**BY – LAWS**

**Northern Heights Baptist Church**

**ARTICLE 1: Membership**

1.0 General

This organization shall consist of the present membership of ~~NHBC~~ Northern Heights Baptist Church 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 Lord and Savior, ~~who have~~ followed Him in Scriptural baptism by immersion, 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 an ~~pastor~~ elder 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.~~ Demonstrate a commitment to living in Christ by giving a public testimony of salvation, and having been scripturally baptized as a believer by immersion.

1.2.3 Complete the *Discover NHBC: The Membership Class of Northern Heights Baptist Church* class.

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1.2.4 Be at least 16 years of age.

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

1.2.6 A member's children will be considered a "Child of Member" until they are capable of taking the steps above.

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.~~ Good-standing members of the congregation shall be eligible to vote in meetings on all matters brought before the congregation for consideration. Each member is entitled to one vote and must be present at the duly called meeting; voting by absentee or by proxy is prohibited. Unless otherwise stated, a majority vote of a quorum of the membership at any ministry meeting is required for the following matters:

- Affirmation of the appointment or dismissal of the lead pastor, associate pastors, and assistant pastors (two-thirds of members present at a legally held ministry meeting);
- Affirmation of the appointment or dismissal of elders (two-thirds of members present at a legally held ministry meeting);
- Affirmation of the appointment or dismissal of deacons;
- Affirmation of the ministry budget and any necessary amendments to the budget during the fiscal year;
- Affirmation of the acquisition, transfer, or sale of real property and any related indebtedness;
- Affirmation of any other type of debt on behalf of the church in excess of 5% of the previous year's ministry budget;
- Amendments of the church's Constitution or Bylaws;
- Any other decision delegated by the elder team.

~~Responsibilities of Membership~~

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

~~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, so 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.~~

1.4 Responsibilities of the Congregation

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

1.4.2 Members of the congregation are responsible to focus on obedience to God, doing His eternal and timeless will in contemporary and timely ways. The Congregation is to:

- worship Christ with all of our hearts, making Him the center of our lives;
- strive to become more like Him in every way;
- use our spiritual gifts, heart, talents, abilities, personality, and experience to serve others in His name;
- unite with His family, the church, by pouring our lives out for one another;
- communicate His Gospel and His interaction in our lives to the world so they may come to know Him and His love;
- pray for one another, the church, and the lost; and

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- joyfully give offerings and gifts.

1.4.3 Believers are instructed to acknowledge and respect those who are in authority over them in the Lord (1 Thessalonians 5:12-13). They are also instructed to remember their leaders, consider the outcome of their way of life, and imitate their faith, as well as obey and submit to them with joy and without groaning (Hebrews 13:7, 17). Also, the congregation should examine the Scriptures daily to see if the teaching they are receiving is true (Acts 17:11). If a gospel is being preached contrary to the true gospel, it must be rejected (Galatians 1:8-9). They are to test the spirits to discern whether they are from God as many false prophets have gone into the world (1 John 4:1), and test everything, holding fast to what is good (1 Thessalonians 5:21).

1.4.4 Good-standing members of the congregation aged 16 years and over shall be eligible to vote in meetings on all matters brought before the congregation for consideration. Each member is entitled to one vote and must be present at the duly called meeting; voting by absentee or by proxy is prohibited. Unless otherwise stated, a majority vote of a quorum of the membership at any ministry meeting is required for the following matters:

- Affirmation of the appointment or dismissal of the Lead Pastor (two-thirds of members present at a legally held ministry meeting);
- Affirmation of the appointment or dismissal of elders (two-thirds of members present at a legally held ministry meeting);
- Affirmation of the appointment of associate and assistant pastors (two-thirds of members present at a legally held ministry meeting);
- Affirmation of the appointment or dismissal of deacons;
- Affirmation of the ministry budget and any necessary amendments to the budget during the fiscal year;
- Affirmation of the acquisition, transfer, or sale of real property and any related indebtedness. Gifts or donations of real property to the church for the purpose of liquidating to meet church needs will be managed by the Elder Team in accordance with the best interest of the church, and do not require a congregational vote to be sold. Gifts will be used for the furtherance of NHBC's purposes

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and programs. The Elder Team, on behalf of the church, maintains 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 Elder team;

- Affirmation of any other type of debt on behalf of the church in excess of 5% of the previous year's ministry budget;
- Amendments of the church's Constitution or Bylaws;
- Any other decision delegated by the elder team.

