

1 **Forest Hills Baptist Church**
2 **of Raleigh**

3
4 **Bylaws**

5
6 **As Amended 8/3/14**

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27
28 **Preamble**

29 For the purpose of preserving and making secure the principles of our faith and to the
30 end that this body be governed in an orderly manner, and for the purpose of preserving
31 the liberties inherent in each individual member of FHBC, and to set forth the relationship
32 of this body to other bodies of the same faith, we do declare and establish these Bylaws.

33

1 **ARTICLE I. GENERAL**

2 Section A. Name and Identity

- 3 1. This body, formally organized on the first Sunday of August in 1945, shall be
4 known as the Forest Hills Baptist Church.
- 5 2. The body shall operate within an organizational structure incorporated with the
6 legally recognized name: Forest Hills Baptist Church of Raleigh.
- 7 3. Hereafter, in these Bylaws, this organized body may also be referenced by the
8 following names or terminology: Forest Hills Baptist Church or FHBC.

9 Section B. Location

- 10 1. FHBC shall maintain its principal place of worship and its principal office at 201
11 Dixie Trail, Raleigh, NC 27607.

12 Section C. Governmental Compliance

- 13 1. FHBC shall operate in accordance with its Articles of Incorporation as filed with
14 the State of North Carolina effective December 11, 2013.
- 15 2. FHBC shall operate consistent with the requirements of the Internal Revenue Code
16 section 501(c) (3).
- 17 3. FHBC shall operate in accordance with federal and state law, and other applicable
18 regulations.

19 Section D. Operating Year

- 20 1. The administrative and fiscal year of this organization shall be the calendar year.

21 **ARTICLE II. FOUNDATIONAL BELIEFS**

- 22 1. We believe in God the Father who is Creator of heaven and earth, Maker of all that
23 is, seen and unseen.
- 24 2. We believe in God the Son, Jesus Christ, who is the Savior and Lord of all who
25 believe and trust in Him.
- 26 3. We believe in God the Holy Spirit who is the Comforter, Encourager, and
27 Counselor.
- 28 4. We believe that salvation is an unmerited and unearned gift of grace from God that
29 comes through faith in Jesus Christ, and that each person has the free will to
30 respond to God's gracious gift of salvation.
- 31 5. We believe that through Jesus Christ all believers have direct access to God.
- 32 6. We believe that the Bible is inspired by God, and that under the Lordship of Christ
33 it is authoritative for the life of the Christian and The Church.
- 34 7. We believe that Christ is the head of The Church, and that under Christ churches
35 should be autonomous communities of faith and fellowship.

- 1 8. We believe that God has called both women and men into ministry and church
2 leadership.
- 3 9. We believe that the New Testament teaches that believers should remember the
4 gift and sacrifice of Christ through the symbol of the Last Supper and celebrate the
5 Death, Burial and Resurrection of Christ through believers' baptism. We practice
6 baptism by immersion.
- 7 10. We believe that every human being has the right to worship God, or not, according
8 to the dictates of the individual's conscience, and so long as this does not infringe
9 on the rights of others, they are to be held accountable alone to God for all
10 religious beliefs and practices. We believe that each person should be granted
11 religious freedom, and that sharing our faith should be done graciously in love,
12 without coercion.
- 13 11. We believe that Christians should live in loving obedience to God and should be
14 active in sharing the Good News about Jesus Christ through words and deeds.

15 **ARTICLE III. CORE VALUES**

16 Jesus Christ is the basis of our Core Values. We practice UNITY of spirit and purpose -
17 because we are called to be one in Christ. Unity fosters inclusiveness. It embraces a
18 vibrant and vital diversity of spirit and purpose - because we are called to be one in
19 Christ. (Romans 6:5-10; Philippians 2:1-2; John 17:20-23; Psalm 133:1).

20 We are INTENTIONAL in presenting Jesus Christ to all whom we meet - because we are
21 all "ministers" to the world (Matthew 5:14-16; Mark 16:15; John 20:21).

