

CONSTITUTION AND BY – LAWS

Heritage Baptist Church
4808 Palmer Park Blvd.
Colorado Springs, CO 80915-2199

CONSTITUTION

Preamble

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the n Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of the church and the freedom of action of this body with respect to this relation to other churches of the same faith and order, we do declare and establish this constitution.

Article I

Name

The corporate name of this body shall be Heritage Baptist Church of Colorado Springs, Colorado.

Article II

Doctrines

1. Claiming as we do to hold the Bible as the one and only basis for our faith, practice, and discipline, we claim that document as the embodiment of our belief and the source of every phase of the church program.
2. As a belief and concise statement of these doctrines, this body accepts “The Baptist Faith and Message” as adopted by the Southern Baptist Convention, May, 1963

Article III

Polity

The government of this church is vested in the body of believers which composes it. It is subject to the control of no other ecclesiastical body. It will recognize and sustain the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

Article IV

Denominational Affiliation

This church will be affiliated with the Southern Baptist Convention, Colorado Baptist General Convention, and the Pikes Peak Association of Southern Baptist Churches for the purpose of fellowship, organization, and cooperation in establishment of the Kingdom of Christ.

Article V
Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit,

WE DO NOW, in the presence of God and these fellow Christians most solemnly and joyfully enter into commitment with one another as one body in Christ.

WE PLEDGE, therefore, by the aid of the Holy Spirit to love each other as Christ loves us;

To strive for the advancement of the church, in knowledge, holiness and comfort;

To promote its prosperity and spirituality;

To sustain its worship, ordinances, discipline and these primary doctrines held to by the New Testament Christians:

The all sufficiency of God's Word,

The sufficiency of Christ,

The priesthood of the believer,

The independence of the church, missions and evangelism;

To contribute cheerfully and regularly to support of ministry and the spread of the gospel through all nations.

WE ALSO PLEDGE

To maintain family and private devotions;

To educate our children in the Christian faith;

To seek the salvation of our kindred and acquaintances;

To be honest in our business and personal lives, faithful in our engagements, and exemplary in our conduct;

To avoid all idle talk and excessive anger;

To abstain from habits and practices which harm us personally in body, mind or spirit;

To be enthusiastic in our efforts to advance the kingdom of our Savior.

WE FURTHER PLEDGE

To watch over one another in brotherly love;

To pray for one another;

To aid one another in sickness and distress;

To cultivate Christian sympathy in feeling and Christian courtesy in speech;

To be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

WE ALSO PLEDGE

That when we remove from this place we will, as soon as possible, unite with another church where we can carry out the spirit of this commitment and principles of God's Word.

Article VI

Amendment of the Constitution

1. Any proposed amendment/s shall be presented in writing at a regular business meeting. Action shall be deferred to the nearest business meeting following a ninety day waiting period.
2. Copies of the intended amendment/s and the article/s to be amended shall be posted on the church bulletin board. The intention to amend the Constitution shall be announced from the pulpit on three consecutive Sunday mornings immediately preceding the meeting to amend, and the vote to amend shall be held on the announced date.
3. A two-thirds majority of the members present at a meeting called for the purpose shall be necessary to amend this Constitution, with twenty-five percent of the resident membership as of that date constituting a quorum.

By-Laws

Article I

Membership

- I. Identification: a member of this church shall be anyone whose name is on the membership roll of the church in accordance with Article I, Section II of these By-Laws, immediately following.
- II. Qualifications: The membership of this church shall consist of persons
 - A. Who confess Jesus Christ to be their Lord and Savior,
 - B. Who have been baptized by immersion, and
 - C. Who embrace without reservation the faith and polity as understood by Southern Baptists and this church.
- III. Admission: This church shall receive candidates into its membership on the following Conditions:
 - A. By baptism by immersion after having made public confession of Jesus Christ as Savior and Lord, and having given satisfactory evidence of spiritual regeneration;
 - B. By letter from another Baptist church of like faith and order;
 - C. By letter from another Baptist church not of like faith and order, providing the candidate shall file satisfactory evidence of having been baptized by believer's immersion as its mode of baptism;
 - D. By statement: A candidate who gives satisfactory reason why his letter cannot be obtained may be received upon his statement of Christian experience and baptism by immersion.
 - E. Persons excluded in accordance with Article I, Section V – F of these By-Laws be reinstated by that person's acknowledgement before the church of his wrongdoing and by asking for forgiveness and reinstatement.
(II Corinthians 2:5-11).