1.5 Termination of Membership

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

1.5.1.1 Death.
1.5.1.2 Personal request to transfer membership.
1.5.1.3 By transfer letter from a sister church of like faith and order;
1.5.1.4 By ~~a member~~ uniting with a church to which we cannot grant a letter of recommendation.
1.5.1.5 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 due to lack of repentance, a motion to terminate membership shall require a unanimous assenting vote of a quorum of the Elder Team. ~~¾ 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.~~ When repentance has occurred, individuals are invited or may initiate re-admittance by unanimous assenting vote of a quorum of the Elder Team. Notice of restoration shall be given to 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).
1.5.1.6 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),

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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 Leaders ~~Church Officers & Team Leadership~~

2.0 General Directives of Church ~~Officers and~~ Leaders

2.1 ~~All leadership teams of the church shall operate under the approval of the church.~~ This church shall be Christ-ruled, elder-led, deacon-served, and congregation approved.

2.2 ~~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. Ministry team leader, Nominating Team Leader with approval of the Senior Pastor~~ New ministry teams may be established by the Elder Team.

2.2.1 New ministry teams must work under the ministry team budget. Any new budget area must be approved by the ~~Stewardship~~ Elder Team or their designees and, if required, by the church. ~~Budget approval for a ministry team by the church constitutes church approval/agreement with the ministry.~~

2.2.2 The goal of ~~our~~ ministry teams is to follow the leadership of the 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).~~

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~~Administrative teams shall keep a record of minutes of meetings with the church office.~~

2.3 ~~Church officers and~~ Church and ministry team leaders shall be members of the church and responsible for submitting ministry budget requests to the ~~Stewardship team~~ Elder Team or their designees 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.

2.4 Elders

2.4.1 General Overview of Elders

2.4.1.1 Our Lord, Christ Jesus is the head of His Church. He alone is the true source of all the Church is and does, and His glory is the objective of every act, function, and motivation of the body–individually and corporately (Colossians 1:18; Ephesians 1:22-23). As followers of Jesus, church bodies must follow biblical instructions and precedents in governing themselves. Elder leadership, as set forth in the New Testament, is the foundational form of overseeing and governance that most closely follows biblical principles (Acts 14:23; Titus 1:5; Acts 20:17-32; Philippians 1:1). The ultimate responsibility and authority of church elders is to observe, examine, and discern that Christ's church remains on a true biblical course. The elders also must uphold God's Word and ensure that church members are being biblically shepherded, accurately instructed through precise Bible teaching, and that the church is being well-managed. The foundational roles of elders are to protect the church, instruct the church through proper biblical teaching, lead the church, and care for each church member.

2.4.1.2 Elders:

- shepherd and equip the flock (Acts 20:28; Ephesians 4:11-12; 1 Peter 5:1-3);
- lead by example (1 Peter 5:3);
- teach skillfully (1 Timothy 3:2);
- preserve the truth of the Word of God and refute those who contradict biblical truth (Acts 20:29-31; Titus 1:9);

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- manage the affairs and resources of the church (1 Timothy 3:5-7; Titus 1:7);
- humbly serve the church (Matthew 20:25-28; Acts 20:28; 1 Peter 5:3);
- pray for the church and the sick (Acts 6:4; James 5:14); and
- preserve unity in the church (Psalm 133:1; John 17:21-23; Romans 15:5-6; 1 Corinthians 1:10; 2 Corinthians 13:11; Ephesians 4:3; Philippians 1:27; 2:2).

