



Rules

Of

Procedure

Forest Hills Baptist Church
201 Dixie Trail
Raleigh, North Carolina 27607

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Raleigh, North Carolina

Approved August 11, 2013

Version 1.10

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These Rules of Procedure, adopted by the membership, provide for the orderly governance of, and by, the church membership; timing and manner of meetings; search for, calling, and duties of pastoral staff; election and duties of Deacons and church officers; duties of church leadership, officers, councils and committees and election of their members; and denominational relations. Provisions for amendment of these Rules of Procedure are set forth in this document.

SECTION I - MEMBERSHIP

- A. Reception of New Members
- B. Termination of Membership
- C. Membership Records

A. RECEPTION OF NEW MEMBERS

Members shall be received into the fellowship of this church under the conditions set forth in this section. All new members shall be requested to attend classes in which they will receive instruction in Baptist doctrines and will be informed as to the various organizational and stewardship opportunities of this church.

1. FOR BAPTISM BY IMMERSION

a. A person coming upon profession of faith in Jesus Christ shall be received as a candidate for baptism by a majority vote of members present and voting at the service when such candidate is presented. The candidate shall be required to receive instruction in doctrines of the Christian faith and in matters pertinent to the Christian life prior to being baptized.

b. A person coming from a church of another denomination, if that denomination practices a form of baptism other than immersion, shall be received as a candidate for baptism by majority vote of members present and voting at the service when such candidate is presented.

2. BY LETTER FROM ANOTHER BAPTIST CHURCH

A member of another Baptist church of like faith and order may be received as a member of this church by majority vote of the members present and voting at the service when such individual is presented, conditioned upon receipt of a letter from that church recommending the individual as a member in good standing.

3. BY LETTER FROM A CHURCH OF ANOTHER DENOMINATION IN WHICH THE MEMBER HAS BEEN IMMersed

A member of a church of another denomination who has been immersed may be received as a member of this church by majority vote of the members present and voting at the service when such an individual is presented, conditioned upon receipt of a letter from the church in which the person is then holding membership recommending that person as a member in good standing, and further conditioned upon the person's understanding that immersion is symbolic and not sacramental.

4. BY REINSTATEMENT

If a prospective member's name has been removed from the membership roll of a Baptist church, either because of uniting with a church of another denomination or for some other reason, the same shall be received upon statement of conversion experience, baptism by immersion, and previous membership in a Baptist church.

5. BY SPECIAL CIRCUMSTANCES

A person whose condition makes baptism by immersion impractical may be received into the membership of this church without immersion.

6. BY STUDENT MEMBERSHIP

Any student at a local college or university who is a member of another church and who desires to participate in the life of this church while retaining original church membership may request affiliation with this church as a "student member." This affiliation affords participation in the fellowship, and a student member is encouraged to attend and participate in Church Conferences; however, student membership does not include voting privileges or eligibility to serve as a Deacon.

The student membership may be terminated by the student's written notification, by the student's graduation or withdrawal from the college or university, or by any other means applicable to members of the church.

B. TERMINATION OF MEMBERSHIP

Membership in this church shall be terminated in the following ways:

1. A letter of dismissal shall be granted upon a member's request.
2. A member desiring to unite with another church of like faith and order may do so at will, and upon receiving requests from such church, this church shall grant a letter of membership to that church in favor of the person desiring the move.
3. Should a member become an offense to the church and to its good name by reason of immoral or un-Christian conduct, the church may by majority vote of members present and voting in a regularly scheduled Church Conference, terminate that person's membership; but only after due notice and hearing, and after good faith effort has been made to bring such member to reconciliation.
4. When notice is given to the church that a member has united with a church of a different faith and order, the church shall, upon motion duly made and seconded at a regularly scheduled Church Conference, by majority vote of members present and voting, drop such member from its roll.
5. If a member becomes inactive for a period of three years (unless providentially hindered by sickness or the infirmities of age, or enrollment in school, college, or the armed services of our country), during which time the member neither attends the services of this church nor gives to the support of the program of this church, such member, whether resident or non-resident, may be removed from membership and placed on an inactive roll and shall no longer be counted in membership reports. Records shall be kept of such exclusions, and if the excluded member resides within the Raleigh Baptist Association, efforts shall be maintained to bring about reinstatement. Should such an excluded member be reactivated, the person shall be reinstated automatically, and the church clerk shall adjust the membership rolls accordingly.

C. MEMBERSHIP RECORDS

The Church Clerk shall keep a complete record of all actions by which the membership roll is altered in any way.

SECTION II - MEETINGS

A. The church shall hold regular meetings for worship, teaching, training, conducting business, and fellowship.

B. It shall hold regular Church Conferences, generally on the third Sunday in January, March, May, July, September, and November, at which time the business and spiritual matters of the church shall be discussed and plans projected. The date of a regular Church Conference may be changed to another Sunday as much as two weeks off of this normal schedule, with good reason, by approval of the moderator, the Senior Pastor, and the Church Leadership Team and with due notice of the change to the congregation. Notice of the change shall include Church-wide communication at least 60 days prior to the new meeting date, an e-news bulletin during the week before the date of the meeting; and a pulpit announcement, Worship Bulletin announcement, and a Sunday School News announcement on the day of the meeting.

C. Special Church Conferences may be called by the moderator, the Senior Pastor, or by at least five church members who make a written request to the moderator stating the purpose for which such a conference is to be called. Called Church Conferences shall be duly publicized by a pulpit announcement and Worship Bulletin announcement one week before and on the date of the meeting, a Church-wide communication at least one week prior to the meeting and an e-news bulletin during the week before the date of the meeting, and a Sunday School News announcement on the day of the meeting. The business in a called Church Conference is limited to the stated purpose(s) of the meeting.

D. The moderator of Church Conferences shall be the chairperson of the Deacons, or if absent, the vice-chairperson of the Deacons. In the event that both are absent, the Senior Pastor shall preside.

E. The parliamentary authority under which meetings shall be conducted is “Roberts Rules of Order Newly Revised, 10th Edition”, or later edition if published (ISBN 0-7382-0384-X or ISBN 0-7382-0307-6), unless otherwise noted herein.

F. Any member of the Church present at a Church Conference may vote on any motions properly offered in that Conference. Absentee voting and proxy voting are not permitted.

G. The moderator may excuse staff from any meeting, or portion thereof, when their presence might inhibit members’ discussion and decisions on sensitive matters.

SECTION III - PASTORAL STAFF

- A. Makeup of Pastoral Staff
- B. Pastoral Staff Vacancies
- C. Pastoral Search Committees
- D. Pastoral Staff Call Procedure
- E. Dissolution of Pastoral Relationship
- F. Pastoral Staff Duties

A. MAKEUP OF PASTORAL STAFF

The Church recognizes the need for and highly values the spiritual, relational, and administrative leadership of her pastors. The Pastoral Staff shall consist of a Senior Pastor, any associate pastors, and any ministry coordinators as authorized and then individually called by the Church in Conference.

B. PASTORAL STAFF VACANCIES

When a vacancy occurs or notification of a pending vacancy is given concerning any of the pastoral staff, an assessment of the on-going needs for pastoral staff of the Church shall immediately be jointly conducted by an ad hoc pastoral staffing assessment committee appointed by the Deacon Chair, consisting of the officers of the Diaconate and up to three representatives of the affected ministry area lay leadership, working in consultation with other appropriate Church leaders, and reported to the congregation within 60 days. If this ad hoc committee concludes that the needs of the Church have substantively changed since the position was authorized by the Church or that some interim arrangement must be made, they shall propose a process for dealing with the vacancy for approval by the Church. If this ad hoc committee concludes that the vacant position should be refilled as previously authorized by the Church, a special search committee shall be formed in accordance with these rules to conduct the search and recommend a suitable candidate to the Church.