IV. Application for Membership:

- A. All applications for membership shall be made to the church and may be acted upon at any worship or evangelistic service of the church.
- B. A simple majority of the members present and voting shall be necessary to place a person's name on the membership roll of the church.
- C. It shall be the responsibility of the Church Clerk and the office secretary to maintain the church roll.

V. Termination: Membership may be terminated as follows:

- A. By letter sent to another church of like faith and order.
- B. By certification of church membership being sent to a church not of like faith and order.
- C. By church action if the person joins a church not of like faith and order.
- D. By erasure in the event that a person's name has been placed on the church roll by clerical mistake.
- E. By death.
- F. By exclusion in the case of a person who has departed from the faith, or is living in open immorality contrary to the Covenant of the church or is guilty of sowing discord among the brethren. No member shall be excluded until all steps listed in Matthew 18:15-17 have been taken.
- G. A, B, and C above shall require a simple majority of those members present and voting; D and E shall not require a vote; F shall require a three-fourths (3/4) majority of members present and voting.
- H. In the spirit of the Church Covenant (Article V) of the Constitution, resident members who have been inactive for a period of two years will be contacted by mail to determine their membership status and their desires concerning continued membership. this letter will be signed by the Pastor and Deacon Chairman. Within two weeks the Pastor and family Deacon will visit in the member's home. If this visit determines the member no longer desires to be a part of Heritage Baptist Church, a certified letter will be sent requesting written confirmation of the desire for membership termination. This confirmation will be considered at the next regular business meeting.
- I. The preceding section (H) will be applicable to non-resident members with the exception of the home visit.

VI. Faithfulness: Members are expected:

- A. To be faithful in all duties essential to the Christian life
- B. To attend the services of the church
- C. To give regularly for its support and causes
- D. To share in its organized work

Article II

- I. Church Control: All organizations of the church shall be under the control of the church and shall report regularly to the church.

- II. Church Staff: The staff shall be Pastor, Music Director, Youth Director, Education Director, and other similar positions, such as Associate Pastor or Interim Pastor, as needed. All staff shall be called and dismissed in the same manner as that described for the Pastor in the section immediately following. (II, A, 4)
 - A. Pastor
 1. Qualifications:
 - a. Born again Christian
 - b. Baptized by immersion
 - c. Called by God to Ministry
 - d. Ordained in a Southern Baptist Church
 2. Calling:

Upon any vacancy in the pastorate, the church shall without delay take measures to secure a successor for an indefinite tenure. No call of a Pastor shall be made except at a meeting called for that purpose. At least one week previously, church-wide notice shall be given in writing of the intent to vote. A three-fourths majority of the members present and voting by secret ballot shall be necessary in extending the call.
 3. Duties: The Pastor is recognized as under-shepherd of Jesus in the local church and is responsible:
 - a. To preach the Word of God
 - b. To administer the ordinances of the New Testament
 - c. To shepherd the church
 - d. To lead it in the fulfillment of its sacred task
 - e. To serve as counselor of all departments of the church
 - f. To maintain at all times a Godly deportment, that no reproach may come through him upon the church
 4. Dismissal

The dismissal of the Pastor, at the discretion of the church, shall be accomplished by the same procedure as that which was followed when he was called requiring three-fourths majority of the members present and voting.

 - B. Associate and/or Interim pastor: The Associate and/or Interim Pastor has all requirements as stated for the pastor in the preceding Sections II, A,1,2,3 and also requires a three-fourths majority of the members present and voting for a call or a dismissal.