### 2.4.2 Elder Qualifications:

An Elder must be: above reproach; faithful to his wife (not required to be married); able to teach and give instruction, defend the faith, and guard against false doctrine; a lover of good, upright, gentle, holy, hospitable, disciplined, sober-minded, and self-controlled; respectable and well thought of by those outside the church; able to manage his own household and care for God's church; able to keep children under his authority submissive, subordinate, and faithful; not a recent convert; not a lover of money or greedy for gain, a drunkard, violent, arrogant, quick-tempered, quarrelsome, or self-willed. (1 Timothy 3:1-7; Titus 1:6-8)

### 2.4.3 Responsibilities and Authority of Elders

Northern Heights Baptist Church is Christ-ruled and elder-led. Each elder is accountable to God, the Elder Team, and the church body. All activities and affairs of the church shall be led by and under the authority of the elder team who is responsible for shepherding, equipping, and overseeing the church unless otherwise specified in the church's governing documents. The elder team may delegate authority to teams, committees, and individuals as they see fit. Decisions of the elder team require unanimity.

### 2.4.4 Elder Appointment

2.4.4.1 Active elders lead the appointment of new elders. The Elder Team or a committee of the Team, along with any congregational members they choose to assist, is responsible for selecting, examining, and bringing qualified candidates forward to the congregation for affirmation as elders.

2.4.4.2 Members of the congregation may recommend elder candidates through a process determined by the Elder Team. The Elder Team will make the final decision as to which men are selected for examination.

2.4.4.3 The Elder Team will undertake a careful and thorough examination of each candidate's moral, spiritual, and character qualifications and abilities as defined in 1 Timothy 3:1-7 and Titus 1:6-9 as well as their Spirit-given motivation to be an elder as described in 1 Timothy 3:1 and 1 Peter 5:2. The Team, with prayer and fasting (Acts 14:24), will unanimously select elder candidates to be presented to the church membership for affirmation.

2.4.4.4 Examined and selected candidates will be made public to the church at least four weeks in advance of congregational affirmation at a regular or specially-called Ministry Meeting. The church is encouraged to enter into a time of prayer and fasting in regard to the candidates (Acts 14:24). Members may privately bring questions or concerns about a candidate to an existing elder for discussion. The individual may be directed to follow the biblically prescribed process in Matthew 18:15-17 or remain silent, or the elder may take the matter back to the full elder team for further investigation. Only after any issues are fully resolved by the Elder Team will the candidate be brought forward for affirmation.

2.4.4.5 Candidate affirmation will take place in a regular or specially called Ministry Meeting. The final presentation of elder candidates must be announced to the congregation at least two weeks prior to the meeting. The church must affirm candidates before ordaining them as elders at Northern Heights Baptist Church.

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2.4.5 Elder Team and Pastors

The Lead Pastor is a permanent member of the Elder Team. Other pastoral or paid staff may serve as elders only if the Elder Team brings them forward for affirmation by the congregation.

2.4.6 Elder Terms

The appointment of an elder shall be indefinite until terminated by the elder, the Elder Team, or the congregation. Each elder, upon appointment, shall be asked to serve a three-year term. Elders may elect to continue for one additional three-year term subject to reaffirmation by the existing elders and the congregation. After the completion of two consecutive terms, an elder must take a one-year sabbatical from the Elder Team. Upon completion of the sabbatical, the elder is eligible to rejoin the Elder Team, subject to reaffirmation by the existing elders and the congregation.

2.4.7 Number of Elders

The elder team will consist of those who have been raised up by the Holy Spirit, possess a Spirit-given motivation to be an elder as described in 1 Timothy 3:1 and 1 Peter 5:2, and have been recognized by the church as possessing the qualifications as stated in 1 Timothy 3:1-7 and Titus 1:5-9. No certain number of elders is to be maintained.