22 We serve with BOLDNESS - because we worship a God of infinite power and unlimited
23 possibilities. God compels us to step outside of His Church and into the lives of others
24 (Ephesians 3:20-21; John 14:12-14; 2 Timothy 1:7).

25 We extend to others COMPASSION - because we have received God's unconditional grace.
26 Our unconditional love for others fosters mercy, justice, and reconciliation, diminishing
27 judgmentalism (Colossians 3:12; Ephesians 4:32; 1 Peter 3:8; 2 Corinthians 1:3-4; John
28 13:34-35).

29 We practice FORGIVENESS - because we are forgiven. It cleanses guilt and heals both the
30 forgiven and the forgiver. It is the reflection, and commandment, of Christ (Matthew 6:12-
31 15; Matthew 18:21-22; Colossians 3:13).

32 We are ACCOUNTABLE TO GOD and choose to be ACCOUNTABLE TO EACH OTHER. We
33 are invested in the spiritual life and daily walk of each individual in our community of
34 faith (Hebrews 3:13; 1 Thessalonians 5:14-15; Ephesians 4:15-16).

35 We TRUST one another in the exercise of our faith. Believing God is at work in every
36 believer, we will address any breach of trust in Christian love (Philippians 1:6; 1
37 Thessalonians 2:13; 1 Corinthians 2:4-5).

38 We provide BELONGING AND A SENSE OF COMMUNITY to all that seek them. Believers
39 are adopted by God as His children and heirs through the work of Christ, and we welcome
40 all to that family, nurturing an attitude of selflessness (Romans 10:12-15; Hebrews 2:11;

1 Ephesians 1:4-6; 1 John 1:7).

2 **ARTICLE IV. MISSION AND VISION**

3 Section A. Mission

4 Forest Hills Baptist Church's mission is Seeking, Serving, and Sharing Christ.

5 The following Scripture provide support for our Mission Statement:

- 6
- 7 1. Seeking - Deuteronomy 4:29; 1 Chronicles 16:10-11; Psalm 24:5-6; 40:16; 63:1;
8 105:3-4; 119:2, 10; Jeremiah 29:13; Amos 5:4; Matthew 6:33; 7:7-8; 11:28; John
9 5:30; 6:35; 7:18; 8:12, 31-32; 10:27-28; Acts 2:21; 17:27-28; Romans 15:4-6; 2
10 Timothy 3:16; Hebrews 11:6.
 - 11 2. Serving - Deuteronomy 13:4; Joshua 22:5; 1 Samuel 12:24; Matthew 6:24;
12 Mark 10:45; John 9:4; 12:16; Romans 12:9-11; Galatians 5:13; 6:2, 9-10; 2
13 Corinthians 9:8; 1 Thessalonians 5:16- 18; Hebrews 10:24-25; 1 Peter 4:10-11; 1
14 John 3:16.
 - 15 3. Sharing - Psalm 105:1-2; Isaiah 6:8; Matthew 24:14; 28:19-20; John 5:24; John
16 6:35-40; Acts 4:12; 5:20; 8:35; 20:35; 28:31; Romans 10:14-15; 12:12-13;
17 Ephesians 3:10-12; Colossians 3:15-17; 2 Corinthians 6:2; Philemon 6; 2 Timothy
18 4:2; Revelation 3:20-22.