C. Music Director

1. Qualifications:

- a. Born again Christian
- b. Baptized by immersion
- c. Senses God's leadership to serve as Music Director at Heritage Baptist Church
- d. Shows evidence of a life which is morally, ethically, spiritually and Biblically consistent with the church's Mission Statement and Statement of Faith

2. Duties:

- a. Plan, coordinate and direct the music ministries of the church under the direction of the Pastor
- b. Recruit, train, encourage and support all persons working in the music ministry of the church
- c. Provide for growth of Music Ministries
- d. Perform responsibilities as assigned by the Pastor

D. Youth Director

1. Qualifications:

- a. Born again Christian
- b. Baptized by immersion
- c. Senses God's leadership to serve as Youth Director at Heritage Baptist Church
- d. Shows evidence of a life which is morally, ethically, spiritually and biblically consistent with the church's Mission Statement and Statement of Faith

2. Duties:

- a. Plan, coordinate and direct the youth ministries of the church under the direction of the Pastor
- b. Recruit, train, encourage and support all persons working in the youth ministry of the church
- c. Provide for growth of youth ministries
- d. Perform responsibilities as assigned by the Pastor

E. Education Director

1. Qualifications:

- a. Born again Christian
- b. Baptized by immersion
- c. Senses God's leadership to serve as Education Director at Heritage Baptist Church
- d. Shows evidence of a life which is morally ethically, spiritually and Biblically consistent with the church's Mission Statement and Statement of Faith

2. Duties:
 - a. Plan, coordinate and direct the education ministries of the church under the direction of the Pastor
 - b. Recruit, train, encourage and support all persons working in the education ministries of the church
 - c. Provide for growth of education ministries
 - d. Perform responsibilities as assigned by the Pastor

III. Church Officers: The following shall be the officers of the church: Deacons, Trustees, Treasurer, assistant Treasurer, Clerk, Financial Secretary, Moderator, and officers of all the organizations the church may deem necessary to carry out a full church program.

A. Deacons

1. Number and Selection: the number shall be as the church deems necessary to effectively carry on the ministry of the church. The Deacons shall be chosen by the church. This shall be accomplished by following the Biblical guidelines and qualifications contained in Acts 6:1-6 and I Timothy 3:8-13
2. Duties: The duties of the Deacons shall be:
 - a. To share the burden of the spiritual welfare of the church with the Pastor.
 - b. To support and assist the Pastor in responsibilities pursuant to his shepherding of the congregation.
 - c. To provide counsel and advice to the Pastor when appropriate to promote church welfare and harmony.
 - d. To serve the Lord's Supper.
 - e. To assist in the ordinance of baptism.
 - f. To lead in all the promotional and spiritual programs which the church adopts.
 - g. To be responsible for preparing and presenting to the church body a recommendation that the Pastor be dismissed (See II A, 4) should such action be deemed necessary by a majority vote of the deacons.
 - h. To maintain at all times a Godly deportment, that no reproach may come through him upon the church.
3. Requirements for candidacy as a Deacon:
 - a. Must be a resident member of Heritage Baptist Church for a minimum of six months.
 - b. Must evidence spiritual maturity and devotion to the church and demonstrate his commitment by:
 - (1) having a loving and compassionate attitude toward others
 - (2) regular attendance in worship services
 - (3) being an active member in Sunday School
 - (4) giving of his resources, a tithe or more
 - (5) being a helper and peacemaker
 - (6) displaying a willingness to learn and to grow continually in the Lord

4. Term: The term of ministry for the Deacon shall be continuous, except when the Deacon is relieved due to illness, dismissal, voluntary withdrawal, or other extenuating circumstances.
5. Election: Candidate nominees for the ministry of Deacon will be requested from the congregation at least once a year, not later than October 1. These candidates will be interviewed by a committee of the Fellowship of Deacons, and if they meet the Biblical and church qualifications, they will be voted upon at the next regular business meeting following their nomination. To be elected, a candidate must receive three-fourths majority of the members present and voting by secret ballot. Once elected, if they have not already been ordained, they shall be ordained within four Sundays following election.
6. Officers: Organizational officers within the Fellowship of Deacons will be determined and elected by the Deacons. Their Chairman will serve as the Vice-Moderator of the church. (By-Laws, Article II, Section III, G, 3, c)
7. Meetings: The Deacons shall meet quarterly at a date and time that they feel is appropriate. Additional meetings may be called by the Deacon Chairman as needed.

