subject to open view but by the member giving the tithes and gifts.

2.5.4 The Treasurer is a member of the Stewardship Team. The Treasurer will collaboratively work with the Stewardship Team developing the annual budget which will be presented at the Annual Meeting for approval. The proposed budget is to be made available for member review two weeks prior to the annual meeting.

2.6 Personnel Team

2.6.1 Personnel Team shall consist of five members of the church. They shall select a Personnel Team leader from among the team members. The Personnel Team is responsible for handling personnel matters relating to all hired staff and interns of the church including hiring and termination.

2.6.2 Personnel Team shall develop and maintain job descriptions for staff positions within the church.

2.6.3 Personnel Team shall collaboratively evaluate all staff of the church. Staff supervisor shall submit an evaluation to the Personnel Team for consideration. Annual evaluations shall be completed prior to the Annual Meeting of the church. The team is responsible for developing evaluation documents for each position. The evaluation of

staff shall be collaborative in nature obtaining input from the church as well as the church leadership. Information is to remain confidential in nature.

2.6.4 Personnel Team shall yearly provide recommendations for salary and benefits to the Stewardship Team at least four weeks prior to the Annual Meeting.

2.6.5 Definitions: Ministerial Staff shall consist of all individuals licensed or ordained and hired by the church. Ministry Teams may consist of staff and church members recommended by the Nominating Team and approved by the Church. Lay leaders are church members recommended by the Nominating Team and approved by the Church to lead a ministry team. A Ministry Team shall consist of a team of at least three lay members and a leader. A Ministry Team may consist of more members as needed to meet ministry objectives.

2.7 Outreach Director

2.7.1 The Outreach Director is responsible for encouraging and facilitating evangelism and church outreach activities. The Outreach Director will be responsible for providing outreach training and missions opportunities.

2.7.2 The Outreach Director will recommend a budget to the Stewardship Team for the various evangelism and outreach ministry activities.

2.8 Trustees

2.8.1 Shall serve as Corporate Officers of the NHBC Corporation and shall see that county and state laws pertaining to churches are obeyed. Trustees are recommended by the Nominating Team and approved at the Annual Meeting. Trustees shall serve a three year term on a rotating basis.

2.8.2 Corporate Officers shall hold in trust the property of the church, but shall have no power to buy, sell, mortgage, lease, or transfer any property of the church, except by two-third (2/3) vote of the membership present at a meeting called for that purpose. Two weeks' notice of such meeting of action is necessary. The Corporate Officers will act according to the decisions of the membership. Corporate Officers consist of the President, Vice-President, Secretary and Treasurer. The Chairperson of the Trustees shall serve as the Corporate President, the Vice-President and Secretary will be chosen from among the Trustees by the Trustees. The elected Church Treasurer shall serve as Treasurer of the Corporation. It shall be the function of the Corporate Officers to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where signatures are required.

2.8.3 Trustees shall provide, at the expense of the church, such property and liability insurance as is needed on church owned property.

2.8.4 They shall oversee the maintenance of church property as required and shall develop building and grounds use policy, and oversee the issuance of keys in cooperation with the Senior Pastor.

2.8.5 They shall serve on the Building and Grounds Team. Trustees shall develop a budget for the Stewardship team to cover the estimated costs of maintenance.

2.8.6 Gifts or Donations of Real Property (Land, Homes, Vehicles) to the church for the purpose of liquidating to meet church needs will be managed by the trustees in accordance with the best interest of the church. Gifts will be used for the furtherance of NHBC's ministry purposes and programs. The trustees on behalf of the church maintain the right of refusal of any non-cash gift if it proves to not be in the best interest of the church. Gifts given with the intent of not liquidating will be managed by the trustees in the best interest of the church.

2.9 Worship Director

2.9.1 Worship Director is responsible for assisting the church in planning, conducting and evaluating a comprehensive music and worship services. The Worship Director shall be a male member of the church. This may be a paid staff position of the church.

2.9.2 Collaborate with the Senior Pastor to coordinate effective worship services.

2.9.3 Work with and lead the Worship Ministry Team in determining music and worship goals, organization, leadership, facilities, finances and planning for worship.

2.9.4 Direct music groups and congregational singing. Be aware of weddings and funerals to be held in the church and provide music and worship as needed.

2.9.4 Worship director shall develop a budget for the Stewardship team to cover planned ministry expenditures.

2.10 Children's Ministry Director

2.10.1 Children's Ministry Director is responsible for assisting the church in planning, conducting and evaluating children's ministry programs from birth through sixth grade. Plan specific ministry activities and programs designed to meet approved objectives and direct leadership of the Sunday School program.

2.10.2 Ensure that all children's educational ministries are giving biblical instruction in agreement with the mission and philosophy of Northern Heights Baptist Church.

2.10.3 Conduct special training projects for birth – 6th grade workers to help adults effectively instruct student learning. Advise in the use of program materials, equipment, supplies and space for all grades.

2.10.4 Make timely requests for purchases of required supplies and equipment needed for Children's Ministries. Develop and submit a budget to the Stewardship Team. Assist the Nominating Team with a list of Children's Ministry Team members.

2.11 Connect Ministry Director

2.11.1 Connect Ministry Director is responsible for assisting the church in planning, conducting and evaluating social and hospitality activities that grow unity within the body, as well as engaging new members into the church.

2.11.2 Make timely requests for purchases of required supplies and equipment needed for Connect Ministry activities. Develop and submit an annual ministry budget to the Stewardship Team.

2.12 Youth Pastor

2.12.1 Plan, administer, coordinate, supervise and evaluate a comprehensive and active Youth Ministry at Northern Heights Baptist Church.