C. PASTORAL SEARCH COMMITTEES

The search for each new pastoral staff member shall be conducted by a special ad hoc search committee of seven members. The committee shall first prepare and obtain Church approval of a candidate profile for the pastoral position to be filled. The committee shall then seek out and nominate a minister of the Gospel whose Christian character and qualifications fit the approved candidate profile.

For the Senior Pastor, candidates for this committee shall be nominated by the Nominating Committee, which shall designate the chairperson. The candidates recommended by the Nominating Committee shall be presented to the church for consideration; however, others may be nominated from the floor. In this event, when the vote is taken, the seven candidates receiving the highest number of votes shall be declared the Senior Pastor Search Committee. If the designated chairperson is not elected, the Nominating Committee shall select a new chairperson from those elected.

For associate pastors and ministry coordinators, the Personnel Committee shall appoint the search committee, in accordance with Section VIII.E.3.a of these rules.

D. PASTORAL STAFF CALL PROCEDURE

The call of the Senior Pastor, any associate pastor(s), and any ministry coordinators shall take place at a properly called Church Conference. The search committee shall bring only one candidate for consideration by the Church, and no nominations shall be accepted, except that of the search committee. Approval of the calling of a pastor shall require at least a three-fourths majority vote of the members present and voting. Should the candidate recommended by the committee fail to receive the required margin for approval, the committee shall resume its search to seek out another candidate, and the Conference shall proceed without further debate to other remaining agenda items or adjourn as appropriate.

E. DISSOLUTION OF PASTORAL RELATIONSHIP

Members of the pastoral staff shall serve until the relationship is dissolved by either the staff member or the church. In either case, at least a thirty-day notice shall be given of termination of the relationship, unless otherwise mutually agreed.

Should concerns arise that any pastoral staff member is no longer able to substantively meet the requirements of the position to which that person was called or that the Church need and requirements for any pastoral staff position have substantively changed, any three members of the Diaconate may call for the Deacon Chair to appoint an ad hoc committee consisting of the officers plus two other members of the Diaconate, working in consultation with other appropriate Church leaders, to confidentially evaluate the situation and bring recommendations to the full Diaconate for consideration within 60 days. A committee recommendation to dissolve the pastoral relationship, which is supported by a three-fourths majority of the Diaconate, may be brought to the Church in Conference, where a three-fourths majority of those present shall be required to approve the dissolution. Any other motions to dissolve a pastoral relationship, which are not brought through the Diaconate to the Church in Conference, shall be deemed out of order and immediately tabled without discussion.

F. PASTORAL STAFF DUTIES

1. General

Formal position descriptions for all pastoral staff positions shall be prepared, studied, and updated as needed by the Personnel Committee, consistent with the following, and then presented to the Church in Conference for approval.

2. SENIOR PASTOR

The Senior Pastor shall have charge of the welfare and oversight of the church; be an ex-officio member of all organizations, departments and committees; may call a special meeting of the Deacons or any committee; shall conduct religious services on stated and special occasions, administer the ordinances, minister to the members of the church and community, and perform other duties that usually pertain to the office of Senior Pastor; shall have special charge of the pulpit ministry of the church and shall, in coordination with the Worship and Proclamation Council, provide for pulpit supply when absent; and shall arrange for workers to assist in revival meetings and other special services. The Senior Pastor shall be responsible for visitation, counseling, and promoting the spiritual growth of the church while maintaining a high level of professional and personal development through continuing educational opportunities, conferences, and seminars. The Senior Pastor shall be the administrative head of the church and shall arrange and approve all absences and vacations of all church employees.

3. ASSOCIATE PASTOR(S)

Associate pastors shall be responsible to the Senior Pastor for the development, implementation, and promotion of a comprehensive ministry in the designated focus areas of their position; assist the Senior Pastor in visitation, counseling, and promoting the spiritual growth of the church, and perform other pastoral duties in coordination with the Senior Pastor; coordinate with all church leadership in the development and achievement of church objectives and support the efforts of all mission and ministry endeavors; coordinate with other staff members and mission organizational leaders in the scheduling, planning, and evaluation of the ministry programs and activities of the church; maintain a high level of professional and personal development through continuing educational opportunities, conferences, and seminars which concern designated needs and ministry issues; work in consultation with the appropriate ministry council(s) as they prepare and submit annually to the Church Leadership Team a detailed budget for designated focus areas to support the overall ministry of the church; and serve as a staff liaison to church organizations, teams and committees as assigned.

4. MINISTRY COORDINATOR(S)

Each ministry coordinator shall be responsible to a designated pastor for the development, implementation, and promotion of designated areas of ministry; and may be designated responsibility for performing or assisting the other pastoral staff in any other designated pastoral duties in coordination with the Senior Pastor.

SECTION IV - DEACONS

- A. Deacons
- B. Senior Deacons
- C. Deacon Service
- D. Deacon Resignation/Termination

A. DEACONS

1. Qualifications

- a. Deacons shall be elected from those members who have demonstrated the scriptural qualifications for deacons (e.g. Acts 6:1-6; 1Timothy 3:8-12; Galatians 5:22-26; Romans 12:1-2).
- b. Deacons must have attained age 21 or above and have been a member of Forest Hills Baptist Church for at least one year at the time of their election.

2. Limitations on Eligibility

- a. No Deacon shall be eligible for reelection until after the lapse of one year except when a person fills an unexpired term and serves for less than half a term.
- b. No spouse of a Deacon currently serving shall be eligible for election as a Deacon to serve any term that would overlap the spouse's current term.
- c. No spouse of a church staff member shall be eligible for election as a Deacon as long as the spouse serves as a church staff member.

3. Number of Deacons

- a. A minimum of eighteen deacons shall be elected to serve at any time.
- b. As the current Diaconate determines that the size and needs of the congregation warrant, additional deacons may be elected. Any increase in the number of deacons to be elected shall be made in increments of three.

4. Age Group Representation

- a. To help ensure representation of broad age groups within the church membership, priority shall be given each election cycle for identifying nominees from each of the designated groups and for election of at least one deacon from each of the designated groups.
- b. For purposes of age group representation among the deacons, the designated age groups shall be Under 40, 40-65, and Over 65.

5. Term of Service

- a. Deacons shall be elected for a term of three years with a third of the total authorized number elected each year.
- b. The term of service for those Deacons elected begins January 1.
- c. In case a vacancy occurs between elections, the nominee receiving the next highest number of votes at the previous election shall be asked to fill the vacancy. This method shall be followed until the vacancy is filled.

6. Nomination and Election of Deacons

- a. The Deacon Chairman and the Senior Pastor shall administer the annual process for nomination and election of Deacons.
- b. A call for nominations will be issued by church-wide communication on or about the last Monday in August. Members will be encouraged to prayerfully recommend up to ten persons spread, across broad age groupings, as candidates for nomination to serve as Deacon. A list of ineligible members shall be included with this communication. The recommendations are due back to the church office no later than the second Sunday in September, and no recommendations shall be accepted after that date.
- c. During the week following the third Sunday of September a committee of current deacons shall contact candidates beginning with the candidate receiving the most recommendations from the congregation to determine their interest in being nominated for deacon service. Contacts shall continue with the next most recommended candidate from each of the designated age groups until at least three interested candidates are identified for each age group and then continue with the next most recommended candidate regardless of age until three interested candidates are identified for each deacon position to be elected. These interested candidates shall be invited to attend a meeting led by the Senior Pastor and current deacons, to be held during the first week of October. At this meeting candidates will be provided information and an opportunity to discuss and better understand the church's adopted statement on the biblical qualifications, duties, and responsibilities of a Deacon in this church. More than one meeting time may be scheduled to allow all those interested to attend.
- d. Each candidate shall be requested to indicate his/her willingness to serve, if elected by the church, no later than the end of the second full week of October. All those who indicate a willingness to serve shall have their names placed in nomination and put on the official ballot the Sunday following the second full week of October. A list of the nominees along with a brief description of their background shall be mailed to all church members by the middle of the fourth full week of October. Deacon election shall occur during the Sunday worship services on the first Sunday of November.
- e. Deacons shall be elected based solely on those who receive the most congregational votes, initially electing one deacon in each of the broad age groups, then filling the remaining open positions.
- f. Ordination of Deacons who have not previously been ordained shall occur no later than the second Sunday of January of the year following the election, or as designated by the Diaconate.