B. Deacon Emeritus:

1. Qualifications:

No Deacon who desires to continue serving as a Deacon will ever be asked to assume Deacon Emeritus status. However, active Deacons may request to be placed on Deacon Emeritus status if they meet the following requirements:

- a. Reached age 70 or be deemed by the Deacon body to have reduced physical mobility.
- b. Served for at least ten years as an active Deacon, and for at least two years as an active Deacon at Heritage Baptist Church.
- c. Understand and agree to fulfilling all of the responsibilities of Deacon Emeritus.

2. Duties:

a. Removed:

- (1) The Deacon Emeritus is not assigned families under the Deacon Family Ministry Plan unless he asks to have families assigned to him
- (2) He does not supervise Yoke Fellows under the Yoke Fellow Program
- (3) He will be excused as Deacon of the Month, which includes locking up the building after each Sunday AM and Sunday PM activity during the month

b. Continuing:

The Deacon Emeritus has all the responsibilities as assigned by the following list: (The list is not intended to serve as a complete list, but rather as a representative list.)

- (1) Be available to go on visitation with other Deacons when requested to do so
- (2) Attendance at Deacons' Meetings is required
- (3) Assist in serving the Lord's Supper under the direction of the Chairman of Deacons, as needed.
- (4) Serve on committees in support of the Deacon Ministry if requested by the Chairman of Deacons:
 - (a) Lord's Supper Committee
 - (b) Family Ministry Committee
 - (c) Benevolence Committee
 - (d) Baptism Committee

C. Trustees

1. Number, Selection, and Term:

Not less than three nor more than fifteen men shall be chosen and elected to serve as Trustees of the church. The Trustees shall be nominated by the Nominating Committee and elected by the church for a period of three years. Terms of service shall expire alternately. The retiring Trustee may not succeed himself for one year.

2. Qualifications: The Trustees shall:

- a. Be elected for their spirituality
- b. Be a member of the church
- c. Demonstrate business ability
- d. Show interest in the work of the church

3. Duties:

- a. To have charge of the property of the church, but not to sell, mortgage, or otherwise encumber the real estate or other property of the church without the vote of the church authorizing such action.
- b. To supervise the handling of all trusts and endowments.
- c. To be acquainted with the laws of the state and the ordinances of the town that pertain to churches and see that such laws are faithfully obeyed in all matters affecting the church.
- d. To be responsible for the designation of a bank for general banking and depository for the securities and other valuables of the church.
- e. To appoint two persons and one alternate to count and deposit all offerings.
- f. The Trustees, or their designated representative, will serve as one of the signers for all checks and/or bank accounts and/or safety deposit boxes. The Treasurer shall be a signer on all accounts. (See Section D, 2, b immediately following.)

D. Treasurer and Assistant Treasurer

1. Selection and Term

The Treasurer and Assistant Treasurer shall be nominated annually by the Nominating Committee and elected by the church. Each shall be eligible to succeed himself.

2. Duties:

- a. The Church Treasurer shall receive and keep in designated depositories all money of the church.
- b. Payments from funds in the custody of the Treasurer shall be made only by check signed by two of those designated by the Trustees (By-Laws, Article II, Section III, C, 3, f.)
- c. Authorization for payment shall be voted by the church at a business meeting or through its annually adopted budget.
- d. Since there will not be a regular monthly business meeting, the Treasurer shall provide a monthly report of all receipts and disbursements. Monthly reports will typically include, but are not limited to, a Balance Sheet and Income Statement. Copies of these reports are to be placed in a conspicuous location in the church lobby no later than the second Sunday of each month.
- e. All records and checkbooks should be available to the Treasurer and/or Trustees at all times.

E. Clerk

1. Selection and Term: The Church Clerk shall be nominated annually by the Church Nominating committee and elected by the church. He shall be eligible to succeed himself.
2. Qualifications:
 - a. Secretarial skills to take accurate notes while business meeting is in progress.
 - b. Competent knowledge of correct English composition.
3. Duties:
 - a. To serve as recorder at all church business sessions
 - b. To preserve the records
 - c. To prepare minutes for office secretary
 - d. To work with the history committee in making available all the records and archival materials that tell the history of the church

F. Financial Secretary

1. Selection and Term:

The Financial Secretary shall be nominated annually by the Nominating Committee and elected by the church. He shall be eligible to succeed himself.
2. Qualifications:
 - a. Knowledge of record keeping
 - b. Computer skills
3. Duties:
 - a. To receive from the counting committee contribution envelopes
 - b. To post information as indicated on the envelopes (name, date, and amount)
 - c. To print and distribute contribution records for tax purposes by January 31 of the following year
 - d. To provide throughout the year contribution records to individuals who request them