2.4.8 Removal of Elders

2.4.8.1 Charges shall not be admitted against an elder except on the evidence of two or three witnesses, and shall be done without prejudging or bias. Elders who persist in sin shall be rebuked in the presence of all, so that the rest may stand in fear (1 Timothy 5:19-21). Any elder may be removed from office if:

- He no longer fully affirms the doctrines of the Christian faith as embodied in the Old and New Testaments and outlined in the church's Articles of Faith stated in Article IV of the Northern Heights Baptist Church Constitution.

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- He no longer meets the qualifications of an elder stated in 1 Timothy 3:1-7 and Titus 1:5-9.
- He persists in sin (1 Timothy 5:20).
- He is no longer able to perform the role of an elder as detailed in the General Overview of an Elder.

2.4.8.2 Removal requires the unanimous vote of the remaining elders and an affirmation of the dismissal by two-thirds of church members present at a legally held ministry meeting. An elder may voluntarily withdraw from his position at any time by written notice to the Elder Team.

2.4.9 Corporate Officers of the Church and Elder Team Officers

2.4.9.1 The Elder Team shall select from their number three persons who shall serve as both Corporate Officers of Northern Heights Baptist Church and the officers of the Elder Team. In the event there are an insufficient number of elders to meet the Corporate Officer requirement, the Elder Team shall appoint a member or members of the congregation to fulfill the requirement until a sufficient number of elders are in place. The officers shall include:

- Chairman: The Chairman shall preside at all elder meetings, which are to be conducted according to Scriptural principles such as set forth in Philippians 2:2-8. The Chairman presides over the Annual Meeting and Ministry Meeting and any other specially called ministry meetings.
- Vice-Chairman: The Vice-Chairman shall assume all of the responsibilities of the Chairman in his absence.
- Secretary: The Secretary shall keep a record of all of the actions of the church and the minutes of all meetings of the Elder Team. The Secretary shall record the minutes of the Annual Meeting, Ministry Meeting, and any other specially called ministry meeting.

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2.4.9.2 The Elder Team shall appoint a Church Treasurer. The Treasurer must be a church member, but is not required to be an elder. The Treasurer shall serve as a Corporate Officer.

2.4.9.3 The Corporate Officers shall see that all laws pertaining to churches are obeyed. 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. Elders shall provide, at the expense of the church, such property and liability insurance as is needed on church owned property. The Corporate Officers shall hold in trust the property of the church, but shall have no power to buy, sell, mortgage, lease, or transfer property of the church except by a two-thirds affirmation vote of the membership at a meeting called for that purpose.

2.4.9.4 Gifts or donations of real property to the church for the purpose of liquidating to meet church needs will be managed by the Elder Team in accordance with the best interest of the church, and do not require a congregational vote to be sold. Gifts will be used for the furtherance of Northern Heights Baptist Church's purposes and programs. The Elder Team, on behalf of the church, maintains 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 Elder Team.

## 2.5 Deacons

### 2.5.1 General Overview of Deacons

2.5.1.1 A deacon in the New Testament, and a deacon at Northern Heights Baptist Church, is first and foremost a servant.

2.5.1.2 The Deacon Team is not a separate governing or ruling body of leaders, but they are under the authority of the Elder Team.

2.5.1.3 Deacons free the elders of the church to be able to focus on prayer and the ministry of the Word by serving the practical needs of the church both corporately and individually. This may involve overseeing various practical ministry and/or other functions of the

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church as well as helping to meet the practical and material needs of those in the church body.

2.5.2 Deacon Qualifications

A deacon must be: of good repute, full of the Spirit and wisdom; dignified, not double-tongued, not addicted to much wine, and not greedy for dishonest gain; hold to the mystery of the faith with a clear conscience; and the husband of one wife, able to manage their children and household well. The wife of a deacon must be dignified, not a slander, but sober-minded and faithful in all things. (Acts 6:3; 1 Timothy 3:8-12)

2.5.3 Deacon Appointment

2.5.3.1 Deacons and elders are to keep a watchful eye for deacon-qualified candidates in light of specific diaconal needs. Members of the congregation may submit recommendations for deacons from the congregation through a process determined by the Deacon Team.