19 Section B. Vision

20 Forest Hills Baptist Church's vision is to Seek, Serve, and Share Christ by:

- 21 1. Seeking hope, peace, and God's will through Bible study, prayer, and worship
22 (Psalm 119:11; Acts 1:14; Romans 15:30; Ephesians 6:18; Philippians 4:6-7)
- 23 2. Working together with a servant mindset to serve our Lord, His Church, our
24 community, and those in need (Psalm 82:3-4; Proverbs 19:17; 31:8-9; Matthew
25 25:34-40; Luke 12:33; Acts 20:28, 35; Galatians 5:13; Ephesians 6:7; James 1:27; 1
26 Peter 4:11b)
- 27 3. Sharing the good news of Jesus Christ here and throughout the world and teaching
28 others to do the same (Matthew 28:19-20; Romans 10:14-15; Philemon 6)
- 29 4. Being a place of refuge by actively practicing and experiencing forgiveness and
30 healing (Deuteronomy 33:27; Ruth 2:12; Psalm 5:11; 9:9; 27:1-14; 34:8; 119:114;
31 Nahum 1:7, Matthew 5:23-24; Mark 11:25; 2 Corinthians 5:17-21)
- 32 5. Defining ourselves by our love for Christ and all people (Romans 5:6-8; 8:35-39;
33 14:19; Galatians 3:26-28; 5:6; Ephesians 4:2-7; 2 Corinthians 3:17-18; 5:16-18)

34

1 **ARTICLE V. POLITY AND RELATIONSHIPS**

2 Section A. Congregational Government

3 The government of FHBC shall be congregational in nature and is vested in the body of
4 believers who compose its membership. All internal groups created and empowered by
5 FHBC shall report to and be accountable only to the membership unless otherwise
6 specified by membership action. The final authority for the operation and management
7 of the affairs of FHBC, spiritual and temporal, shall be vested in its membership, which
8 authority shall be exercised in the manner set forth in the Bylaws. Members alone shall
9 have the authority to adopt and amend Articles of Incorporation and Bylaws, adopt
10 Articles of Dissolution, approve budgets, receive members, call pastoral staff, and govern
11 and conduct the affairs of FHBC under the provisions set forth in these Bylaws.

12 Except as further provided in these Bylaws, decision-making for FHBC shall be by
13 majority vote of those present and voting at a properly called meeting of the membership.

14 Section B. Autonomy

15 FHBC is a free, independent and completely autonomous body, subject to the control of
16 no other ecclesiastical body, but it recognizes and sustains the obligations of mutual
17 counsel and cooperation which are common among Baptist churches.

18 Section C. Affiliations

- 19 1. It is recognized that there is mutual helpfulness in the association of churches who
20 are in such agreement in faith and practice as to encourage the spirit of fellowship
21 and good will. It is recognized that there have been created, through the voluntary
22 cooperation of churches of like faith and order, organizations whose purpose it is
23 to implement the missionary, educational, and benevolent interests and
24 obligations of the individual Christian and his/her church family.
- 25 2. Believing that the Raleigh Baptist Association, the Baptist State Convention of
26 North Carolina, the Cooperative Baptist Fellowship, and the Southern Baptist
27 Convention are organizations which promote and support missions, education,
28 and benevolence, FHBC, therefore, may participate in these organizations through
29 our duly-elected messengers.
- 30 3. FHBC may join or withdraw from its affiliations with any organization by a vote of
31 two-thirds of the members present and voting at a properly called Church
32 Conference, provided that notice of the vote to be taken has been published for
33 four consecutive weeks prior to the voting date.
- 34 4. The Senior Pastor is deemed a duly-elected FHBC messenger for all affiliated
35 organizations, which permit such participation.
- 36 5. Additional messengers to each affiliated organization may be elected by FHBC
37 annually in accordance with rules of the respective organization.

38 Section D. Partnerships

39 FHBC may enter into partnerships with other churches or other organizations,
40 subject to a memorandum of understanding (MOU) or other similar document of
41 the agreement approved by the Diaconate or the Congregation, which specifies the

1 expectations, obligations, and liabilities of the parties to the partnership.

2 **ARTICLE VI. MEMBERSHIP**

3 Section A. Means of Reception of New Members

4 Members shall be received into the fellowship of this church under the conditions set
5 forth in this section. Classes may be offered for new members to receive instruction in
6 Baptist doctrines and be informed as to the various organizational and stewardship
7 opportunities of this church.