7. Election of Deacon Officers

- a. The chair, chair-elect, secretary, and communications officer will be elected annually at the December Deacons' meeting by the current deacon membership.
- b. While newly elected deacons do not take office until January, they are eligible for consideration for election as officers.

B. SENIOR DEACONS

In addition to the above, a maximum of six Senior Deacons may be elected from among those previously ordained Deacons who are retired or semi-retired, who are age 65 or older, and who have not served as Deacons for at least one year. Senior Deacons shall be elected for a term of one year. No Senior Deacon shall be eligible for reelection until after the lapse of one year except when a person fills an unexpired term and serves less than half a term. Election of members as Senior Deacons shall not preclude their election as Deacons in subsequent years.

During the January Church Conference, and following election of regular Deacons and consultation with the diaconate, a list of nominees for Senior Deacon shall be submitted to the church by the Nominating Committee. The list shall be published in the newsletter prior to the January Church Conference. The nominees shall be voted on by the church during the January Church Conference so that Senior Deacons may begin their service on February 1. The term of service for Senior Deacons shall be from February 1 through January 31.

Vacancies in Senior Deacons occurring during the year shall be filled as needed by the Nominating Committee, their names being presented to the church at the next regularly scheduled Church Conference after the vacancy occurs.

C. DEACON SERVICE

Both Deacons and Senior Deacons, as servants of the church, shall have responsibility with the pastoral staff to care for the congregation. As the Holy Spirit directs, they shall consider and make recommendations in matters pertaining to the church's work and progress. For the purpose of carrying out their work, the Deacons shall be organized into ministry teams to meet needs as they perceive them. The teams shall interact with staff, organizations, Ministry Councils, ministry teams, and committees within the church for the purpose of carrying out their specified and implied tasks. Each Deacon should serve on at least one of these teams. Duties and responsibilities of the teams shall evolve as yearly goals, purposes, and mission statements are developed. In addition to the deacon ministry teams, ad-hoc deacon committees may be appointed to discharge the duties of the Deacons.

Other responsibilities shall include oversight of the discipline of the church, establishment and maintenance of spiritual and fraternal relations with all members of the church, assisting the Senior Pastor in the observance of the Lord's Supper, and responsible for receiving of tithes and offerings at congregational services.

Recommendations to be presented to the church in conference shall be presented to the Deacons only when the sponsor desires to inform the Deacons or feels that support of the Deacons is needed. However, the chairperson of the Deacons shall be notified at least one week prior to the Church Conference of any recommendations to be presented.

The Deacons shall have their regularly scheduled monthly meeting at 5:00 p.m. on the second Sunday of the month. The Senior Pastor or the chairperson may call the Deacons into special session as the need arises. A majority of the elected Deacons shall constitute a quorum. Any recommendation initiated by the Deacons for presentation to the church must be approved by two-thirds of the quorum.

D. DEACON RESIGNATION/TERMINATION

1. If at any time, and due to any circumstances, a member of one of the above Deacon bodies finds that he/she cannot fulfill the duties of that position, a request to resign may be submitted in writing to the Chair of the Deacons.

2. An inquiry may be initiated by any Deacon(s) concerning any member of the above Deacon bodies who fails to fulfill the duties of that position (i.e. non-attendance or non-participation in church worship services or Deacon meetings). When deemed necessary by Deacon officers, the Deacon Chairperson along with another Deacon shall contact that person for corrective action and counseling as encouragers. Continued inaction of that Deacon shall warrant a recommendation to the Deacons by the Deacon Chairperson to terminate the inactive Deacon. The recommendation to terminate a Deacon must be approved by two-thirds of the quorum of the Deacons.

2. Such resignation or termination shall not preclude any person from serving, or being asked to serve, in a Deacon capacity in this church at any time in the future.

SECTION V – CHURCH LEADERSHIP TEAM

- A. General
- B. Membership

A. GENERAL

1. The Church Leadership Team shall have the following responsibilities:
 - a. To develop a prioritized ministry and resource plan for the mission and ministry for Forest Hills Baptist Church.
 - b. To develop a stewardship plan for underwriting the ministry and resource plan for Forest Hills Baptist Church. The stewardship planning shall include both the financial underwriting of the ministry and resource plan and the encouragement of church members to follow their calling and individual spiritual giftedness.
 - c. To review plans developed by the Ministry Councils to assure that they support the Mission and Vision of Forest Hills Baptist Church.
 - d. To review the outcomes of the various missions and ministry activities of Forest Hills Baptist Church as related to each mission or ministry opportunities, goals and objectives and to report these outcomes to the Church on a regular basis.
 - e. To adjust resource allocations to the various mission and ministry activities, if required by designated gifts or any other need, during the resource plan funding cycle. To develop recommendations for additional funding, if required, for emerging mission and ministry opportunities during the resource plan funding cycle.
 - f. To recommend individuals to the Nominating Committee to serve as Chair and Vice-Chair of each Ministry Council.
 - g. To recommend one individual from each Adult Sunday School Department and the requisite at-large member(s) to serve as Nominating Committee members. Nominating Committee members shall be elected by the Church.
2. The Church Leadership Team shall be comprised of members of the following classes:
 - a. Representative
 - b. Ex-Officio
 - c. Ex-Officio (Non-Voting Class)
3. Members of the Church Leadership Team shall be members of Forest Hills Baptist Church.
4. The Church Leadership Team shall elect its leadership from among its representative membership, as follows:
 - a. Chair – The chairperson shall be elected by the voting membership of the Church Leadership Team.
 - b. Vice-Chair – The vice-chair shall be elected by the voting membership of the Church Leadership Team. The vice-chair shall function in the role of the Chair in the absence of the Chair.
 - c. Communication Coordinator – The Communication Coordinator shall be elected by the voting membership of the Church Leadership Team. The Communication Coordinator shall be responsible for recording minutes of the Church Leadership Team meeting and coordinating communication within the Church Leadership Team.
 - d. Resource Coordinator – The Resource Coordinator shall be elected by the voting membership of the Church Leadership Team. The Resource Coordinator shall be responsible for monitoring the resource requirements and plans from each of the Ministry Councils.