2.5.3.2 The Deacon Team or a committee of the Team, along with any congregational members they choose to assist, is responsible for selecting, examining, and bringing qualified candidates forward to the congregation for affirmation as deacons.

2.5.3.3 The Deacon Team will undertake a careful and thorough examination of each candidate's moral, spiritual, and character qualifications and abilities as defined in Acts 3:6 and 1 Timothy 3:8-12. The Deacon Team will unanimously select deacon candidates to be presented to the church membership for affirmation.

2.5.3.4 Examined and selected candidates will be made public to the church at least four weeks in advance of congregational affirmation at a regular or specially-called Ministry Meeting. Members may privately bring questions or concerns about a candidate to a deacon or elder for discussion. The individual may

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be directed to follow the biblically prescribed process in Matthew 18:15-17 or remain silent, or the deacon or elder may take the matter back to the full Deacon Team for further investigation. Only after any issues are fully resolved by the Deacon Team will the candidate be brought forward for affirmation.

2.5.3.5 Candidate affirmation will take place in a regular or specially called Ministry Meeting. The final presentation of deacon candidates must be announced to the congregation at least two weeks prior to the meeting. The church must affirm candidates before ordaining them as deacons at Northern Heights Baptist Church.

2.5.4 Deacon Terms

Deacons are ordained for life. Each deacon, upon appointment, shall be asked to serve a three-year term. Deacons may elect to continue for one additional three-year term subject to reaffirmation by the deacons, elders, and the congregation. After the completion of two consecutive terms, a deacon must take a one-year sabbatical from the Deacon Team. Upon completion of the sabbatical, the deacon is eligible to rejoin the Deacon Team, subject to reaffirmation by the deacons, elders, and congregation.

2.5.5 Number of Deacons

The Deacon Team will consist of those who have been raised up by the Holy Spirit and recognized by the church as possessing the qualifications stated Acts 6:3 and 1 Timothy 3:8-12. No certain number of deacons is to be maintained.

2.5.6 Removal of Deacons

2.5.6.1 Any deacon may be removed from office if:

- He no longer fully affirms the doctrines of the Christian faith as embodied in the Old and New Testaments and outlined in the church's Articles of Faith stated in Article IV of the Northern Heights Baptist Church Constitution.

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- He no longer meets the qualifications of a deacon stated in Acts 6:3 and 1 Timothy 3:8-12.
- He is no longer able to perform the role of a deacon as detailed in the General Overview of Deacons

2.5.6.2 Removal requires the unanimous vote of the remaining deacons and an affirmation of the dismissal by a majority of church members present at a legally held ministry meeting. A deacon may voluntarily withdraw from his position at any time by written notice to the Deacon or Elder Team.

2.3 ~~Deacons~~

~~2.3.1 Deacons in accordance with scriptures are to be men of dignity selected to be servants of the church, carrying out the vision of the Elders. 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.~~

~~2.3.2 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.~~

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~~2.3.3 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.~~

~~2.3.4 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.~~

~~2.3.4.1 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.~~

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~~2.3.4.2 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.~~

~~2.3.4.3 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.~~

~~2.3.4.4 The nominees found qualified and willing to serve will be presented to the church body by the Senior Pastor as the selected Deacon(s).~~

~~2.3.4.5 The ordination service will be scheduled as soon as is practical under the leadership of the Senior Pastor.~~

~~2.3.5 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.~~

## 2.6 Pastoral Staff

### 2.6.1 Lead ~~Senior~~ Pastor

2.6.1.1 ~~The Lead Pastor is the chief executive officer of the church.~~ The Lead Pastor is an elder and a member of the Elder Team.

