

# EASTERN HILLS BAPTIST CHURCH CONSTITUTION AND BYLAWS

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## **History of Updates and Revisions**

### **Approved**

December 1, 1991

### **Revised**

January 15, 2012

### **Updated**

Section 4.01(4) September 16, 2012

Constitution: Article II, Mission; Article III, Statement of Faith; By-Laws: Section 2.02, Deacons; Section 2.03, Church Officers; (Added) Section 2.05, Ordination and Licensing, September 15, 2013

Constitution: Article IV, Church Covenant 4 & 5, November 17, 2013

Section 4.02 (2a) as voted on by the church on September 21, 2014.

Bylaws: Section 4.02 (2a), Educational Ministry Group, Bible Study; Section 6.01, Church Meetings, Worship Services, Combination of two services and Bible studies.

### **Revised**

March 20, 2016

### **Updated**

Bylaws: Article III. LEADERS, Added Section 3.01, 2. Emeritus Pastor; Added Section 3.02, Senior and Associate Pastor Change in Employment Status, by vote of the Church, March 18, 2018

### **Revised**

February 6, 2023

### **Updated**

Bylaws: as voted on by the church on January 22, 2023

Section 3.03, removed Men's Ministry from Deacons, consistent with creation of revised Men's Ministry under Section 5.09

Section 5.01, various wording changes to reflect addition of Family Life Ministry Group

Section 5.03, moved Historical to Section 5.09 under Family Life Ministry Group

Section 5.05, combined W.M.U. and W.I.S.D.O.M. into modified item 2, consistent with creation of Women's Ministry under Section 5.09

Section 5.06, removed Recreation/Event Evangelism section

Section 5.06, moved Small Groups to Section 5.09 under Family Life Ministry Group

Section 5.09: Family Life, added with new text and items moved from other sections

## Table of Contents

### CONSTITUTION

---

|   |          |
|---|----------|
| <b>Preamble</b> .....   | <b>1</b> |
| <b>ARTICLE I. NAME</b> .....  | <b>1</b> |
| <b>ARTICLE II. STATEMENT OF FAITH</b> .....   | <b>1</b> |
| Section 2.01 The Word of God .....  | 1        |
| <b>ARTICLE III. BIBLICAL TEACHINGS CONCERNING MARRIAGE, SEXUALITY, AND GENDER</b> ..... | <b>1</b> |
| Section 3.01 Marriage .....   | 1        |
| Section 3.02 Sexuality .....  | 2        |
| Section 3.03 Gender .....   | 2        |
| Section 3.04 Preserving the Function and Integrity of the Church.....                   | 2        |
| <b>ARTICLE IV. SANCTITY OF HUMAN LIFE</b> .....   | <b>2</b> |
| <b>ARTICLE V. CHURCH COVENANT</b> .....   | <b>2</b> |
| <b>ARTICLE VI. MISSION</b> .....  | <b>3</b> |
| <b>ARTICLE VII. CHURCH POLITY</b> .....   | <b>3</b> |
| <b>ARTICLE VIII. CHURCH AUTONOMY</b> .....  | <b>3</b> |
| <b>ARTICLE IX. DENOMINATIONAL AFFILIATIONS</b> .....                                    | <b>4</b> |
| <b>ARTICLE X. FINAL AUTHORITY FOR MATTERS OF BELIEF</b> .....                           | <b>4</b> |

### BYLAWS

---

|  |          |
|--|----------|
| <b>ARTICLE I. CANDIDACY MEMBERSHIP</b> ..... | <b>5</b> |
| Section 1.01 General .....                   | 5        |
| Section 1.02 Membership .....                | 5        |
| Section 1.03 Watch Care .....                | 6        |
| Section 1.04 Member Restoration .....        | 6        |
| Section 1.05 Voting Rights of Members.....   | 6        |
| Section 1.06 Termination of Membership ..... | 7        |

|  |           |
|--|-----------|
| <b>ARTICLE II. DISCIPLINE AND MEDIATION .....</b>                          | <b>7</b>  |
| Section 2.01 Discipline .....  | 7         |
| Section 2.02 Mediation .....   | 9         |
| <b>ARTICLE III. LEADERS .....</b>  | <b>10</b> |
| Section 3.01 Staff .....   | 10        |
| Section 3.02 Senior and Associate Pastor Change in Employment Status ..... | 12        |
| Section 3.03 Deacons .....   | 13        |
| Section 3.04 Church Officers .....   | 14        |
| Section 3.05 Order of Authority .....                                      | 15        |
| Section 3.06 Ordination and Licensing.....                                 | 17        |
| <b>ARTICLE IV. COUNCILS.....</b>   | <b>17</b> |
| Section 4.01 Leadership Council .....                                      | 17        |
| Section 4.02 Other Councils .....  | 18        |
| <b>ARTICLE V. MINISTRY GROUPS.....</b>                                     | <b>18</b> |
| Section 5.01 Selection and Election of Ministry Group Leaders.....         | 18        |
| Section 5.02 Administrative Ministry Group.....                            | 19        |
| Section 5.03 Educational Ministry Group .....                              | 20        |
| Section 5.04 Financial Ministry Group .....                                | 21        |
| Section 5.05 Missions Ministry Group .....                                 | 22        |
| Section 5.06 Outreach Ministry Group .....                                 | 23        |
| Section 5.07 Pastoral Ministry Group .....                                 | 23        |
| Section 5.08 Worship Ministry Group.....                                   | 24        |
| Section 5.09 Family Life Ministry Group .....                              | 24        |
| <b>ARTICLE VI. ORDINANCES.....</b>   | <b>25</b> |
| Section 6.01 Believer’s Baptism .....                                      | 25        |
| Section 6.02 The Lord's Supper .....                                       | 26        |
| <b>ARTICLE VII. CHURCH MEETINGS.....</b>                                   | <b>26</b> |
| Section 7.01 Worship Services .....  | 26        |
| Section 7.02 Special Services .....  | 27        |

Section 7.03 Business Meetings..... 27

**ARTICLE VIII. USE OF CHURCH FACILITIES .....28**

**ARTICLE IX. CHURCH FINANCES.....28**

Section 9.01 Support..... 28

Section 9.02 Administration..... 29

**ARTICLE X. CORPORATE SEAL .....29**

**ARTICLE XI. AMENDMENTS .....29**

## CONSTITUTION

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### PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body<sup>1</sup> in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

### ARTICLE I. NAME

This body is known as the Eastern Hills Baptist Church<sup>2</sup> located at 3100 Morris NE, Albuquerque, New Mexico, 87111. The church year begins on October 1 and ends on September 30. The fiscal year begins January 1 and ends December 31.