B. MEMBERSHIP

1. The Representative membership of the Church Leadership Team shall consist of the following individuals:
 - a. Sunday School Department Representatives – There shall be a minimum of eight Sunday School department representatives on the Leadership Team. Each department shall elect one member as its representative. Should there be less than eight Sunday School departments, At-Large representatives shall be nominated for election by the Nominating Committee to make up the difference. Should there be more than eight Sunday School departments, the number of Sunday School representatives on the Leadership Team shall equal the number of Sunday School departments. Each Sunday School Department representative shall serve a three (3) year term. In the event an elected representative is unable to complete a full three (3) year term the Sunday School Department shall elect a member to complete the unexpired term.
 - b. At-Large Representatives – A total of three (3) representatives shall be elected from the at-large membership of Forest Hills Baptist Church. The at-large members shall, to the extent possible, represent individuals in the 20-39, 40-59 and >60 age cohorts. Candidates for At-large representatives to the Church Leadership Team shall be presented by the Nominating Committee to the Church for election. Each At-large representative shall normally serve a three (3) year term. In the event an elected representative is unable to complete a full three (3) year term the Nominating Committee shall present a candidate to complete the unexpired term.
 - c. The Representative members of the Church Leadership Team shall have full voting privileges for issues coming before the Church Leadership Team for consideration.
 - d. The Representative members of the Church Leadership Team shall be ineligible to serve consecutive full terms on the Church Leadership Team. If a normal member of the Church Leadership Team is elected to fulfill an unexpired term of less than 24-months; then that member shall be eligible to serve an additional full term.
 - e. Representative members of the Church Leadership Team who are delinquent in attendance at the regularly scheduled meetings may be removed from their position by a two-thirds majority of the voting membership of the Church Leadership Team; a vacancy would then be declared for their position. In event of a vacancy, the Church Leadership Team shall request the Discipleship and Nurture Council, or in the case of an At-Large Representative the Nominating Committee, to provide for a replacement for the vacated unexpired term.
2. The Ex-officio membership of the Church Leadership Team shall consist of the following individuals:
 - a. Deacons – The Chair and Vice-Chair of the Deacons shall be ex-officio members of the Church Leadership Team and shall serve for the duration of their appointment to that position. If the Chair or Vice-Chair of the Deacons is a Representative member of the Church Leadership Team; then the Deacons may elect from their membership another representative such that the Deacons appoint two (2) participants to the Church Leadership Team.
 - b. Ministry Councils – The Chair of each Ministry Council shall be ex-officio members of the Church Leadership Team and shall serve for the duration of their appointment to that position. The Chair of each Ministry Council shall serve a maximum of three consecutive one (1) year terms.
 - c. Pastoral Staff –The Senior Pastor shall be an ex-officio member of the Church Leadership Team and shall serve for the duration of their appointment to that position. There shall be no limit on the number of consecutive terms the Senior Pastor may serve on the Church Leadership Team.
 - d. The ex-officio members of the Church Leadership Team shall have full voting privileges for issues coming before the Church Leadership Team for consideration.

3. The Ex-officio (Non-Voting) membership of the Church Leadership Team shall consist of the following individuals:
 - a. Ministry Councils – The Vice-Chair of each Ministry Council shall be ex-officio members of the Church Leadership Team and shall serve for the duration of their appointment to that position. The Vice-Chair shall serve as a voting member of the Church Leadership Team in the absence of the Ministry Council Chair.
 - b. Church Officers – The Church Clerk and Church Treasurer shall be ex-officio members of the Church Leadership Team and shall serve for the duration of their appointment to that position.
 - c. Pastoral Staff – The associate pastors shall be ex-officio members of the Church Leadership Team and shall serve for the duration of their appointment to that position.

SECTION VI – OTHER CHURCH OFFICERS

- A. Clerk and Associate Clerk
- B. Treasurer and Associate Treasurer
- C. Trustees

A. CLERK AND ASSOCIATE CLERK

The Clerk and an Associate Clerk shall be members of the church and shall be elected annually. The term of office shall be January 1st through December 31st. The Clerk (or the Associate Clerk) shall attend all Church Conferences, keep an accurate record of all transactions, prepare the annual associational letter and notify all messengers to the Raleigh Baptist Association, the Baptist State Convention, and the Southern Baptist Convention of their election. The Clerk shall supervise the issuing of letters as authorized by the church; preserve all papers, valuable letters, and records that belong to the church; and see that an accurate roll of the church membership is kept, with dates and methods of admission and dismissal, change in name, correct mailing addresses, and other pertinent information.

B. TREASURER AND ASSOCIATE TREASURER

The Treasurer and Associate Treasurer shall be members of the church and shall be elected annually. The term of office shall be January 1st through December 31st. The Treasurer shall receive, keep in a bank and disperse by check, upon proper authority, all money or things of value that are given to the church; keep at all times an itemized account of all receipts and disbursements, and make regular reports to the church (which are to be preserved by the Church Clerk). The Treasurer's books shall be audited at least annually under the direction of the Financial Management Committee and a report of the audit results presented to the church in a regularly scheduled business meeting. All books, records, and accounts under the oversight of the Treasurer shall be considered church property. The Treasurer shall, upon invitation, meet with the Deacons and shall be non-voting ex-officio member of the Financial Management Committee. In the absence of the Treasurer, the Associate Treasurer is authorized to sign checks for the church.

C. TRUSTEES

Trustees shall consist of a total of three Forest Hills Baptist Church members each elected for three-year rotating terms. The term of office shall be January 1 through December 31. They shall hold in trust the title to all real property of the church. Upon approval by the Church in conference, they shall execute documents related to the acquisition and disposition of such property, documents related to financing arrangements where the Church is obligor, documents binding the church in personnel matters and all other legal documents at the direction of the Church in accordance with the Rules of Procedure. Executed documents by the Trustees shall require signatures of at least two of the Trustees.

SECTION VII – MINISTRY COUNCILS

- A. General
- B. Worship and Proclamation Council
- C. Missions and Evangelism Council
- D. Discipleship and Nurture Council
- E. Administration and Support Council

A. GENERAL

1. There shall be four (4) Ministry Councils, as follows:
 - a. Worship and Proclamation Council
 - b. Missions and Evangelism Council
 - c. Discipleship and Nurture Council
 - d. Administration and Support Council
2. Each Ministry Council shall have the following responsibilities within its respective sphere of influence:
 - a. To provide leadership and coordination within their area of responsibility. To assist in the coaching and development of new ministry teams.
 - b. To add, modify, or disband ministry teams within their area of responsibility as needed to accomplish their ministry plans.
 - c. To recruit, elect, and develop leaders of their Ministry Teams.
 - d. To develop a prioritized ministry and resource plan for the mission and ministry for Forest Hills Baptist Church within their area of responsibility.
 - e. To adjust resource allocations to the various mission and ministry activities, if needed, during the resource plan funding cycle within their approved budgetary amounts.
 - f. To review the outcomes of the various missions and ministry activities within their area of responsibility as related to their specific goals and objectives and to report these outcomes to the Church Leadership Team.
3. Each Ministry Council shall be comprised of the following members:
 - a. Chair – The Ministry Council Chair shall be nominated by the Nominating Committee, in consultation with the Church Leadership Team, and shall be elected by the church to a one (1) year term. The Ministry Council Chair may serve a maximum of three (3) consecutive terms in the Chair position.
 - b. Vice-Chair – The Ministry Council Vice-Chair shall be nominated by the Nominating Committee, in consultation with the Church Leadership Team, and shall be elected by the church to a one (1) year term. The Ministry Council Vice-Chair may serve a maximum of three (3) consecutive terms in the Vice-Chair position.
 - c. Resource Coordinator – Each Ministry Council shall appoint a Resource Coordinator. The Resource Coordinator shall be responsible for tracking resource allocations for the Council’s Ministry Team and working with the Church Leadership Team Resource Coordinator in tracking and management of resource allocations to the various Ministry Councils.
 - d. Ministry Team Leaders – Ministry Team leaders shall be appointed from within the Ministry Council. Ministry Team leaders shall be members of the Church.
 - e. Pastoral Staff Leaders – Pastoral staff members shall serve as ex-officio members of the Ministry Councils and shall not be eligible for service as either the Council Chair or Vice-Chair.

4. Ministry Councils, with the exception of the Administration and Support Council, shall be comprised of multiple Ministry Teams consisting of people who are called to participate in a specific ministry. Ministry Teams shall:

- a. Develop prioritized ministry plans for the team including goals and objectives, resource requirements and desired outcomes of the ministry team work.
- b. Recruit and develop ministry team members enabling individuals to utilize their spiritual gifts within the work of the team.
- c. Members of ministry teams shall not have defined term limits of service. Ministry team leaders shall serve a one (1) year appointment and may be reappointed by the Ministry Council without limitation on the number of consecutive terms.