2.6.1.2 The position of Lead ~~Senior~~ Pastor shall be filled at all times by a licensed and ordained Southern Baptist minister.

2.6.1.3 Vacancy, Calling, Election, Resignation, & Selection of the Lead ~~Senior~~ Pastor

2.6.1.3.1 Calling: A Lead ~~Senior~~ Pastor candidate shall be recommended by the Elder Team or their designees and voted on by the ~~church~~ membership whenever a vacancy occurs.~~and shall be an indefinite call~~ The Lead Pastor's call shall be indefinite until the relationship is terminated by the pastor or the ~~church~~ membership.

2.6.1.3.2 Election: The Lead ~~Senior~~ Pastor shall be elected by ballot, requiring an affirmative vote of the membership by ~~a three-fourths (¾)~~ two-thirds (⅔) of the

quorum or more present at the meeting. The election shall take place at a meeting called for that purpose, of which at least ~~one~~ two weeks public notice shall be given.

2.6.1.3.3 Resignation or removal of the Lead ~~Senior~~ Pastor: The Lead ~~Senior~~ Pastor shall be required to give the church a four week notice or as otherwise mutually agreed upon by the ~~Personnel Team~~ Elder Team. ~~The Personnel Team shall recommend the removal of the Lead Pastor to the Deacon body. Recommendation of removal of a Senior Pastor by the Deacon bod to the church membership shall require a three-fourths (¾) vote of the deacons.~~ Recommendation of removal of the Lead ~~Senior~~ Pastor by the ~~Deacon body~~ Elder Team to the church membership shall require a unanimous vote of the Elder Team. Removal of a pastor shall be by ballot and require a ~~three-fourths (¾)~~ two-thirds (⅔) vote of the quorum of members present at a specially called ~~business~~ ministry meeting by the ~~personnel team~~ Elder Team for the specific purpose of removal. A two week notice to the ~~body~~ membership will be required for the specially called meeting.

2.6.1.3.4 In the event that the ~~office of Senior Pastor~~ Lead Pastor's position is vacated, the ~~Deacons~~ Elder Team shall be responsible for seeing that the pulpit is filled and the administrative duties are carried out until a new ~~Senior Pastor~~ Lead Pastor is called.

2.6.1.3.5 Lead Pastor Search Process: The Elder Team shall lead the appointment of Lead Pastor. The Elder Team or a committee of the Team, along with congregational members they choose to assist, will form a Lead Pastor Search Team, and is responsible for selecting, examining, and bringing a qualified candidate forward to the congregation for affirmation as Lead Pastor. The Lead Pastor Search Team will undertake a careful and thorough examination of each candidate's moral, spiritual, and character qualifications and abilities as defined in 1 Timothy 3:1-7 and Titus 1:6-9 as well as their Spirit-given

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motivation to be an elder as described in 1 Timothy 3:1 and 1 Peter 5:2, and their ability to teach and shepherd the flock as described in Ephesians 4:11-16, 1 Timothy 5:17, 2 Timothy 4:1-5, James 3:1 The Team, with prayer and fasting (Acts 14:24), will unanimously select a Lead Pastor candidate to be presented to the church membership for affirmation. The examined and selected candidate will be made public to the church at least two weeks in advance of congregational affirmation at a regular or specially-called Ministry Meeting. Candidate affirmation will take place in a regular or specially called Ministry Meeting. The final presentation of a Lead Pastor candidate must be announced to the congregation at least two weeks prior to the meeting. The church must affirm the Lead Pastor candidate before ordaining them as Lead Pastor at Northern Heights Baptist Church.