### ARTICLE II. STATEMENT OF FAITH

#### Section 2.01 The Word of God

We believe that the Holy Bible is the inspired Word of God and is the basis for our statement of faith, as well as our authority for all ministries. As a church body, we further subscribe to the doctrinal statement of the Baptist Faith & Message, as originally adopted by the Southern Baptist Convention in 1963, and as revised/updated in 2000. A printable copy of the 2000 revision of the Baptist Faith & Message is available on-line at [www.sbc.net/bfm/bfm2000.asp](http://www.sbc.net/bfm/bfm2000.asp)

### ARTICLE III. BIBLICAL TEACHINGS CONCERNING MARRIAGE, SEXUALITY, AND GENDER

#### Section 3.01 Marriage

We believe that the term 'marriage' has only one meaning sanctioned by God: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity should occur outside of a marriage.

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<sup>1</sup> The term 'body' denotes the membership of Eastern Hills Baptist Church.

<sup>2</sup> Eastern Hills Baptist Church is alternately referred to as EHBC and 'the church'. Their use within the Constitution and Bylaws denotes the membership of Eastern Hills Baptist Church.

**Section 3.02 Sexuality**

We believe that any form of sexual immorality, including but not limited to, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, and pornography is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

**Section 3.03 Gender**

We believe that God wonderfully and immutably created each person as male or female. These two distinct, complementary genders together reflect the image of God. (Genesis 1:26-27) Rejection of one's biological gender is a rejection of the image of God within that person.

**Section 3.04 Preserving the Function and Integrity of the Church**

We believe that in order to preserve the function and integrity of the Church as the local Body of Christ, and to provide a Biblical role model to the church members and the community, it is imperative that persons employed by the church in any capacity and all church members agree to the statements on Marriage, Sexuality, and Gender.

**ARTICLE IV. SANCTITY OF HUMAN LIFE**

We believe that all life is created by God in His image and is therefore sacred. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139:13-16)

**ARTICLE V. CHURCH COVENANT**

In entering into membership at EHBC, individuals enter into covenant with one another in faith and fellowship of the gospel, understanding that EHBC is a New Testament church under the Lord Jesus Christ and that the church is an autonomous congregation of baptized believers. When entering into membership, a member affirms his covenantal relationship with the body of EHBC, and further affirms that he or she:

1. Will strive, by the aid of the Holy Spirit, to live by the biblical teachings presented in God's word and as summarized in the Baptist Faith and Message sections XI, XIII, and sections XV through XVIII.
2. Agrees with the biblical principles of church discipline as presented in Matthew 18:15-17 (Bylaws, Section 2.01 Discipline) and the mediation of legal disputes as presented in I Corinthians 6: 1-7 (Bylaws Section 2.02 Mediation).

**ARTICLE VI. MISSION**

The Mission of Eastern Hills Baptist Church is to make disciples of all people, baptize them, and teach them to obey all that Jesus commanded (Matthew 28:18-20). As a body of baptized believers in Jesus Christ, we personally commit to sharing the good news of salvation.

Objectives in the pursuit of this mission:

1. To be a loving, ministering, unified church body (1 Corinthians 12:12-27) with Christ as our head, serving Him in the power of the Holy Spirit to bring people to saving faith in the Lord Jesus Christ, baptism and discipleship. (Matthew 28:18-20)
2. To keep our mission as our single purpose, all church activities shall focus on fulfilling our mission. (Colossians 3:17, 23-24)
3. To make disciples by proclaiming the gospel of Christ, through preaching, music, Bible study, worship, Christian fellowship, personal witnessing, and ministering to the needs of people be they spiritual, physical, emotional, and/or social.
4. To teach the disciples to observe all Jesus commanded by providing effective systematic discipleship training for all Christians.
5. To be led by a God-called and God-directed pastoral staff whose primary function is to equip us for works of service (Ephesians 4:11-13).

**ARTICLE VII. CHURCH POLITY**

The church's self-chosen polity is congregational. The church is an autonomous and democratic Southern Baptist Church under the Lordship of Jesus Christ. Final authority is vested in the church as a whole. The church also believes it is not practical for the total membership to be involved in all decisions. For this reason, the church has chosen to delegate to the pastoral staff, select elected individuals, and all ministry group leaders the responsibility for day-to-day operational decisions and other designated decisions. Those entrusted with such authority are required to bring any/all recommendations outside the scope of day-to-day activities, or those that have not been specifically authorized, to the church for final approval.

**ARTICLE VIII. CHURCH AUTONOMY**

Eastern Hills Baptist Church is an autonomous and democratic Southern Baptist Church under the Lordship of Jesus Christ. As such, the membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. It is subject to the control of no other ecclesiastical body.



**ARTICLE IX. DENOMINATIONAL AFFILIATIONS**

The church recognizes the spiritual basis for cooperating with other Southern Baptist Churches through organized associations. For this reason, it associates itself with the Central Baptist Association of New Mexico, the Baptist Convention of New Mexico, and the Southern Baptist Convention. The church elects, by formal vote, messengers to meetings of these groups. Such messengers make reports to the church following the meetings and make recommendations for action by the church which is deemed advisable. No messenger has the authority to commit the church to any agreement or obligation without specific prior authorization of such action by the church.

**ARTICLE X. FINAL AUTHORITY FOR MATTERS OF BELIEF**

The Statement of Faith does not exhaust the extent of our belief. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe. For purposes of Eastern Hills Baptist Church's faith, doctrine, and policy, the church shall be the final interpretive authority on a scriptural interpretation consistent with our Statement of Faith. Scriptural text not addressed in our Statement of Faith shall be evaluated for consistency with a conservative, evangelical, historical interpretation of the text.

## BYLAWS

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### ARTICLE I. CANDIDACY MEMBERSHIP

#### Section 1.01 General

The membership of Eastern Hills Baptist Church reserves the exclusive right to determine who shall be a member of this church and the conditions of such membership.

We believe that God offers redemption to all who confess and forsake their sin (repent), seeking His mercy and forgiveness through Jesus Christ. (John 3:14-18, Luke 24:46-47, Acts 10:43) Accordingly, we welcome into our fellowship all those who have accepted Jesus Christ their Lord and Savior<sup>3</sup>.