B. WORSHIP AND PROCLAMATION COUNCIL

1. The Worship and Proclamation Council shall have oversight and coordination responsibilities for the following mission and ministry areas:

- a. Work with the pastoral leadership in planning regular and special corporate worship services.
- b. Assist the pastoral leadership in planning and coordinating the celebration of the ordinances of baptism and the Lord's Supper. This responsibility shall include securing the required equipment and supplies, preparing, and assisting the pastoral leadership and clean-up following celebration of the ordinances.
- c. Care and maintenance of physical assets utilized for regular and special corporate worship services (e.g., choir and musical equipment, baptismal robes, Lord's Supper service ware, etc.)
- d. Coordinate decoration of the worship spaces utilized for corporate worship for regular and special services.
- e. Work with the pastoral leadership to provide pulpit supply during periods when the Senior Pastor is unable to fill the pulpit for regular or special worship services.
- f. Work with the Deacons, and recommend to the church at-large, a candidate to serve as Interim Pastor (including development specific duties and recommended salary) when the Senior Pastor position is vacant.
- g. Work with the Personnel Committee and the Senior Pastor to identify and recommend a candidate to the church at-large for the position of Associate Pastor – Worship and Music when the position is vacant.
- h. Work with the Personnel Committee, Senior Pastor and Associate Pastor – Worship and Music to identify and recommend a candidate to the church at-large for the position of Church Organist / Music Assistant when the position is vacant.
- i. Provide ushers at regular and special worship services, and other special meetings and services as deemed necessary, to welcome attendees, assist with seating, distributing printed materials, or other responsibilities as may be required.

C. MISSIONS AND EVANGELISM COUNCIL

1. The Missions and Evangelism Council shall have oversight and coordination responsibilities for the following mission and ministry areas:
 - a. Provide direction, coordination and leadership to the mission education and action organizations of the Church (e.g., Baptist Men, Women's Missionary Union, Missions Friends, Royal Ambassadors, Girls-in-Action, etc.). Coordinate and prioritize mission requests and outreach programs.
 - b. Monitor events, directions, and developments within the Raleigh Baptist Association, the Baptist State Convention of North Carolina, the Cooperative Baptist Fellowship, the Southern Baptist Convention, and other organizations the Church partners with in conducting missions (hereinafter referred to as the "partnering groups"); study and evaluate the impact of the partnering groups upon the church in the context of the church's historical commitment to missions.
 - c. Work with the Associate Pastor – College in the planning, coordination, supervision, execution and promotion of the total program of activities involving mission and ministry to college aged young adults.
 - d. Work with the Associate Pastor – Internationals in the planning, coordination, supervision, execution and promotion of the total program of activities for reaching Internationals.
 - e. Work with the pastoral leadership in the planning, coordination, supervision, execution and promotion of special evangelistic emphases such as revivals, witnessing training, retreats, and renewal weekends focused on missions and/or evangelistic outreach.
 - f. Work with the pastoral leadership in the planning, coordination, supervision, and execution of the benevolence and mercy ministry programs of the church.
 - g. Developing outreach strategies and provide opportunities for church members to serve in local, state, national and international missions

D. DISCIPLESHIP AND NURTURE COUNCIL

1. The Discipleship and Nurture Council shall have oversight and coordination responsibilities for the following mission and ministry areas:
 - a. Work with the pastoral leadership in the planning, coordination, supervision, and execution of the discipleship programs of the church (e.g., Sunday School, Small Group Bible Studies, Discipleship Training / Wednesday Night, Vacation Bible School, etc.).
 - b. Work with the Associate Pastor – Preschool and Children in the planning, coordination, supervision, execution and promotion of the total discipleship and nurture programs for preschool children.
 - c. Work with the Associate Pastor – Youth and Activities in the planning, coordination, supervision, execution and promotion of the total discipleship and nurture programs for youth and church-wide activities.
 - d. Work with the Associate Pastor – Adults in the planning, coordination, supervision, execution and promotion of the total discipleship and nurture programs for adults.
 - e. Work with the Coordinator of Food Services in the planning, coordination, supervision, and execution of the food services ministries of the church (e.g., Wednesday night suppers, Church-wide Picnics, etc.).
 - f. Work with the pastoral leadership, deacons and Sunday School classes in the planning, coordination, and execution of the bereavement ministry programs of the church.
 - g. Work with the pastoral leadership, deacons and Sunday School classes in the planning, coordination, and execution of the recreational and social ministry programs of the church.
 - h. Work with the pastoral leadership, deacons and Sunday School classes in the planning, development, coordination, and distribution of print and electronic church-wide communications materials which support the ministry activities across the four Ministry Councils.
 - i. Work to provide print and electronic media resources for the church through the Church Media Center.

E. ADMINISTRATION AND SUPPORT COUNCIL

1. The Administration and Support Council shall have oversight and coordination responsibilities and conduct its work through the following committees:
 - a. Financial Management Committee: recommends budget sub-goals to the Church Leadership Team; develops an investment and asset protection policy; recommends insurance related actions; and reviews end of year financial records.
 - b. Property Management Committee: ensures the church property is cared for through established policies for use of facilities, maintenance of the missionary house, and ensuring church vehicles are reliable and safe.
 - c. Personnel Committee: recommends to the church individuals to fill pastoral staff positions; studies and updates church policies that pertain to all employed personnel; collects annual performance evaluations and evaluates the Senior Pastor's performance; studies and recommends salary and benefits packages for the staff; and encourages and supports all church staff personnel.
 - d. Nominating Committee: finds people called by God to fill the committees responsible for the financial and physical infrastructure of the church.
 - e. Rules of Procedure Committee: revises the Rules of Procedure to reflect how the FHBC functions as an organization under the existing structure.
 - f. Counting Committee (Non-Rotating Committee): responsible for determining the amount of a church offering when a collection is taken during any church service.

SECTION VIII - COMMITTEES

- A. General Provisions
- B. Nominating Committee
- C. Financial Management Committee
- D. Property Management Committee
- E. Personnel Committee
- F. Rules of Procedure Committee
- G. Non-Rotating Committees
- H. Ad-Hoc Committees

A. GENERAL PROVISIONS

1. Two classes of committees shall exist and be governed under this section: (1) standing committees; and (2) special (ad-hoc) committees. Only church members may serve on standing or ad-hoc committees.
2. No church member shall at any time serve on more than one standing committee. Both a husband and wife shall not be permitted to serve simultaneously on the same committee. Service on a standing committee does not preclude any member serving as a member of a special (ad-hoc) committee
3. All standing and special committees shall meet as needed to discharge their responsibilities but in no case less than once each calendar year or as otherwise provided herein. Minutes shall be prepared for each scheduled meeting of the committee and activities of the committee periodically, but not less than once per calendar year, reported to the church in conference. A written copy of the report shall be provided to the Church Clerk for inclusion in the minutes of the church conference in which the committee makes a report.
4. Members of all standing committees shall be elected for a term of three years unless elected to fill an unexpired term on the committee (two year or one year appointment). One-third of such committees shall be rotated each year. No one shall serve a second term on any committee until after the lapse of one year, except when the first term was for two years or less to fill an unexpired term of another person.
5. Members of standing and special committees, with the exception of the Nominating Committee, shall be nominated by the Nominating Committee and presented to the church in conference for consideration and election. Nominations from the floor will be considered at the time the Nominating Committee presents its report and places candidates into consideration for committee service during a Church Conference. From the total list of those nominated, as presented by the Nominating Committee or from the floor, the required membership of the committee shall be elected. Candidates shall be elected to committee membership based on the greatest number of votes received until the membership of the committee is filled.
6. Committee chairpersons shall be designated by the Nominating Committee for standing committees. Committee chairpersons shall be designated by the Nominating Committee for special committees, unless the selection of the special committee leadership is delegated to the committee specifically in its motion for formation. In the event additional members are nominated from the floor for a particular standing or special committee and an election ensues in which the designated chairperson is defeated, the Nominating Committee shall designate a new chairperson from those elected, unless in the case of a special committee selection of the committee chairperson has been delegated to the special committee.
7. Other committee responsibilities (e.g. vice-chairperson, secretary, etc.) shall be determined by the committee from within its membership. The vice-chairperson of the committee shall preside as the committee chairperson in the absence of the committee chairperson.
8. The term of service for the standing committees, with the exception of the Nominating Committee, shall be the calendar year. Terms of service shall run from January 1 through December 31, inclusive, unless appointment is made to fill an unexpired partial term then the term of service shall begin immediately following election and run until the regularly scheduled expiration.
9. Committee members shall serve in their elected appointment until resignation, removal by action of the church, or release at the completion of the full term of service.
10. A committee quorum shall consist of a simple majority of voting committee members. Ex-officio members of

the committee shall be considered non-voting unless otherwise specified herein, or in their appointment if the committee is a special committee.