G. Moderator

1. Selection and Term. Moderator shall be nominated annually and elected by the church. He shall be eligible to succeed himself.
2. Qualifications:
 - a. Poise and dignity for presiding over church meetings
 - b. Composure and self-control to manage challenging situations equitably
3. Duties
 - a. To preside at all business meetings
 - b. To serve as a member of the Church Council
 - c. In the absence of the Moderator the Chairman of Deacons shall serve as Vice-Moderator (By-Laws Article II, Section III, A,6)

H. Other Officers

Duties of other officers shall be as indicated in the Southern Baptist Sunday School Board publications or as directed by church action.

Article III
Committees

- I. Selection: The church may select committees as the need arises.
- II. Appointment: The Pastor may appoint any appropriate committee subject to approval by the church.
- III. Reporting and Dissolution: The manner of reporting to be required of a particular committee and the manner of dissolution of the committee shall be approved by the church at the time of formation of the committee.
- IV. Standing Committees:
 - A. Church Nominating Committee
 1. Composition, Selection, and Term:

The core of the Nominating Committee shall consist of three members. Each year, no later than April 1, one new member will be nominated by the Pastor and elected by the church. Each member of the Nominating Committee will serve a three year term. The terms will expire alternately. This will enable the committee to consist of two experienced members and one new member each year.
 2. Duties
 - a. The Nominating Committee shall prayerfully select and present to the church for election, no later than June 1, the names of the persons to serve as Sunday School Director and Discipleship Training Director for the following year. This will enable these two persons to attend Glorieta training conferences if possible. When these two have been elected, they shall join the original three core members of the Nominating Committee to form the entire church Nominating Committee.

- b. This committee of five shall in turn select, interview, and enlist the church program organization leaders and general church officers. They shall, no later than September 1, present them to the church for election at the September business meeting. They shall try to distribute church leadership according to priority needs.
- c. The Nominating Committee shall approve volunteer workers before they are invited to serve temporarily in church-elected positions.
- d. The Nominating Committee shall present these volunteers to the church for election.
- e. The Nominating Committee shall remain intact until another committee is elected to nominate persons to fill vacancies as they may occur or to fill new places of service as the church or its organizations may see fit to establish.
- f. The Nominating Committee shall select and present to the church for election six (6) at-large members to serve on the Long Range Planning Committee and shall select the chairman of that committee.

B. Church Council Committee

1. Composition

This council, which shall automatically be re-formed each year, shall be composed of the Sunday School Director, Church Moderator, Discipleship Training Director, Chairman of Deacons, Chairman of Stewardship Committee or Treasurer, Director of Women's Missionary Union, Director of the Brotherhood, Music Director, Youth Director, and any other staff that the Pastor may recommend and be elected by the church.

2. Duties

- a. To coordinate all organizational work of the church.
- b. To serve in an advisory capacity to the Pastor in his relation to the organized work of the church.

C. Long Range Planning Committee

1. Composition

The Long Range Planning Committee will consist of eight members as follows:

- a. Pastor
- b. Associate Pastor/Program Administrator
- c. Six at-large members of the church
- d. Chairperson of the committee shall be nominated by the Nominating Committee from the six at-large members and recommended to the Church for approval.

2. Term

- a. These six at-large members will serve a three-year term with two members completing the three-year term each year.
- b. No one can serve as an at-large member of this committee for more than two consecutive terms. However, a person will be eligible to serve again after he has been off the committee for a period of one year or more.

- c. The Nominating Committee will submit for election by the church a nominee to fill any vacated position for the remainder of the term for that position.

3. Duties

- a. The Long Range Planning Committee will focus attention on the continuing needs of the church within a scope of three to ten years and recommend to the church a comprehensive plan for the future.
- b. The committee will meet not less than two times per year and will be responsible for the following specific tasks:
 - (1) Develop an analysis for future church and community needs
 - (2) Recommend long-range goals to the church
 - (3) Recommend long-range strategies to the church
 - (4) Recommend revisions to the long-range plan as developed
 - (5) Evaluate the long-range effectiveness of the church's programs
- c. Six months after the election of this committee a report by the committee shall be made to the church as to the progress of the committee.