#### Section 1.02 Membership

Any person may present himself/herself for membership in this church in response to the invitation at any church worship service (ARTICLE VIII, Section 7.01) in any of the following ways:

1. Profession of faith - Accepting Jesus Christ as personal Savior and Lord followed by scriptural baptism by immersion (ARTICLE VII, Section 6.01) in the name of The Father, and of The Son, and of The Holy Spirit. Baptism is for believers only, symbolizing<sup>4</sup> but not in any sense providing salvation. New Testament baptism, while unnecessary for salvation, is to be administered only to those who have made a conscious committal to Jesus Christ through a personal faith in Him.
2. Promise of a letter - Upon receipt of a church letter from a New Testament church of like faith and order affirming he/she has already met the requirements of 1 above.
3. By statement - Prior membership in a New Testament church of like faith and order when no letter is obtainable and having already met the requirements of 1 above.
4. An individual, who responds to the invitation, affirming a previous acceptance of Jesus Christ as personal Savior and Lord but who has not been baptized by immersion must be baptized prior to his/her presentation to the church for membership.

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<sup>3</sup> Reference the Baptist Faith and Message, IV. Salvation.

<sup>4</sup> Reference the Baptist Faith and Message, VII. Baptism and the Lord's Supper.

5. An individual who meets the requirements outlined in paragraph 1, but who is physically unable to attend services, may be presented for membership by a family member who is a member of EHBC, a member of the pastoral staff, or an active deacon.

A candidate presenting himself/herself for membership shall meet with the senior pastor, an associate pastor, or an active deacon of the church to ascertain the candidate's understanding and experience of spiritual rebirth and scriptural baptism. All candidates must orally affirm their understanding and agreement with the Constitution prior to being presented before the church for membership. Presentation for membership will occur at the first convenient business meeting. Candidates that cannot, or will not, affirm their agreement with the Constitution will no longer be a candidate for membership.

A three-fourths (75%) vote of those church members present when a candidate is presented for membership is required to accept such candidates for membership. The candidate need not be present when the vote is taken.

### **Section 1.03 Watch Care**

Any person may present himself/herself to be put under the watch care of this church if they meet the requirements of candidacy (Section 1.02) in their home church, plan to attend EHBC for less than one year and their home church is outside a 100-mile radius of EHBC. An individual under the watch care of this church has all the rights and privileges of church membership.

### **Section 1.04 Member Restoration**

Church members who have strayed from the fellowship of the church, shall, in a spirit of love and humility, be counseled in an effort to restore them back to the full fellowship of the church. (Matthew 18:12-14; Philippians 2:1-5) Individuals who reject all efforts to be restored to the full fellowship of the church shall have their membership terminated. (Matthew 10:14) (Section 1.06 Termination)

### **Section 1.05 Voting Rights of Members**

All church members are entitled to vote at all elections and on all questions submitted to the church business meeting, provided the member is present or provision has been made for absentee balloting by a vote of the church before the business meeting. Children who are church members should be encouraged and guided by their parents/guardians in deciding and casting their vote. In case of absentee balloting, the question or nomination may be discussed by the church body but cannot be amended or altered in any way. The EHBC "Policy on Conduct of Business Meetings" addresses the subject of absentee ballots and secret ballots. Section 7.03 Business Meetings: describes policy and conduct of the church business meetings.

### **Section 1.06 Termination of Membership**

Membership is terminated in the following ways:

1. Death.
2. Transfer of membership to another church.
3. Request by the member to be removed from church roll.
4. Removal by action of this church. (Article I, Section 1.04 Member Restoration and Article II, Section 2.01 Discipline)

## **ARTICLE II. DISCIPLINE AND MEDIATION**

### **Section 2.01 Discipline**

All discipline within the body of the church is to be conducted in a manner consistent with the teachings of Matthew 18:15-17.

1. It is the purpose of the church to take every reasonable measure to assist any troubled member (one subject to discipline). The senior pastor, associate pastor(s) or an active deacon(s) are available for counsel and guidance. Restoration rather than condemnation shall be the guideline which governs the attitude of one member toward another. (Leviticus 19:15-17, Matthew 18:15)

Leviticus 19:15-17 (NIV)

15 Do not pervert justice; do not show partiality to the poor or favoritism to the great, but judge your neighbor fairly. 16 Do not go about spreading slander among your people. Do not do anything that endangers your neighbor's life. I am the Lord. 17 Do not hate a fellow Israelite in your heart. Rebuke your neighbor frankly so you will not share in their guilt.

Matthew 18:15 (NIV)

15 If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.

Instruction 1: Go and tell him his fault between the two of you. Let the reproof be private, between you and him alone. If he listens and repents, no further action is required.

2. Should some serious condition exist which could cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the pastoral staff and by the active deacons to resolve the problem. (Deuteronomy 19:15, Matthew 18:16)

Deuteronomy 19:15 (NIV)

15 One witness is not enough to convict anyone accused of any crime or offense they may have committed. A matter must be established by the testimony of two or three witnesses.

Matthew 18:16 (NIV)

16 But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.

Instruction 2: If they will not listen to you, if he will not admit to his fault (Failure of step 1) take one or two or more with you, not only to be witnesses of what is said but to reason the case further with him. He will be the more likely to hearken to them because they are not directly involved. If he listens and repents, no further action is required.

3. Having exhausted all efforts for reconciliation (Failure of steps 1 and 2) and having determined that the welfare of the church will best be served by removal of a member, the church may take this action by a three-fourths (3/4) vote of the members present at a special business meeting, (Article VII, Section 7.03, 3) called for this purpose. The church, having heard the argument, may proceed to declare that person to no longer be in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. (Matthew 18:17, 1 Corinthians 5: 9-13)

Matthew 18:17 (NIV)

17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

1 Corinthians 5: 9-13 (NIV)

9 I have written you in my letter not to associate with sexually immoral people 10 not at all meaning the people of this world who are immoral, or the greedy and swindlers, or idolaters. In that case you would have to leave this world. 11 But now I am writing you that you must not associate with anyone who calls himself a brother but is sexually immoral or greedy, an idolater or a slanderer, a drunkard or a swindler. With such a man do not even eat. 12 What business is it of mine to judge those outside the church? Are you not to judge those inside? 13 God will judge those outside. "Expel the wicked man from among you."