11. The Senior Pastor shall be an ex-officio member of all committees. Associate Pastors and officers also serve ex-officio on designated committees. The Chair and Vice-Chair of the Administration and Support Council shall be ex-officio members of all standing committees. Ex-officio members shall be non-voting members.

12. Standing committees shall have the authority to assemble advisory and/or supporting subcommittees/teams with members and/or consultants as needed to assist in fulfilling the committee's responsibilities. Such subcommittee or team members and/or consultants shall be identified and their services acknowledged by the Standing Committee in a report to the Leadership Team at its next scheduled meeting with notification to the church at the next scheduled church conference. Such members and/or consultants cannot make or second committee motions, nor vote on committee matters. The compensation terms for consultants shall be determined in accordance with the Financial Policies and Procedures Manual. The Standing Committee shall have the authority to define the responsibilities, work scope, frequency of meetings, and duration of service to be provided by the consultants and/or subcommittees/teams.

B. NOMINATING COMMITTEE

1. Members of the Nominating Committee are nominated and its chairperson designated by the Church Leadership Team and presented at the March Church Conference, at which time other nominations may be made from the floor. From the total list of those nominated, the required membership of the Committee shall be elected. Should the designated chairperson not be elected, the Church Leadership Team shall designate a new chairperson from those elected.
2. The Nominating Committee shall consist of a total of six (6) members organized into three classes each with two (2) members.
3. Each Nominating Committee member shall be elected to a three-year term, beginning April 1, unless the member is recommended to replace an unexpired or partial term. In the case of a member elected to fill a partial term that member shall serve in the class to which he/she was elected.
4. The Nominating Committee shall present candidates to the church for consideration for the following:
 - a. Financial Management Committee.
 - b. Property Management Committee
 - c. Personnel Committee
 - d. Rules of Procedure Committee
 - e. Church Clerk and Associate Church Clerk
 - f. Church Treasurer and Associate Church Treasurer
 - g. Church Trustees
 - h. Ministry Council Leadership (Chair, Vice-Chair, and Resource Coordinators)
 - i. Senior Deacons
 - j. Counting Committee
 - k. Special (Ad-Hoc) Committees
5. In the event of a vacancy in any committee or organization, the Nominating Committee shall nominate members to fill such vacancies at the regular Church Conference which follows notification of the vacancy.
6. The Nominating Committee shall make available the names of all nominees on the Sunday prior to the Church Conference at which the nominations are to be presented.
7. The committee shall meet as needed to fulfill its responsibilities.

C. FINANCIAL MANAGEMENT COMMITTEE

1. Members of the Financial Management Committee are nominated and its chairperson designated by the Nominating Committee and presented for election, at which time other nominations may be made from the floor. From the total list of those nominated, the required membership of the Committee shall be elected. Should the designated chairperson not be elected, the Nominating Committee shall designate a new chairperson from those elected.
2. The Financial Management Committee shall consist of a total of twelve(12) members organized into three classes each with four(4) members. Each member shall be elected to a three-year term, unless the member is recommended to replace an unexpired or partial term. In the case of a member elected to fill a partial term that member shall serve in the class to which he/she was elected.
3. The Church Treasurer, or Associate Church Treasurer in the absence of the Church Treasurer, shall serve as an ex-officio member of the Financial Management Committee.
4. The Financial Management Committee shall have the following responsibilities:
 - a. The Financial Management Committee shall work with the Church Leadership Team in the process of developing the Church-wide Resource Plan (budget) by recommending budget goals and providing financial forecasts based on actual historical and projected future giving and spending trends.
 - b. The Financial Management Committee, upon adoption of the Church-wide Resource Plan, shall monitor the Resource Plan (budget) and advise the Church Leadership Team of actual expenditures against the adopted budgeted resource plan. The Financial Management Committee shall work with the Church Leadership Team, Church Treasurer and the Business Manager to insure that expenditures remain within budget limits and available financial resources. The Financial Management Committee shall make recommendations, when requested, for adjustments to the Church-wide Resource Plan to the Church Leadership Team.
 - c. The Financial Management Committee shall develop and maintain a Financial Policies and Procedures Manual and work with the Church Treasurer and the Business Manager in assuring compliance with that document, particularly with respect to the purchase of services and supplies, compliance with the Resource Plan, and other aspects of the Church's normal operating business.
 - d. The Financial Management Committee shall initiate a review of the financial records of the church on a periodic basis, but not less than annually. It shall conduct a review of the church's financial records at the close of each financial year, present a report to the church in conference during the first six months of the current year, and make any recommendations for improvements to the Church Leadership Team.
 - e. The Financial Management Committee shall oversee the selection and recommendation of insurance coverage and policies for the Church to provide insurance coverage for the church buildings, equipment and liability. The committee shall make a review on a periodic basis, but not less frequently than annually, and present its findings and recommendations to the church in a regularly scheduled Church Conference.
 - f. The Financial Management Committee shall study and make recommendations to the church regarding alternative means of retiring the church debt, restructuring or refinancing that debt, and financing future capital improvements.
 - g. The Financial Management Committee shall educate the church membership regarding the importance of financial and estate planning, with an emphasis on the stewardship of one's estate and tax effective charitable giving and consult with financial and estate planners and persons with expertise in church finance and stewardship for the purpose of educating the church membership in this area.
 - h. The Financial Management Committee, working with the Church Leadership Team, should develop the church members' understanding of and commitment to the biblical concepts of stewardship.
 - i. The Financial Management Committee shall oversee the management, both investment and disbursement, of the endowment funds of the Church.

j. The Financial Management Committee has the responsibility for approving expenditures from the capital reserve account less than \$10,000, subject to Leadership Team approval. Amounts equal to or greater than \$10,000 are subject to approval by the Church in conference. For each of these expenditures, a report shall be made at the next Church conference.

5. The Financial Management Committee shall meet at least once a quarter, or more frequently as required, to review the financial statements and consider any other matters pertaining to the finances of the church. Minutes of the meetings shall be kept and submitted to the church office and a copy kept as a permanent record of the committee.