~~2.2.2.5 Selection of Pastor Search Team: A specially called ministry 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 team slate of seven members nominees to serve on the Pastor Search Team. This team slate shall consist of church members held in high esteem and noted for their spiritual maturity and will also consist of at least one Elder, 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."~~

2.6.1.4 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.~~

2.6.1.4.1 The chief and primary duties of the ~~Senior~~ Lead Pastor are to pray, study, teach and proclaim the gospel of the Lord Jesus Christ and the doctrines of the Christian



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faith, as embodied in the Old and New Testaments and outline in the church's Statement of Faith. ~~doctrinal confession of faith, *The Baptist Faith and Message (2000).*~~

2.6.1.4.2 The ~~Senior~~ Lead Pastor is responsible to oversee arrangements, conduct worship, and oversee speakers of all the church's public and regular services.

2.6.1.4.3 The ~~Senior~~ Lead 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~~ Elder Team to select staff members. ~~He is an ex-officio member of all leadership teams and committees.~~

~~2.2.10 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.~~

~~1. The Lead Pastor shall be chosen by a three-fourths majority vote at any regular or special business meeting of the Church. The Lead Pastor shall be an ordained minister in accordance with Southern Baptist standards. The vote to call a pastor shall also signify acceptance into Church membership for the pastor and his wife. He shall be called for an indefinite period of time.~~

~~2. The Lead Pastor's employment may be terminated by a unanimous decision of the Elder Team as well as confirmation from the church body.~~

~~2.2.5 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.~~

~~2.2.6 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.~~

~~2.2.7 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.~~

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~~2.2.8 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.~~

2.6.2 Pastoral Staff and Ministry Coordinators: Pastors (men only), staff, and ministry coordinators shall consist of men and women called by God. ~~They shall serve the area of ministry where they have been called to serve.~~ The Elder Team may determine the need for additional staff. Assistant pastors shall have specific responsibilities per a formal written job description, shall meet the qualifications of ~~the~~ an elder, and shall be called in a similar fashion as the ~~senior~~ Lead Pastor. Other staff may be added by unanimous approval of the Elder Team and hold qualifications both spiritually and vocationally that are appropriate to their formal job description.

2.6.2.1 The hiring of a lead or assistant pastor or ministerial staff member shall also signify acceptance into Church membership of the pastor or staff member and his spouse.

2.6.2.2 Pastoral and church staff and ministry leaders will work under the direction of the ~~Senior~~ Lead Pastor or his designee.

2.6.2.3 Pastoral and church staff shall oversee and coordinate the activities of ministry volunteers.

~~2.4 Moderator~~

~~2.4.1 The Moderator will preside over the Annual Meeting & Ministry Meeting and any other specially called ministry meetings.~~

~~2.5 Church Clerk~~

~~2.5.1 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.~~

2.7 Treasurer

2.7.1 The Treasurer shall be appointed by the Elder Team for a three year term and shall serve as a corporate officer of the church. In the event that the Treasurer cannot fulfill the term, the Elder Team will appoint an interim Treasurer. ~~recommended by the Nominating Team and elected for a three year term of office approved by the church at the Annual Meeting~~

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

2.7.3 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~~ offerings and gifts.

2.7.4 The Treasurer will collaboratively work with the Elder Team or their designees ~~Stewardship Team~~ to develop 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.

~~2.7 Personnel Team~~

~~2.7.1 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.~~

~~2.7.2 Personnel Team shall develop and maintain job descriptions for staff positions within the church.~~

~~2.7.3 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.~~

~~2.7.4 Personnel Team shall yearly provide recommendations for salary and benefits to the Stewardship Team at least four weeks prior to the Annual Meeting.~~

~~2.7.5 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~~

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~~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.~~

~~2.8 Outreach Director~~

~~2.8.1 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.~~

~~2.8.2 The Outreach Director will recommend a budget to the Stewardship Team for the various evangelism and outreach ministry activities.~~

~~2.9 Trustees~~

~~2.9.1 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.~~

~~2.9.2 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.~~

~~2.9.3 Trustees shall provide, at the expense of the church, such property and liability insurance as is needed on church owned property.~~

~~2.9.4 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.~~

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~~2.9.5 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.~~