Instruction 3: If he refuses to listen to the three of you, and will not repent, then present the matter to the church. Where private admonition does not prevail, public censure must take place. The church must receive the complaints of the offended, and the

offender, and judge between them. An impartial enquiry will be made into the merits of the issue. If they find the complaint frivolous and groundless (simply a difference of opinion between men), let them rebuke the complainant. If they find the complaints of the offended just, the church must rebuke the offender. If he listens to the church and repents, no further action is required or will be entertained.

Instruction 4: If he will not listen to the church, and will not repent of his faults, he shall have his membership terminated.

4. Any person whose membership has been terminated may, upon request and demonstration of repentance and reformation, be restored to membership by a three-fourths vote of the church. (Matthew 18:17)

Instruction 5: It is the desire of the church that, by being removed from the fellowship of the church, he is humbled, repents, and is restored to the full fellowship of the church.

Should it become necessary to discipline individuals holding elected or appointed positions within the church, the following procedures will be followed.

Discipline of Elected Individuals:

Having exhausted all efforts for reconciliation (Failure of steps 1 and 2 above.) the individual may be removed from their elected position by a majority vote of the members present at a regularly scheduled business meeting.

Discipline of Appointed Individuals:

Having exhausted all efforts for reconciliation (Failure of steps 1 and 2 above.) the church has chosen to grant the pastoral staff (Article III, Section 3.01 Staff), select elected individuals, and all ministry group leaders (Article V Ministry Groups) with the authority to dismiss appointed individuals as deemed appropriate. (Hebrews 13:17, Titus 2:15)

## **Section 2.02 Mediation**

Members of the church agree to submit any legal dispute with the church for mediation before a mutually agreed-upon mediator. If none can be agreed upon, one will be selected by Peacemaker Ministries<sup>5</sup> or a similar biblically based mediator selected by the church. Lawsuits

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<sup>5</sup> Peacemaker Ministries is a non-profit, non-denominational ministry whose mission is to equip and assist Christians and their churches to respond to conflict biblically. Peacemakers Ministry provides conflict coaching, mediation, and arbitration services to help resolve conflicts, disputes, and church divisions. Peacemaker Ministries, 5550 Tech Center Drive, #311, Colorado Springs, CO 80919

between believers, or threats of lawsuits between believers, are a matter of grave concern for the church, are contrary to biblical teaching, and mediation is an effort to resolve disputes in a biblical fashion. (1 Corinthians 6: 1-8, Colossians 3:12-17, Matthew 5:21-24)

## **ARTICLE III. LEADERS**

### **Section 3.01 Staff**

Staff includes senior pastor, associate pastor(s), support staff, and ex-officio members. Current ex-officio members are: Eastern Hills Christian Academy (EHCA) administrator or an individual appointed by the EHCA School Board.

1. Senior Pastor:

- (a) Christ is the Head of the church. The senior pastor, as the under shepherd, is the servant-leader of this church. The senior pastor is responsible for leading the church to function as a New Testament church in pursuit of its mission (See Constitution, Article VII Mission). He is responsible for leading the congregation, peripheral organizations, and the church staff in performing their prescribed tasks. The senior pastor is a non-voting ex-officio member of all ministries. The senior pastor or a delegate is to perform pastoral responsibilities, e.g., ministering to an individual's spiritual needs, visiting the sick, comforting the grieving, conducting weddings and funerals, encouraging the discouraged, etc.
- (b) The senior pastor is called by the church whenever a vacancy occurs. His election takes place at a business meeting called for that purpose. At least one-week public notice to the church members shall be given. A Search Ministry (Article III, Section 3.04 (3c)) shall be appointed by the church to seek out a suitable pastor. It is the responsibility of the Nominating Ministry to present their recommendation for the Search Ministry membership to the church for election. Church members are encouraged to make recommendations to the Nominating Ministry.
- (c) The Search Ministry shall bring for the consideration of the church only one man at a time. The Search Ministry's recommendation will constitute a nomination. Election

shall be by secret ballot, with an affirmative vote of 80% of the members voting being necessary for election/calling of the senior pastor.

(d) The senior pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. The senior pastor shall give at least two weeks' notice at the time of resignation before terminating his responsibilities. Except for special circumstances, as approved jointly by the active deacons and Personnel Ministry, no senior pastor shall remain in the pulpit longer than one month after announcing his resignation. The church shall also give at least two weeks' notice for termination.

(e) The senior pastor will function within the personnel policies and approved job description. The Personnel Ministry is responsible for maintaining these documents and making recommendations to the church for changes, as needed.

## 2. Emeritus Pastor

If, for reasons of age and poor/diminished health, the senior pastor is unable to function within his job description he may, with the unanimous support of the pastoral staff, the active deacons, and the ministry group leaders, request a change in status to emeritus pastor. This request is contingent upon a qualified associate pastor being currently employed by EHBC. Further restrictions are presented in Section 3.02 "Senior and Associate Pastor Change in Employment Status". This request will not be considered if a qualified associate pastor is not employed by EHBC.

## 3. Associate Pastor(s)

This church calls/employs staff members as the church deems necessary, e.g., associate pastor of youth, associate pastor of children, and associate pastor of music/worship. Associate pastors are recommended to the church by a Search Ministry (Reference Senior Pastor, paragraph (b).). Election is by secret ballot. An affirmative vote of 80% of the members voting is necessary for election. Exception to this procedure can be brought before the church for approval. An associate pastor shall give the church a minimum of two weeks' notice prior to resignation. The church shall give the associate pastor a minimum of two weeks' notice prior to termination. The associate pastor will function within the church personnel policies and their approved job description and is directly responsible to and under the supervision of the senior pastor.



4. Support Staff:

- (a) The support staff, such as church secretary, financial secretary, nursery director, receptionist, etc., is recommended to the church by the Personnel Ministry. These employees will function within the personnel policies (as they apply) and appropriate job descriptions. The job descriptions are maintained by the Personnel Ministry.

5. Eastern Hills Christian Academy:

- (a) School – Eastern Hills Christian Academy (EHCA) is a ministry outreach of EHBC. The school is for children from three years of age through eighth grade. The school is accredited through the Association of Christian Schools International and operates August through May. The Academy is non-profit and self-sustaining.
- (b) Administrator(s) and Board Members – EHCA Administrator(s) shall be selected and employed after being agreed upon by the EHCA Board and the EHBC senior pastor and the approval of 80% of the EHBC members voting. (Article II. Section 2.01-16 EHCA Bylaws 2002). The EHCA Board is made up of seven EHBC members. Nominees for the school board are recommended to the Nominating Ministry by the present school board members. It is the responsibility of the Nominating Ministry to review the qualifications of all nominees and present the prospective new member(s) to the church for election.