D. PROPERTY MANAGEMENT COMMITTEE

1. Members of the Property Management Committee are nominated and its chairperson designated by the Nominating Committee and presented for election, at which time other nominations may be made from the floor. From the total list of those nominated, the required membership of the Committee shall be elected. Should the designated chairperson not be elected, the Nominating Committee shall designate a new chairperson from those elected.
2. The Property Management Committee shall consist of a total of fifteen (15) members organized into three classes each with five (5) members. Each member shall be elected to a three-year term, unless the member is recommended to replace an unexpired or partial term. In the case of a member elected to fill a partial term that member shall serve in the class to which he/she was elected.
3. The Director of Facilities Operations shall serve as an ex-officio member of the Property Management Committee.
4. The Property Management Committee shall have the following responsibilities:
 - a. The Property Management Committee shall give attention to the condition and state of repair and appearance of all church property and grounds, making such repairs and improvements as may be necessary in accordance with the following provisions (except as required to initiate emergency repairs where increased damage to church property may be incurred as a result of delay): (i) in any matter of repair, improvement, or purchase of equipment not expected to exceed \$1,000 the Property Management Committee, with concurrence of the Financial Management Committee, shall be authorized to initiate the work without specific direction from the Church acting in conference or (ii) in any matter of repair, improvement, or purchase of equipment to exceed \$1,000 the Property Management Committee shall obtain plans and specifications and at least two competitive bids, and with concurrence of the Financial Management Committee shall make its recommendation(s) to the Church in conference for final disposition.
 - b. The Property Management Committee shall establish policies and fees for the use of the church's facilities and equipment (excluding its vehicles, missionary residence, kitchen, and dining halls), review these policies and fees annually, and update them as necessary. The church staff shall respond to requests for facilities and equipment use, and when there is a question concerning the application of the established policies or fees, or a request to deviate from these policies or fees, the church staff shall consult with the Property Management Committee prior to making a commitment to any person or group.
 - c. The Property Management Committee shall establish policies relative to use of the church vehicles, maintain vehicles in good repair and provide or secure regular servicing, provide training and testing of drivers, approve licensed drivers and see that a list of approved drivers is posted in the church office, as well as act upon all requests regarding vehicle usage.
 - d. The Property Management Committee shall coordinate the occupancy of the Missionary House, in cooperation with the Senior Pastor. The committee shall check and clean, (or employ someone to clean) the missionary residence between occupancies; check all appliances and building functions to see that they are in working order, and report needed repairs to the Director of Facilities Operations. The committee shall work to ensure the privacy of missionary families in residence by not permitting any other group, church or non-church, to use any part of the house for any purpose, except for long term storage approved by this committee. The missionary residence shall be reserved for the exclusive use of missionaries appointed by the Southern Baptist Convention or the Cooperative Baptist Fellowship.
5. The Property Management Committee shall meet at least once a quarter, or more frequently as required, to consider any needed item of purchase, improvement, or repair or take other action as may be required to fulfill its responsibilities.

E. PERSONNEL COMMITTEE

1. Members of the Personnel Committee are nominated and its chairperson designated by the Nominating Committee and presented for election, at which time other nominations may be made from the floor. Church staff, their parents, children, siblings and spouses thereof are ineligible for membership. From the total list of those nominated, the required membership of the Committee shall be elected. Should the designated chairperson not be elected, the Nominating Committee shall designate a new chairperson from those elected.
2. The Personnel Committee shall consist of a total of twelve (12) members organized into three classes each with four(4) members. Each member shall be elected to a three-year term, unless the member is recommended to replace an unexpired or partial term. In the case of a member elected to fill a partial term that member shall serve in the class to which he/she was elected.
3. The Personnel Committee shall have the following responsibilities
 - a. The Personnel Committee shall recruit, interview, and recommend all associate pastors and ministry coordinators for church employment. The Personnel Committee shall appoint a search committee for each search effort consisting of seven members from both within and outside of the Personnel Committee to work, in consultation with the Senior Pastor and the affected Ministry Area lay leadership, in the process of recruiting, interviewing and recommending only one candidate for consideration by the Church in conference.
 - b. The Personnel Committee shall work in consultation with the Senior Pastor in the selection and recommendation of the Senior Pastor's secretary and the Business Manager.
 - c. The Personnel Committee shall work in consultation with the Senior Pastor and the designated associate pastor in the selection and recommendation of the associate pastoral secretaries.
 - d. The Personnel Committee shall approve and recommend to the church for employment the Director of Facilities Operations and custodial personnel (upon the recommendation of the Property Management Committee) and the Coordinator of Food Services.
 - e. The Personnel Committee shall prepare, study, and update position descriptions, organizational charts, and church policies that pertain to all employed personnel; collect annual performance evaluations from supervisors of each employee. The committee shall be responsible for the development and maintenance of the Employee Handbook.
 - f. The Personnel Committee shall evaluate the Senior Pastor's personal growth, development, and performance each year.
 - g. The Personnel Committee shall study and recommend salary and benefits packages for the Senior Pastor, associate pastors, and other staff personnel annually and recommend appropriate changes to the Church Leadership Team and the Financial Management Committee each year for Resource Plan development.
4. The Personnel Committee shall meet at least once a quarter, or more frequently as required, to fulfill its responsibilities.

F. RULES OF PROCEDURE COMMITTEE

1. Members of the Rules of Procedure Committee are nominated and its chairperson designated by the Nominating Committee and presented for election, at which time other nominations may be made from the floor. From the total list of those nominated, the required membership of the Committee shall be elected. Should the designated chairperson not be elected, the Nominating Committee shall designate a new chairperson from those elected.
2. The Rules of Procedure Committee shall consist of a total of six (6) members organized into three classes each with two (2) members. Each member shall be elected to a three-year term, unless the member is recommended to replace an unexpired or partial term. In the case of a member elected to fill a partial term that member shall serve in the class to which he/she was elected.
3. The Rules of Procedure Committee shall have the following responsibilities
 - a. The Rules of Procedure Committee shall continuously study, receive recommendations, and propose changes in the Rules of Procedure.
 - b. The Rules of Procedure Committee shall present all proposed changes for approval by the church in conference in accordance with the requirements for amendment of the Rules of Procedure as described elsewhere herein.
 - c. The Rules of Procedure Committee shall assure that copies, both electronic and paper, are maintained in the Church Office and Church Library for review by church members.
4. The Rules of Procedure Committee shall meet at least twice per year, or more frequently as required, to fulfill its responsibilities.

G. NON-ROTATING COMMITTEES

1. Counting Committee

This committee shall consist of five members recommended by the Financial Management Committee and nominated by the Nominating Committee. It shall count and deposit offering receipts each week. This committee shall not rotate but shall be elected annually.

H. AD-HOC COMMITTEES

1. When circumstances demand the election of special church committees a special (ad-hoc) committee shall be chartered to accomplish the special purpose for which the committee is required. The committee charter shall include: (a) the number of individuals to be elected to the committee; (b) a description of the task for which the committee is being appointed; (c) the extent to which the committee is permitted to act without additional approval by the church; (d) reporting expectations to the different organizations within the church and the church as a whole; and (e) a date at which the committee will be subject to a Sunset Review by the Church for extension of its work or decommissioning.
2. When a special ad-hoc committee is to be elected by the church, the Nominating Committee shall nominate and present prospective members of the committee at a regularly scheduled or called Church Conference. After the Nominating Committee has made its nominations for the special committee, opportunity shall be given those present at the conference to make further nominations. From the total list of nominees, the church shall elect those to constitute the special committee.

SECTION IX - DENOMINATIONAL RELATIONS

A. LICENSE TO MINISTRY

When a member informs the church of God's call to the ministry, the church may, in conference and by majority vote, license such member as an acknowledgment of the call to the ministry and encouragement to make preparation for it. The Clerk of the church may furnish the member with a copy of the minutes or a certificate of license as credentials. It is understood that the performance of civil duties by the member shall be governed by state law.

B. ORDINATION FOR MINISTRY

Ordination is a formal process by which the Church recognizes the calling of an individual to Christian ministry and sets apart that individual for the work of their calling. Ordination requires approval by the Church in conference and is usually concluded by a special ordination worship service.

Candidates requesting ordination by Forest Hills Baptist Church shall be well known by our congregation and share their testimony with the congregation.

Candidates requesting ordination by Forest Hills Baptist Church are generally expected to be members of Forest Hills Baptist Church. However, Forest Hills Baptist Church may consider a request for ordination of a nonmember when circumstances dictate that ordination by the individual's home Church is not feasible.

When the church is requested to ordain a member who has been called into the ministry, the church may invite the Ordination Committee of the Raleigh Baptist Association to examine the candidate concerning fitness for the ministry and make its recommendation to the church. The committee will be given a thirty-day notice to conduct such an examination and will examine only candidates who have been called to specific work that requires ordination.

The ordination candidate may specifically request their examination for fitness for the ministry be forwarded directly to an ad-hoc ordination committee appointed by the Deacons for the Church. Such a request is subject to review and approval by the Senior Pastor and chairman of deacons prior to referral to committee. The ad-hoc ordination committee shall be comprised of not less than five (5) church members appointed by the Deacons for the specific purpose of examining the candidate for fitness for ordination to the ministry. The committee members shall be members of Forest Hills Baptist Church and shall have been ordained previously as either a deacon or pastor. The ad-hoc ordination committee shall examine the candidate and present a report to the Church in conference for action.