~~2.9.6 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.~~

~~2.10 Worship Director~~

~~2.10.1 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.~~

~~2.10.2 Collaborate with the Senior Pastor to coordinate effective worship services.~~

~~2.10.3 Work with and lead the Worship Ministry Team in determining music and worship goals, organization, leadership, facilities, finances and planning for worship.~~

~~2.10.4 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.~~

~~2.10.4 Worship director shall develop a budget for the Stewardship team to cover planned ministry expenditures.~~

~~2.11 Children's Ministry Director~~

~~2.11.1 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.~~

~~2.11.2 Ensure that all children's educational ministries are giving biblical instruction in agreement with the mission and philosophy of Northern Heights Baptist Church.~~

~~2.11.3 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.~~

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~~2.11.4 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.~~

~~2.12 Connect Ministry Director~~

~~2.12.1 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.~~

~~2.12.2 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.~~

~~2.13 Youth Pastor~~

~~2.13.1 Plan, administer, coordinate, supervise and evaluate a comprehensive and active Youth Ministry at Northern Heights Baptist Church.~~

~~2.13.2 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.~~

~~2.13.3 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.~~

~~2.13.4 Cooperate with the Senior Pastor, Deacons and other staff members in promoting the entire ministry plan of Northern Heights Baptist Church.~~

~~2.13.5 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.~~

~~2.13.6 In cooperation with the Youth Ministry Team, prepare an annual budget for recommendation to the Stewardship Team.~~

~~2.14 Grow Director~~

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~~2.14.1 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.~~

~~2.14.2 Develop and administer an Outreach visitation program with adults.~~

~~2.14.3 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.~~

~~2.14.5 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.~~

~~2.15 Nominating Team~~

~~2.15.1 Nominating team shall consist of five members including Senior Pastor as one of the five who possess a strong knowledge of our church membership.~~

~~2.15.2 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.~~

~~2.15.3 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.~~

~~2.15.4 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.~~

~~2.16 Stewardship Team~~

~~2.16.1 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.~~

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~~2.16.2 Solicit ministry budget requests from the various ministry team leaders, interview ministry leaders concerning ministry budget requests and develop an overall annual budget.~~

~~2.16.3 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.~~

~~2.16.4 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.~~

~~2.17 Hispanic Ministry Pastor~~

~~2.17.1 Hispanic Ministry Pastor – Will be responsible for the development and implementation of a Christ-lead Hispanic ministry.~~

~~2.17.2 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~~ Lead Pastor and Elders ~~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.

3.4 Ministry Meetings

3.4.1 The ~~C~~church shall hold at least two ~~church~~ Regular Ministry Meetings each year. ~~, one in the months of January and the other in 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~~ During Regular Ministry Meetings, reports will be provided by ministry teams,

the church budget will be approved or updated, and discussion will take place on any other item(s) approved by the Elder Team.~~The January meeting shall serve as a Ministry Team Meeting, where Ministry Teams report to the church body.~~

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

3.4.3 Notice for regular and special ministry meetings will be provided by all of the following:

- Announcement of the date, time, location, and purpose of the meeting during the previous two Sunday church services.
- An announcement of the date, time, location, and purpose of the meeting will be placed on the front page of the church's website.

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

3.4.5 A quorum shall consist of 10% of the active members for regular~~ and~~, specially called, or emergency ~~business~~ Ministry Meetings.

**Article 4: By-Law Amendments**

4.1 Amendments to Northern Heights Baptist Church's By-Laws require a majority vote of the quorum present at a regularly or specially called ~~business m~~ Ministry 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.

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## Article 5: Transition to Elder Leadership

5.1 For a period of up to 180 days after the passage of these bylaws, the existing committee and authority structure will remain in place (in whole or in part) to carry out the operations and ministry functions of the church, until the new Elder Team and new bylaws are fully implemented. The Elder Team will determine the scheduling of this transition as implementation occurs.

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