### **Section 3.02 Senior and Associate Pastor Change in Employment Status**

1. Senior Pastor Request for Emeritus Pastor Status

The senior pastor, having reached the retirement age of 65, may request that (1) he be reassigned from senior pastor to emeritus pastor status for reasons of age and diminished health and (2) that an associate pastor, currently on staff, be elevated to the position of senior pastor.

Prior to presentation of the motion each candidate must have:

- (a) Received the unanimous support of the pastoral staff, the active deacons, and the ministry group leaders.
- (b) Served EHBC faithfully for a minimum of 10 years.
- (c) The associate pastor has demonstrated the ministry skills necessary to assume the position of Senior Pastor. (See Section 3.01 Staff, 1. Senior Pastor (a))

- (d) Have demonstrated their ability to jointly minister to the congregation in a harmonious and conflict free relationship between the two of them.

The change in employment status for each individual shall be presented in one motion. Election shall be by secret ballot, with an affirmative vote of 80% of the members voting being necessary for approval of the motion. In no case shall the motion be considered if either candidate has been employed as a pastoral staff member of EHBC for less than 10 years.

If the motion passes, the associate pastor, having been elevated to senior pastor, will assume the duties defined in the job description for the senior pastor. The senior pastor, having been granted emeritus status, will assume the duties defined in the job description for the emeritus pastor. If the motion is not approved the senior and associate pastor will remain in their current employment status.

### **Section 3.03 Deacons**

Deacons are men, called of God, who have met the qualifications given in 1 Timothy 3:8-13 and have been scripturally ordained. (Acts 6:1-7) An active deacon at EHBC is a deacon who has been elected by secret ballot at regular business meetings of the church. An affirmative vote of 80% of the members voting is required for an individual to be a member of the active deacon body.

1. A deacon, having been so elected, shall strive to attend all regularly scheduled and special called deacons' meetings, and participate in: (a) the Team Ministry Plan, (b) the Deacon/Volunteer lock-unlock activities, and (c) other designated activities. An active deacon is expected to follow the procedures described in the EHBC Office and Ministry of a Deacon.
2. In accordance with the meaning of the word deacon (*diakonos* or deacon, servant) and the practice of the New Testament teachings, deacons are to be servants of and spiritual models for the church. The task of the deacon is to serve together with the senior and associate pastors in performing pastoral ministries: proclaiming the gospel to believers and nonbelievers; minister to the physical and spiritual needs of church members and other persons in the community; lead the church to engage in a fellowship of worship, and performance of the church's mission.
3. The deacons are responsible for:
  - a. Presenting potential members of the Nominating Ministry to the church for election.

- b. Presenting revisions of the Nominating Ministry's job descriptions to the church for approval.

They are also responsible, along with the senior pastor and Nominating Ministry, for:

- c. Filling vacancies of the Ministry Group Leaders. Selected individuals will be presented to the church for election.
- d. Revising the Ministry Group Leaders' job description and presenting the revisions to the church for approval.

### **Section 3.04 Church Officers**

Church officers are individuals who possess the skills necessary for the performance of certain administrative service in the church. There is a job description for each of these church officers. The Nominating Ministry is responsible for presenting and obtaining election of all church officers and the approval of their revised/updated job descriptions. The Nominating Ministry maintains detailed job descriptions for the church officers which enumerates the election procedures, term of service, duties and responsibilities. The church officers are: trustees, treasurer, assistant treasurer, moderator, alternate moderator and church clerk.

1. Trustees:

There are six to eight trustees elected by the church. The chairperson and other members are elected by the church for five years. Trustees are the legal agents for the church. The members must be at least 25 years old and a church member for at least one year. The membership shall include at least one deacon and one EHCA board member. They have no authority to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. The trustees ensure safekeeping of all church legal documents. They are responsible for keeping the Constitution and Bylaws updated and current. The Trustees shall present all revisions/updates of the Constitution and Bylaws to the church for approval at a regularly scheduled business meeting. They are also responsible for ensuring that all requirements of the New Mexico Office of the Secretary of State Business Services Division are met.

2. Treasurer and Assistant Treasurer:

The church elects a church treasurer and assistant treasurer for a five-year period. The treasurer is a member of the Financial Management Ministry (Article V., Section 5.04, 1.) Both the treasurer and assistant treasurer shall be bonded.

3. Moderator and Alternate Moderator:

The moderator is elected for a five-year period by the church to make preparation for and preside over all church business meetings. The moderator is responsible for the "Policy on Conduct of Business Meetings."

4. Church Clerk:

The church clerk is elected by the church to keep accurate records of all church business actions conducted in church business meetings.

### **Section 3.05 Order of Authority**

1. During the senior pastor's temporary absence:

(a) The senior pastor is responsible for arranging for someone to fill the pulpit in his absence. He may select someone other than those listed in 2 (c). The Chairperson of the Personnel Ministry and the church financial secretary shall be advised so that honorarium, etc., can be arranged.

2. During the senior pastor's extended absence:

(a) In the event of an extended absence<sup>6</sup>, the senior pastor shall meet with the associate pastors and Deacon Chairman to arrive at a consensus regarding leadership during that period. The Deacon Chairman, Chairperson of Personnel Ministry, church secretary and other pastoral staff members must be informed of this delegation prior to the pastor leaving.

(b) If the absence extends beyond six (6) months, the active deacon body will consider necessary action and bring their recommendation before the church for vote. Should the senior pastor be unable to designate someone due to incapacitation or other unforeseen circumstances, the selection will be made by the active deacon body.

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<sup>6</sup> An absence greater-than 1 month but less than 6 months duration.

(c) The senior pastor's responsibilities and activities shall be exercised in the following order:

- (1) A full-time associate pastor,
- (2) Chairman of Deacons,
- (3) Vice-chairman of Deacons.

3. When the church is without a pastor:

(a) The senior pastor's responsibilities and activities shall be exercised in the following order (hereafter referred to as "next in charge."). The responsibilities and activities may or may not include pulpit supply and may be adjusted if an interim pastor is called.