Acting upon a recommendation of the examining committee, the church shall vote in Church Conference to consider proceeding with the ordination. A three-fourths majority vote in the affirmative of the members present and voting shall then be required for ordination of the candidate.

C. AFFILIATION

It is recognized that there is mutual helpfulness in the association of churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. It is recognized that there have been created, through the voluntary cooperation of churches of like faith and order, organizations whose purpose it is to implement the missionary, educational, and benevolent interests and obligations of the individual Christian and his/her church family.

Believing that the Raleigh Baptist Association, the Baptist State Convention of North Carolina, the Cooperative Baptist Fellowship, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education, and benevolence, the church, therefore, shall participate in these organizations through our duly-elected messengers and our support of the causes which these organizations represent.

Elected messengers to the Raleigh Baptist Association shall serve one year beginning with the annual meeting, which is usually in late October. Messengers shall be elected no later than the Church Conference preceding the Associational annual meeting, and the Association shall be notified of their election. The church is eligible for eight messengers plus the Senior Pastor, who is automatically recognized as a messenger by the Association.

The Cooperative Baptist Fellowship does not specify the number permitted to vote from individual churches. All who attend its annual meetings may vote. The Southern Baptist Convention permits this church to send a maximum of ten messengers to its annual meetings. These messengers shall be elected at the Church Conference preceding the Convention's annual meeting.

The church may withdraw from affiliation with the Raleigh Baptist Association in order to join another missionary Baptist association of like faith and order by a two-thirds vote of the members present and voting at any Church Conference. This vote may be taken only at a regularly scheduled or called Church Conference, provided that notice of the vote to be taken has been published for four consecutive weeks prior to the voting date.

The church may withdraw from affiliation with the Baptist State Convention of North Carolina, the Cooperative Baptist Fellowship, and/or the Southern Baptist Convention by a vote of two-thirds of the members present and voting. This vote may be taken only at a regularly scheduled or called Church Conference, provided that notice of the vote to be taken has been published for four consecutive weeks prior to the voting date.

SECTION X – USE OF CHURCH RESOURCES

- A. Church resources are defined to include all church funds, other church property (e.g. church buildings, grounds, vehicles, furnishings, equipment, etc.), and staff time.
- B. Church business is defined to include only those activities that are included in the approved Ministry Plan or that have been otherwise specifically approved by the Church in Conference, the Diaconate, or the Senior Pastor.
- C. Church resources may be utilized only for Church Business and only to the extent authorized under the current Resource Plan (Budget).
- D. Questions of whether a specific proposed resource usage is permitted under the current Resource Plan may be directed in writing to the applicable Ministry Council Resource Coordinator, who will make the determination directly or escalate the question to other Church Leadership for interpretation.
- E. Increases to the overall Resource Plan (Budget) must be approved in advance by the Church in Conference.

SECTION XI – COMMUNICATIONS

A. COMMUNICATIONS WITHIN CHURCH

1. Open communications among the members and staff, and with other constituents of the Church are essential to ensure awareness of Church activities and active participation by all who are interested.
2. Use of electronic communications (e.g. email, website, social media, etc.) is strongly encouraged to help keep everyone informed about the activities of the church, while keeping cost of communications to a minimum.
3. Reference materials to be shared with the congregation should be made available electronically and for review or pickup at the Church. Examples that should routinely follow this procedure include:
 - a. Approved governance documents (e.g. Rules of Procedure.)
4. Information that is deemed of general interest and high importance to the congregation should routinely receive widespread communication by multiple methods, including by example: email, website, social media, pulpit announcements, worship bulletins, Sunday School announcements, etc. to ensure that the congregation has a reasonable opportunity to receive the information, while avoiding the expense of mailings to all members. Any member may request to routinely receive these announcements by mail. Announcements that should routinely follow this procedure include:
 - a. CommUnity News and similar news bulletins.
 - b. Opportunities for worship, fellowship, and service.
 - c. Other notice approved for this level of communication by the Deacon Chairman, Senior Pastor, or the Church in Conference.
5. Certain information is deemed to be so important that Church-wide communications are required. In addition to using other methods of communication, such Church-wide communications shall include at least one mailing to each member of the Church, unless the member has specifically agreed that they will accept electronic communication in lieu of a mailing. Announcements that should follow this procedure include:
 - a. Notices of changes to schedule for regular church conferences.
 - b. Notices of special church conferences.
 - c. Notice of vote to change Church affiliations with other organizations.
 - d. Notice of vote to call pastoral staff.
 - e. Notice of vote to approve or change of the annual resource plan.
 - f. Other notice approved for this level of communication by the Deacon Chairman, Senior Pastor, or the Church in Conference.

B. COMMUNICATIONS WITH THE PUBLIC

1. Statements on behalf of the Church to the press or to the general public are to be made only by the Deacon Chairman, the Senior Pastor, or another public communications designee approved by the Church in Conference, the Diaconate, or the Senior Pastor. This provision is not intended to inhibit or prohibit individuals from sharing their personal experiences, so long as they do not imply that they represent the Church.
2. Postings on the Church web site(s) or social media sites shall be moderated by the Senior Pastor, or his designee, to ensure that they reflect positively on the image and reputation of the Church.
3. Use of the name, logos, or images of the Church, or any other actions implying Church involvement, sponsorship, or approval of an activity or statement, must be consistent with an approved ministry plan or otherwise approved in advance by the Senior Pastor or his designee.

SECTION XII - AMENDMENT

These Rules of Procedure may be amended by a two-thirds vote of the members present and voting at any regular Church Conference. Notice of such proposed amendment shall be given to the Clerk in writing at least fifteen days prior to the time the vote is to be taken and shall be publicized in the church newsletter or communicated by other means at least once prior to the Church Conference at which the vote shall be taken. Proposed amendments must be mailed to the church membership or made available through some other means (placed in the church office or on the church web site) a minimum of one week prior to coming before the church in conference.

SECTION XIII –TRANSITIONS TO SUPPORT REORGANIZATION

A. RESTRUCTURING LEADERSHIP MODEL

To facilitate transition from the current organization to the structure outlined in the Lay Leadership Proposal approved in the regular church conference on July 21, 2013, the following actions shall be initiated.

1. Effective immediately:
 - a. Existing members of the Diaconate, standing committees, and elected Church officers shall complete their respective terms and facilitate the planned transitions.
 - b. The nominating committee shall begin immediately to identify and recommend candidates for the councils, committees, and other leadership positions based on the new structure.
 - i. Nominees for leadership positions for the new Councils should be presented to the Church Conference in September, to permit their election and immediate engagement with the existing Councils in preparation of the annual Ministry Plans and Resource Plans for the coming year.
 - ii. For leadership groups that are changing in number of members, transition to the new complement shall be achieved gradually by nominating and electing one third of the new complement each year.
 - c. Existing Councils shall continue to operate and begin to facilitate the transfer to the new structure.
 - d. Any questions regarding operation during this transition period shall be directed to the Rules of Procedure Committee for resolution in consultation with Deacon Chair and the Senior Pastor.
2. Effective January 1, 2014:
 - a. The Church shall operate generally consistent with the new structure, even as the corresponding rules of procedure are still being updated.
 - b. The work of the Church shall continue to adhere to these Rules of Procedure to the extent that the rules are consistent with the new structure, with the following transition provisions:
 - i. The Diaconate shall assume all responsibilities and authorities previously assigned to the Leadership Team under these rules of procedure and the old Leadership Team shall dissolve.

B. INCORPORATION

Articles of incorporation and/or bylaws, adopted by the Church in Conference shall take precedence over any portions of these rules of procedure that are inconsistent with those governance documents.