2.12.2 To provide Bible study for Junior – Senior High students during Sunday morning time as well as provide for the Wednesday night Merge programming. This time is spent in spiritual growth activities such as singing, sharing, creative games and activities. This time includes a devotional message or Bible study.

2.12.3 Expected to work with Junior – Senior High students on a one-to-one basis building relationships, strengthening self-image in Christ, encouraging students to become established as Christian believers, and develop their leadership skills to serve the church and others. Develop an evangelistic lifestyle within the youth program.

2.12.4 Cooperate with the Senior Pastor, Deacons and other staff members in promoting the entire ministry plan of Northern Heights Baptist Church.

2.12.5 Provide counseling of church and non-church members as the needs arise. Make calls on students when they are in the hospitals or in other primary moments of their lives.

2.12.6 In cooperation with the Youth Ministry Team, prepare an annual budget for recommendation to the Stewardship Team.

2.13 Grow Director

2.13.1 Grow Director will work collaboratively with the Senior Pastor and is responsible for planning, conducting and evaluating a comprehensive adult education program and providing necessary leadership to provide a balanced program of ministry to adults.

2.13.2 Develop and administer an Outreach visitation program with adults.

2.13.3 Work directly with adults planning retreats, conferences, fellowships, community groups, Adult Sunday School, and other creative projects to grow and strengthen adults for personal spiritual growth, family spiritual growth and guide adults to a maturing relationship with Jesus Christ and service to the church.

2.13.5 Assist the Nominating Team in recruiting and enlisting needed workers for all Grow Ministry areas. Prepare an annual budget for recommendation to the Stewardship Team.

2.14 Nominating Team

2.14.1 Nominating team shall consist of five members including Senior Pastor as one of the five who possess a strong knowledge of our church membership.

2.14.2 Nominating team members shall be elected by the body and serve a term of three years. Nominating team members shall be elected at the January church meeting.

2.14.3 The Nominating Team shall prayerfully consider and interview potential members for service as needed: Church Clerk, Church Moderator, Treasurer, Personnel Team, Outreach Director, Trustees, Children's Ministry Director, Connect Ministry Director, Grow Director, Nominating Team and all other ministry team positions.

2.14.4 The Nominating Team shall present to the church body for approval a list of recommended lay leadership positions at the Annual Meeting. Positions left open may be filled during the year by Nominating Team and Senior Pastor's approval until the next regular or specially called business meeting. Nominating Team members shall serve three year terms and are on a rotating basis for election.

2.15 Stewardship Team

2.15.1 The purpose of the Stewardship Team is to develop the Annual Budget, monitor church giving and make recommendations to the Church concerning stewardship needs to run the various ministries of the church. The Stewardship Team shall consist of the Treasurer and three members that shall be recommended by the Nominating Team and approved by the church at the Annual Meeting. Stewardship members shall serve three year terms and are on a rotating basis for election.

2.15.2 Solicit ministry budget requests from the various ministry team leaders, interview ministry leaders concerning ministry budget requests and develop an overall annual budget.

2.15.3 The Stewardship Team will educate church members on the wise use of God's provisions. The team will also provide leadership and direction concerning the finances of the church. Assist the church in accepting the axiom that church vision drives the church's budget.

2.15.4 The Stewardship Team is authorized to liquidate non-cash gifts such as stocks, mutual fund shares, bonds, etc. for the furtherance of NHBC's ministry purposes and programs. The Stewardship Team maintains the right of refusal of any such gifts if it proves to not be in the best interest of the church.

2.16 Hispanic Ministry Pastor

2.16.1 Hispanic Ministry Pastor – Will be responsible for the development and implementation of a Christ-lead Hispanic ministry.

2.16.2 Make timely requests for purchases of required supplies and equipment needed for Hispanic Ministry activities. Develop and submit an annual ministry budget to the Stewardship Team.

Article 3: Ministry Meetings & Worship

3.1 PUBLIC WORSHIP services will be held every Sunday as well as any other regular days during the week as needed for ministry. Discipleship opportunities may be held throughout the week.

3.2 The Lord's Supper shall be conducted at least six times per year and at such times as the Senior Pastor and Deacons determine.

3.3 Conferences, seminars and revivals will be held from time to time and the church will cooperate in Associational or Convention activities as is possible.

3.5 Ministry Meetings

3.5.1 Church shall hold at least two church Ministry Meetings in the months of January and July. The June Ministry Meeting shall be considered the Annual Meeting. The Annual meeting will approve a church budget and approve the Nominating Team recommendations for leadership and ministry team positions. The January meeting shall serve as a Ministry Team Meeting reporting to the church body.

3.5.2 Specially called Ministry Meetings may be called quarterly (April & September) or more often if needed. Special meeting may be called by the Senior Pastor in consultation with the church ministry staff. These meetings may be called when circumstances and wisdom may direct that important actions be taken. Special meeting shall follow at least two week's (church service) announcements at church and placed upon the church website, the date, time and purpose of the meeting.

3.5.3 Emergency Ministry Meetings may be called by agreement of the Senior Pastor and Deacons. Leadership will make efforts to notify all church members of the meeting date and time; and specific emergency purpose.

3.5.4 QUORUM shall consist of 10% of the active members for regular and specially called business meetings.

Article 4: By-Law Amendments

4.1 AMENDMENTS to Northern Heights By-Laws require a majority vote of the quorum present at a regularly or specially called business meeting.

4.2 Amendments require at least two weeks (Sunday Services) advanced notice prior to the meeting. Proposed By-Law changes must be published and posted for the membership to review at least two weeks prior to the meeting.