- (1) An associate pastor as selected by the active deacons. This selection will be announced to the church and recorded in the Personnel Ministry minutes.
- (2) Chairman of Deacons,
- (3) Vice-chairman of Deacons,

(b) The Personnel Ministry will:

- (1) Propose for church approval a schedule for filling the pulpit. This schedule will be coordinated with the next in charge and Chairman of Deacons before being presented to the church.
- (2) After church approval, arrange for pulpit supply to fit the schedule. If the church does not approve the schedule, the Personnel Ministry will proceed as the church directs.
- (3) If appropriate, recommend to the church a person to serve as interim pastor, presenting in writing the name, duties, hours, and salary. The recommendation for interim pastor will be coordinated with the next in charge and the Chairman of Deacons before being presented to the church. The proposed salary will be coordinated with the Financial Management Ministry. The duties of the interim pastor will clearly delineate the responsibilities and activities between him and the church staff.

(c) The Nominating Ministry will:

- (1) Propose for church approval a schedule for the presentation of a Search Ministry to seek God's person to fill the position of the senior pastor. The schedule will be

coordinated with the Personnel Ministry, the next in charge, Chairman of Deacons, and interim pastor before being brought to the church for approval.

- (2) Recommend for church approval a Search Ministry to find a new pastor. The names of the recommended individuals will be presented, in writing, to the church members at least one week prior to formal presentation to the church at a business meeting.

### **Section 3.06 Ordination and Licensing**

1. In compliance with multiple Biblical references regarding ordination, the church will only consider qualified male members for ordination. Likewise, the church will recognize only men as having been ordained.
2. Additionally, only men may be licensed by the church, and only men will be recognized as having been licensed.

## **ARTICLE IV. COUNCILS**

All councils are chaired by church staff members.

### **Section 4.01 Leadership Council**

1. The leadership council is a coordinating group consisting of the senior pastor, all associate pastors and church-elected leaders. The church-elected leaders are identified in 2 below. The senior pastor is chairman of the council. The council will meet at regular intervals to coordinate and evaluate the total church program. The primary functions of the council are to: (1) recommend to the congregation suggested objectives and church goals; (2) review and coordinate all activities with the church mission; (3) recommend to the congregation suggested changes to leadership responsibilities, and other resources according to program priorities; and (4) evaluate program achievements with the church goals and objectives.
2. The church secretary serves as council secretary. The remaining membership (church-elected leaders) consists of the ministerial staff, all Ministry Group leaders, Chairman of Deacons, church officers, and Eastern Hills Christian Academy Administrator. All matters agreed upon by the council, calling for action not already authorized, are referred to the church for approval or disapproval.
3. The job description for the Leadership Council is controlled by the senior pastor.

**Section 4.02 Other Councils**

Members of these councils are not elected by the church, but are selected by the staff chairpersons. Each council has a Ministry Statement (MS) which identifies the number of members. The chairperson controls the MS and must hold to the number of members.

**1. Youth Council:**

(a) The Youth Council, chaired by the associate pastor of youth, coordinates and implements a variety of programs and activities in accord with the church's mission statement (Constitution, Article VII) and in cooperation with all other members and/or organizations working with church youth in grades 6 through 12. The members of the Youth Council are selected by the associate pastor of youth.

(b) A youth advisory committee comprised of youth will be appointed by the Youth Council. The Youth Council is responsible for selecting the advisory committee's chairman.

**2. College and Career Council:**

The College and Career Council is chaired by a designated staff member. The Council plans and executes programs and activities for single adults in the church. The senior pastor serves as chairman when a staff chairperson is not available.

**3. Senior Adult Council:**

The Senior Adult Council plans and executes programs and activities for senior adults in the church. The associate pastor of music/worship serves as chairperson.

**4. Children's Council:**

The Children's Council assists the associate pastor of children in planning, coordinating, implementing and evaluating the programs and activities for the Children. The associate pastor of children serves as chairperson.

**ARTICLE V. MINISTRY GROUPS****Section 5.01 Selection and Election of Ministry Group Leaders**

There are eight Ministry Groups: Administrative, Educational, Financial, Missions, Outreach, Pastoral, Worship, and Family Life. Each Ministry Group contains sub-ministries that report to the Ministry Group Leader. All Ministry Group Leaders report to the senior pastor. He will assign new ministries to each Ministry Group as appropriate.

All Ministry Group Leaders are elected by the church. The leader of the Worship Ministry Group shall be a member of the pastoral staff. The deacon body and the senior pastor will lead in the identification and election of new Ministry Group Leaders and revision of the Ministry Group Leader Job Descriptions. When a Ministry Group Leadership vacancy occurs, the active deacons will solicit recommendations from the church membership. The Administrative Ministry Group Leader and the Nominating Ministry will also assist in searching for individuals to fill vacancies. Agreed upon individual(s) will be brought before the church body for election by the Nominating Ministry.

Ministries are assigned to each group as noted above. Membership functions and period of service are enumerated in the respective job descriptions for each ministry. The Ministry Group Leaders are responsible for presenting members of each ministry to the church for election as required and, when appropriate, presenting revised job descriptions to the church for approval. The number of ministry members is defined in each ministry's job descriptions.

### **Section 5.02 Administrative Ministry Group**

#### 1. Facility Planning:

Determine future facility needs and to propose action plans for meeting those needs.

#### 2. Nominating:

The Nominating Ministry is responsible for locating, screening and recommending to the church those members necessary to fill the following church elected positions. As necessary, revise job descriptions and ministry statements and present them to the church for approval.

##### (a) Church Officers:

(1) Trustees' chairperson and members,

(2) Treasurer and assistant treasurer,

(3) Moderator and alternate moderator,

(4) Church clerk.

##### (b) Ministry Group Leaders,

(c) Eastern Hills Christian Academy Board of Directors,

(d) Search Ministry (when needed) - Chairperson and members.



3. Personnel:

Oversee matters related to employed personnel. This includes such areas as staff needs, employment of office personnel and other individuals that do not require a search committee, salary management, employee benefits, and personnel policies. Background checks will be performed on all employed personnel and volunteers who work with children.

4. Properties Management:

It includes such areas as maintaining all church properties for ready use and recommending policies regarding the use of all church property. It includes three sub-ministries: Building, Grounds and Facilities Use. The Building sub-ministry includes the Kitchen and Interior Church Decorations Ministries. The Properties Management Ministry is a resource to the sub-ministries. Working in conjunction with the Financial Ministry, the Properties Management Ministry will work to obtain funding for maintenance jobs, as well as work jointly with the sub-ministries to prioritize maintenance requirements.

5. Safety and Security:

Enhance the security of the personnel of the church and the Eastern Hills Christian Academy, and the facilities. Assist with any situation which might arise while performing as a member of the Security Ministry. Work with the church and academy in developing and maintaining security measures, specifically in the area of camera surveillance, monitoring, and recording.