Thereafter, regular status reports will be made to the church at least quarterly until final submission and approval of the long-range plan by the church.
- d. The Long Range Planning Committee will establish and maintain close working relationships with the Church Council, Deacons, and other appropriate organizational units. It will interpret long-rang goals and strategies to appropriate groups in order to facilitate detailed strategy planning and implementation.

Article IV

Church Finance

- I. Support: The church shall be supported by the tithes and offerings of its members.
- II. Budget: At the beginning of each calendar year, the church shall adopt a budget to determine the allocation of funds for that year. This must be approved no later than the December business meeting.

Article V

Meetings

- I. Public Worship:

Public worship services shall be held weekly, on Sunday and on some weekday evening (Preferably Wednesday). The Lord's Supper shall be observed at least once each quarter. Special evangelistic services may be held from time to time as approved by the church.

II. General Rules:

- A. At any worship or evangelistic services as specified in By-Laws, Article I, Section IV, A, the church may act on the reception of members.
- B. Quarterly business meetings shall be held typically after the evening worship service on the second Sunday of the following months: March, June, September, and December. One additional business meeting shall be scheduled the second Sunday in the month of November for the presentation of the church budget for the following year.
- C. Additional business meetings will be held as needed. These meetings shall be called by the Church Moderator and/or the Pastor who shall arrange for an announcement to be placed in the Sunday morning bulletin and announced from the pulpit during the morning worship service.
- D. A quorum of five percent of the resident membership of the church shall be necessary for the transaction of business unless otherwise specified.
- E. Roberts Rules of Order Revised shall be used to govern the conduct of business sessions in all cases to which the rules are applicable and not inconsistent with this Constitution and these By-Laws.

Article VI

Amendments of the By-Laws

- I. These By-Laws may be amended by a two-thirds majority vote of those members present and voting at any regular business meeting of the church.
- II. The proposed amendment must be presented in writing at a business meeting not less than one month nor more than two months before the time of the proposed action.
- III. The proposed amendment shall be read from the pulpit on the Sunday immediately preceding the date on which action is to be taken. The proposed amendment shall be posted in a conspicuous place on the church bulletin board at least two weeks prior to the business meeting.

ADDENDUM TO THE BY-LAWS

Policies and duties of Church Committees Not Heretofore Addressed

All of the following committees shall be elected on a rotating three year cycle. One-third will be replaced each year with the following exception: If the Nominating Committee requests a committee member to continue to serve on the same committee, and that person agrees, they shall be able to succeed themselves. The individual's name will be presented by the Nominating Committee at the next scheduled business meeting in the usual manner.

The Pastor shall be eligible to attend all committee meetings but shall vote only to break a tie.

I. Flower Committee

- A. Formulate and recommend to the church procedures for securing, arranging, and disposing of flowers used in church services.
- B. Secure and arrange flowers for all church services.
- C. Arrange for flowers to be provided for immediate family of bereaved church members. (The immediate family is spouse, parents, and children.)
- D. Arrange for flowers for decorating church for seasonal occasions such as Easter and Christmas.

II. History Committee

- A. Gather and preserve all church records of the past, such as:
 - 1. Important legal documents
 - 2. Minute books
 - 3. Membership rolls
 - 4. Financial records
 - 5. Records of church organizations
 - 6. Church bulletins, directories, etc.
 - 7. Pictures, recordings, and correspondence
 - 8. Periodical clippings
 - 9. Biographical materials
 - 10. Association and convention records
- B. Assist with the recording of present-day activities, seeing that adequate records are being kept by the Secretaries and the Clerk.
- C. Plan the anniversary celebration of the church's organization, recognizing charter members.

III. Kitchen Committee

- A. Formulate and recommend to the church policies outlining the proper use of the church kitchen.
 - 1. Kitchen personnel
 - 2. Reservations
 - 3. Cost of meals
 - 4. Accounting
 - 5. Use of the kitchen by all groups
 - 6. Sanitation
 - 7. Types of food service
- B. Communicate approved kitchen policies to all personnel involved in use of the kitchen.
- C. Evaluate and report to the church, as appropriate, the services rendered by the kitchen in terms of church program needs.