6. Transportation:

Oversee operation, maintenance, and use of church owned/leased vehicles.

### **Section 5.03 Educational Ministry Group**

The Education Ministry includes Bible Study, Discipleship Training, Church Library, Vacation Bible School (VBS), and Historical. The Education Ministry Group Leader (EMGL) has oversight responsibility for these ministries.

The Education Council will advise the EMGL. This council is made up of the EMGL, pastoral staff, and others as selected by the EMGL. This council is advisory only. The EMGL will serve as chairman of the council.

1. Bible Study:

The Education Ministry will provide biblical based bible study. The purpose of these studies is to help participating students to become mature disciples of Jesus Christ. These studies will include but not be limited to bible, discipleship, life application, theology, and apologetics studies. The studies will be age appropriate to include children, student, college and career, young adult, and adult classes

A Bible Study Director, elected by the Church, will have oversight over all Eastern Hills Baptist Church sponsored Bible Studies. He in conjunction with the Senior Pastor and with advice from the Education Council will select study leaders (e.g. teachers) and approve course curriculum and teaching material.

2. Discipleship Training:

Discipleship Training will assist Church members and potential members in understanding what is involved in becoming a disciple of Jesus Christ. This assistance may take the form of classes, seminars, or mentoring. The Church will elect the director.

3. Church Library:

There is a Church Library for storing and issuing education material for the church. A director whom is elected by the Church manages the library.

4. Vacation Bible School (VBS):

The Church will provide a VBS to educate our children and reach out to the community. The associate pastor of children will oversee VBS.

### **Section 5.04 Financial Ministry Group**

The Financial Ministry Group is responsible for assembling the annual church budget and presenting it to the church for approval. They shall promote stewardship and administer all gifts brought to the church using sound principles of financial management.

1. Financial Management:

Monitor all receipts, expenditures and deposits of the church finances. Recommend to the church the following:

- (a) all expenditures of monies not included in the church budget,

(b) all financial interactions with other organizations, such as banks, utility companies, and service groups, and,

(c) sound Biblical stewardship procedures for budget promotion, giving and saving.

2. Budget Planning:

Coordinate, prepare and present a proposed budget to church for approval. A discussion period concerning the proposed budget is held immediately prior to the November business meeting. The proposed budget is then presented, without further discussion, to the church for approval at a special called business meeting at the beginning of a predetermined Sunday Morning worship services. Periodically review expenditures and recommend any changes to the budget for church approval.

3. Receipts Counting:

Count, record, and deposit monetary contributions on behalf of the church. Establish counting procedures which ensure the security and proper distribution of both designated and general budget contributions.

### **Section 5.05 Missions Ministry Group**

The Missions Ministry Group coordinates and guides all mission activities of the church. The Missions Ministry Group Leader is elected by the church and represents the various mission ministries at Church Council meetings.

1. Missions Ministry:

The purpose of the Missions Ministry is to discover possibilities for local, North American and International Mission Projects, share findings with church organizations, and serve the church in planning and conducting such mission projects. The membership consists of 7 to 9 church members selected by the chairperson in consultation with the Missions Ministry Group Leader.

2. W.M.U. (Woman's Missionary Union) / W.I.S.D.O.M (Women, Involved, Serving, Discipled, and On Mission):

W.M.U./W.I.S.D.O.M. exists to promote Christian missions through a program of mission study, mission action, and mission support.

**Section 5.06 Outreach Ministry Group**

## 1. Evangelism:

Assist the church in planning, implementing, and evaluating evangelism priorities, goals, and action plans.

## 2. EHBC Athletics:

Teach every player the fundamentals of EHBC sponsored sports and help them grow in their understanding of sportsmanship. Share the love of Jesus Christ with each player, coach, referee, and family member. Help every player grow spiritually, physically, mentally, and socially; develop character, understanding of sportsmanship, and respect for authority in any situation, on and off the court; and develop self-esteem and a sense of personal value.

## 3. Outreach/Visitation:

Seek, identify, and reach out to church prospects, inactive members, etc. through visitation, phone calls, and cards.

**Section 5.07 Pastoral Ministry Group**

## 1. Benevolent:

Establish guidelines which the church shall follow when asked for material help from either non-church members or church members.

## 2. Ethics and Religious Liberties:

Set up and work at tables for petitions, voter registration, specific ministry events, and keep up to date on current events.

## 3. Family Services:

Arrange for, lead or assist in, and schedule overall church social activities in the Family Life Center (FLC) and Miller Hall (MH). Arrange accommodations for visitors (individuals, couples or groups) coming to EHBC to conduct or take part in church revivals, conferences, concerts, etc.

## 4. Homebound:

Minister to church members who are unable to attend church services.

5. Hospital Outreach:

Assist in the area of spiritual care as well as help with needs in and after a hospital stay. Those needs might include visits and prayer while in the hospital, childcare, meals (once they come home), and transportation.

6. Wedding Coordinator:

The wedding coordinator is responsible for supervision and consultation in the area of weddings and receptions. The coordinator is responsible for ensuring that all weddings performed at EHBC adhere to the Biblical principles of marriage (Constitution Section 4.01 Marriage), are performed under the supervision of an EHBC pastoral staff member, and are performed according to the detailed church policy for weddings.

### **Section 5.08 Worship Ministry Group**

1. Audio-Visual:

See that the church audio-visual equipment is properly staffed, used, and maintained.

2. Baptismal:

Prepare the baptistery and provide personnel to assist candidates preparing for baptism.

3. Drama:

Lead and train adults and youth in drama activities.

4. Prayer:

Lead the church in prayer activities and encourage members to “pray without ceasing.”

5. Ushers:

Be of service to the church members and visitors before, during, and after worship services, and maintain a worshipful atmosphere in the church.

### **Section 5.09 Family Life Ministry Group**

The Family Life Ministry consists of Women’s Ministry, Men’s Ministry, Small Groups, and Historical. The purpose of the Family Life Ministry Group is to coordinate, support, and encourage the growth of these areas for ministry to members of Eastern Hills Baptist Church and to encourage these ministries to effectively use their platforms for outreach and evangelism wherever possible.

1. Women's Ministry:

The Women's Ministry of EHBC exists to help women grow and be disciplined in order to live in God's purpose, to facilitate and encourage relationships among the women of EHBC, and to create opportunities and provide resources for women to discover and use their particular giftedness.