IV. Library Committee

- A. All books in church library must be approved by the committee
- B. Maintain posted library hours
- C. Maintain proper cataloging system
- D. Maintain all audio-visual equipment
- E. Train persons in proper use of audio-visual equipment
- F. Secure and make available adequate reference materials for all church organizations
- G. Make church members aware of the services of the library

V. Missions Committee

- A. Survey and analyze possibilities for new missions and churches that can be sponsored by the church.
- B. Work with the Church Council as the Council coordinates the work of the Missions Committee with the missions activities of church program organizations.
- C. Work with the church Stewardship Committee and/or Budget Committee in accordance with church procedures to secure any needed financial support of missions projects which the committee administers.
- D. Procure facilities, prescribe operating procedures, and operate missions projects assigned by the church.
- E. Communicate with the Association Missions Committee, as needed, concerning the need for new missions and churches in the Association
- F. Accept appropriate responsibility for starting new churches in proper relationships to church program organizations.

VI. Nursery Committee

- A. Become familiar with recommended nursery procedures.
- B. Formulate and recommend policies for church adoption.
- C. Inform church members of nursery policies.
- D. Recommend the purchase of nursery equipment and supplies.
- E. Make recommendations about cleanliness and care of the rooms and equipment.
- F. Help the department workers enlist other church members to assist the regular workers during the extended sessions.
- G. Strengthen home-church relationships.
- H. Work with the Personnel Committee in selecting, enlisting, training, and supervising any paid nursery workers.
- I. The committee would consult with the Personnel Committee concerning efficiency of the paid workers and recommend dismissal if their work is not satisfactory. The committee should :
 1. Follow regular church procedures for enlisting paid personnel.
 2. Supply each paid worker with copies of nursery publications.
 3. Acquaint all paid workers with the nursery policies and see that they are followed at all times.
 4. Request that study and preparation be made for each session.

VII. Personnel Committee

This committee shall be composed of five members; Chairman of the Stewardship Committee, Chairman of the Deacons, and three church members at large. The at-large members are to be nominated and elected by the church at a regular business meeting.

- A. Survey the need for additional and new positions.
- B. Prepare position descriptions for new church employees, rewrite descriptions as needed, and prepare an organization chart for all church employees.
- C. Work closely with the Pastor in the employment of staff personnel.
- D. Develop and recommend salaries and benefits for church employees.
- E. Develop and recommend personnel policies and procedures manual.
- F. At least once each year, the Personnel Committee shall perform an evaluation of each staff member. The results of the evaluation shall be reported to the Deacon Body at a regular Deacons' meeting.

VII. Properties Committee

- A. Inspect and inventory church properties.
- B. Recommend to the Personnel Committee the employment, training, and supervision of maintenance personnel.
- C. Develop and initiate scheduled cleaning procedures for church facilities.
- D. Develop and recommend a program of preventive maintenance.
- E. Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities and equipment. There shall be no charge for church members family events, however, the church must be left clean after the event. Fees for use of the church by non members will be determined by the Properties Committee.
- F. Request and administer maintenance, furniture, and equipment budget.
- G. Supervise and maintain all church owned vehicles.
- H. Assign persons to secure building after each service. Deacon of the month assists in this responsibility.
- I. Be responsible for church recreational facilities and secure proper supervision for all church activities.

IX. Public Relations Committee

- A. Determine what needs to be communicated.
- B. Determine the appropriate media to be used.
- C. List the church in off-site directories, example: community service publications, Welcome Wagon, motel bulletin boards, etc.
- D. Help all church members see the importance of good public relations.
- E. Encourage the people for the church to do a good job of public relations.
- F. Make periodic evaluations and recommendations regarding the public relations program of the church.

X. Stewardship Committee

- A. To compile the annual budget which shall be presented to the church for a vote no later than the December business meeting.