2. Men's Ministry:

The Men's Ministry of EHBC exists to provide for the vision, direction, and implementation of ministry specifically for the men of Eastern Hills, through creating opportunities for the men of EHBC to connect with one another and to grow, learn, and serve Jesus Christ.

3. Small Groups:

Give individual members a closer sense of identity with the congregation. The Small Group environment provides an opportunity for church members to experience an environment of intimacy and encouragement as we walk in Christ Jesus striving to be firmly rooted in God's Word.

4. Historical:

The Historical Ministry will maintain the history of the church for use as required. This will include archiving existing material.

## **ARTICLE VI. ORDINANCES**

The church observes two Biblical Ordinances – Believer's Baptism and the Lord's Supper.

### **Section 6.01 Believer's Baptism**

1. Scriptural baptism is a symbolic act of obedience following Christ's example and commemorates His death, burial, and resurrection; therefore, baptism follows salvation, and is not a part of salvation. (Matthew 3:13-17, Romans 6:3-4)
2. A person who received Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism after counseling.
  - (a) Baptism is by immersion in water. (Matthew 3:16)
  - (b) Having ascertained the candidate's understanding of spiritual rebirth and scriptural baptism, their baptism shall be administered by a member of the pastoral staff or

whomever the senior pastor so designates. If the church is without a senior pastor, the church shall confer that authority by election upon recommendation of the Deacon Body. The Baptismal Ministry shall assist in the preparation for and observance of baptism.

- (c) Baptism shall be administered as an act of worship during any worship service.
- (d) A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the senior pastor, an associate pastor and/or a deacon. If a negative interest is ascertained, the individual shall be removed from the list of those awaiting baptism.

### **Section 6.02 The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby Christians, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. (Matthew 26:26-28, Luke 22:14-20)

1. The Lord's Supper is served at least quarterly and additionally as deemed appropriate by the senior pastor and diaconate.
2. The senior pastor, and deacons are responsible for the serving of the Lord's Supper. In the absence or incapacity/impairment of the senior pastor an associate pastor will be assigned this responsibility.
3. The deacons are responsible for the actual preparation of the Lord's Supper.
4. All individuals (church members and visitors) who have accepted Jesus Christ as personal Savior and Lord are welcome at the Lord's Table.

## **ARTICLE VII. CHURCH MEETINGS**

### **Section 7.01 Worship Services**

The church shall meet regularly for worship on Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These services will be open to the public and shall be conducted under the direction of the senior pastor or whomever he delegates. When the church is without a pastor, worship services shall be conducted under the direction of the next in charge selected according to Section 3.04, 2.

**Section 7.02 Special Services**

Revival services and any other church meetings consistent with the church's mission statement shall be placed on the church calendar.

**Section 7.03 Business Meetings**

1. Business meetings will be conducted in accordance with EHBC Policy on Conduct of Business Meetings. The EHBC moderator is responsible for keeping the policy up-to-date. Revised/updated policy will be presented by the Administrative Group Leader for approval at a church business meeting.
2. Regular business meetings shall be held bi-monthly on the third Sunday evening of the month. Meetings shall be announced during the preceding Sunday morning worship service and noted in the bulletin for that Sunday. The meeting day may change, when necessary, with prior notice to the church.
3. Special business meetings may be called by the pastor or any other church member or group with the concurrence of the senior pastor or the Chairman of Deacons. A minimum of one week's notice of the subject, date, time, and location must be given to the church for the specially called business meetings unless extreme emergency renders such notice impracticable. If possible, at least three announcements at regularly scheduled worship services shall be made prior to the meeting. No other subject except the one announced for a Special Business Meeting may be addressed.
4. A quorum of the church membership is required to legally transact business at a regular or special business meeting. The quorum for EHBC is at least 50 members present and qualified to vote on any matter presented to the assembly.
5. The church moderator will preside at all church business meetings. The alternate moderator will preside in the absence of the primary. The Chairman of Deacons, Vice-Chairman of Deacons, or pastor will preside, in this order, if both the moderator and alternate moderator are absent.
6. The church clerk or an alternate will record minutes at each business meeting. Any documents presented to the church body shall be submitted to the church office for review and may be attached to the minutes at the staff's discretion. The minutes of previous meetings plus recommendations and reports for the current meeting will be made available to the members on the Sunday Morning prior to the business meeting.



7. Robert's Rules of Order<sup>7</sup> is the authority for our parliamentary rules of procedure for all business meetings of the church, unless superseded by church policy or specific vote of the church.
8. Business meetings shall always be recorded. The moderator will announce that the meeting is being recorded.

## **ARTICLE VIII. USE OF CHURCH FACILITIES**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be seen as a ministry for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

It should be noted that facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith and moral teachings, presented in the church's Constitution and Bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. Activities for personal profit must be approved by the Facilities Use Sub-Ministry. To ensure that scheduling conflicts do not occur, all requests from outside organizations or persons must be submitted for scheduling and approval by the Facilities Use Sub-Ministry a minimum of 2 weeks before the requested activity date. The Facilities Use Sub-Ministry will render a decision on all such requests within 48 hours of receipt and notify the Church Secretary within 24 hours of the decision. All Church and Academy requests for facilities use will go directly to the Church Secretary for placement on the calendar.

## **ARTICLE IX. CHURCH FINANCES**

### **Section 9.01 Support**

Membership in this church includes the responsibility to financially support the church and its causes with regular, proportionate giving. (Baptist Faith and Message, XIII. Stewardship)

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<sup>7</sup> Robert's Rules of Order Newly Revised, 11th edition.

**Section 9.02 Administration**

A system of accounting that will adequately provide for the administration of all funds is the responsibility of the Financial Ministry Group and the Counting Receipts Sub-Ministry. A financial audit will be conducted at least every three years.

**ARTICLE X. CORPORATE SEAL**

The Corporate Seal of the church corporation is as follows: Two concentric circles around the edge, between such shall be inscribed the name EASTERN HILLS BAPTIST CHURCH, and such seal as impressed on the margin thereof is hereby adopted as the seal of the corporation.

**ARTICLE XI. AMENDMENTS**

This Constitution and Bylaws may be amended by a 2/3rds (66.6%) majority vote of the church members present at any business meeting. In order for an amendment to be approved, the proposed changes must be coordinated with the trustees and the senior pastor or the person assuming the responsibilities of the pastor when the church is without a pastor. A copy of the amended Constitution and Bylaws shall be made available to all church members at least one week prior to the business meeting. All amendments must be filed with the church secretary.