- B. To Promote Stewardship Throughout the Year By:
 1. Developing and recommending to the Church Council an overall plan for sharing stewardship information through the year.
 2. Providing information on budget and giving to appropriate church officers.
 3. Providing information on the Cooperative Program to appropriate church leaders.
 4. Providing information on Christian wills and trusts to appropriate church leaders.
 5. Presenting church budget to church for review.
 6. Presenting budget to the church for adoption.
- C. To Subscribe the Budget
 1. Secure and study latest information on stewardship.
 2. Work with the Pastor in relation to budget subscription promotion.
 3. Recommend to the Church Council suggested dates for the church's budget subscription campaign.
 4. Conduct the church's budget subscription campaign.
 5. Provide budget subscription information for use in the church's educational program
- D. To Administer the Budget
 1. To maintain a purchase order system approved by the Trustees.
 2. To approve budget expenditures in accordance with the established purchase order system.
 3. Any purchase request which exceeds the budget allocation by \$50.00 or more, will be brought to the church for approval.
 4. To review expenditures periodically in terms of budget allocation.
 5. To review with Church Council requests for special offerings.
 6. To request annual audit of church financial records.
 7. To recommend adequate financial system.
 8. To present a revised budget when any changes are approved by the church.
- E. Other Policies
 1. No signed blank checks should be issued at any time.
 2. The committee will set up necessary charge accounts.

XI. Ushers Committee

- A. Greet and seat people at services. Here are some guidelines that can be helpful:
 1. Call persons by name if possible.
 2. Vary your greeting. Try to have something appropriate to say to those to whom you speak.
 3. Do not shake hands with ladies unless they indicate their desire to do so.
 4. Avoid loud and boisterous conversation.
 5. Use a firm handshake, but don't overdo it.
 6. Assist persons to be seated only when entrance will not disturb the service, never during prayer or special music.
 7. Be observant to desires of regular members to sit each service in certain sections.

8. Try to seat visitors by regular church attendees.
 9. Walk only a few steps ahead of those you usher.
 10. Don't leave individuals to push their way into crowded pews.
 11. Present church bulletins and other handout material as individuals are seated.
 12. Be observant of empty seats when returning from a seating assignment.
 13. Be observant of small children leaving worship; never permit them to leave the building unattended.
 14. Immediately upon dismissal of services, open doors to sanctuary. Ushers should greet parting worshipers.
 15. Set up and remove chairs as needed for church services.
 16. Prepare for next service by replacing books in racks and picking up all loose papers.
- B. Provide information about church services, programs, and building locations. Ushers should also be prepared to give persons the following information as requested:
1. The schedule of church activities.
 2. The location of, and facilities in, the church nursery.
 3. The location of water fountains and rest rooms.
 4. The meeting places of Sunday school and Discipleship Training departments.
 5. The schedule of church programs such as Women's Missionary Union and Brotherhood, choirs that meet on weekdays, etc.
 6. The location and schedule of the church library.
- C. Receive the offering.
- D. Be attentive to the needs of persons during the service. Ushers should know what to do if:
1. Person becomes ill and needs first aid.
 2. Adjustments need to be made in the volume of public address systems.
 3. Children have to be taken out of the service.
 4. An unnecessary distraction develops among groups of children or youth.
 5. Children leave the service and need assistance.
 6. Ventilation, heating, or air conditioning adjustments are needed.
- E. Conduct a training session at least once during the year to make each usher more aware of his responsibilities.

Amendment of the Policies and Duties of Church Committees

Amendments may be made at any regular business meeting by a majority vote of those present and voting.

This document containing the CONSTITUTION, the BY_LAWS, and Addendum to the By-Laws was presented to Heritage Baptist Church in regular business meeting for review on May 14, 2000.

There being no substantive changes to the CONSTITUTION, the document was presented for final approval on August 13, 2000, and was duly approved by a majority vote.

Signed _____
Church Clerk

Date _____, 2000

Updates to the Amendments: July 16, 2006

1. Article II, III Church Officers, A. Deacons, #7 Meetings
2. Article VI, Addendum to the By-Laws, Addendum to the by-laws, policies and duties of Church Committees Not Heretofore Addressed.

Signed _____
Church Clerk

Date _____

Updates to the Amendments: March 13, 2011

1. Article V, Meetings, II General Rules, B. and C., Business Meetings.
2. Article III, Committees, Nominating Committee, B.
3. Article II, Treasurer and Assistant Treasurer, 2 Duties, D.

Signed _____
Church Clerk

Date _____