8 1. For Baptism by Immersion

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

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

18 2. By Letter from Another Baptist Church

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

23 3. By Letter from a Church other than Baptist in which the Member has been
24 Immersed

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

31 4. By Reinstatement

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

36 5. By Special Circumstances

37 On the recommendation of the pastor and deacons, a person whose condition
38 makes baptism by immersion impractical may be received into the membership of
39 this church without immersion.

1 6. By Student Membership

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

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

12 Section B. Expectations of Members

13 Members are expected, first of all, to be faithful in all the duties essential to the Christian
14 life; to attend regularly the services of FHBC; to give regularly and systematically to the
15 support of Kingdom causes; and to share in its organized work.

16 Section C. Rights of Members

17 1. Voting. All members, except student members, may participate in business
18 meetings and vote in the transactions of FHBC.

19 2. Holding Office. Except as otherwise set forth herein, every member is eligible for
20 consideration by the membership as a candidate for elective offices of FHBC.

21 3. Records. Members shall have access to the principal records of FHBC including
22 minutes of its governing body and principal financial reports. However, consistent
23 with Baptist doctrine and practice, these rights shall not include the right to
24 review or inspect individual donor records or personnel files.

25 4. Communications. Members shall be given the opportunity to receive the routine
26 communications about news, activities, and opportunities of FHBC.

27 Section D. Termination of Membership

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

29 1. A letter acknowledging withdrawal shall be granted upon a member's request.

30 2. A member desiring to unite with another church of like faith and order may do so
31 at will, and upon receiving requests from such church, FHBC may grant a letter of
32 membership to that church in favor of the person desiring the move.

33 3. Should a member become an offense to FHBC and to its good name by reason of
34 immoral or un-Christian conduct, FHBC may by vote in a regularly scheduled
35 Church Conference, terminate that person's membership; but only after due notice
36 and hearing, and after good faith effort has been made to bring such member to
37 reconciliation.

- 1 4. When notice is given to FHBC that a member has united with another church,
2 FHBC may by vote in a regularly scheduled Church Conference drop such member
3 from its roll.
- 4 5. If a member becomes inactive for a period of three years (unless providentially
5 hindered by sickness or the infirmities of age, or enrollment in school, college, or
6 the armed services of our country), during which time the member neither attends
7 the services nor gives to the support of the program of FHBC, FHBC may by vote
8 remove such member, whether resident or non-resident, from membership and
9 place the individual on an inactive roll and shall no longer be counted in
10 membership reports. Records shall be kept of such exclusions and efforts shall be
11 maintained to bring about reinstatement. Should such an excluded member be
12 reactivated, the person shall be reinstated automatically, and the Church Clerk
13 shall adjust the membership rolls accordingly.

14 Section E. Membership Records

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

17 **ARTICLE VII. COMMUNICATIONS**

18 Section A. Communications Within Church

- 19 1. Open communications among the members and staff and with other constituents
20 of FHBC are essential to ensure awareness of Church activities and active
21 participation by all who are interested.
- 22 2. Use of electronic communications (e.g. email, website, social media, etc.) is
23 strongly encouraged to help keep everyone informed about the activities of FHBC,
24 while keeping cost of communications to a minimum.
- 25 3. Reference materials to be shared with the congregation should be made available
26 electronically and for review or pickup at the FHBC office. Examples that should
27 routinely follow this procedure include:
 - 28 a. Approved governance documents, such as:
 - 29 i. Articles of Incorporation.
 - 30 ii. Bylaws.
 - 31 iii. Policies, Rules, Procedures, Guidelines, and Fee Schedules (e.g.
32 facilities use, child protection, personnel, financial management,
33 website usage, investments.)
 - 34 b. Calendars.
- 35 4. Information that is deemed of general interest and high importance to the
36 congregation should routinely receive widespread communication by multiple
37 methods, including for example: email, website, social media, pulpit
38 announcements, worship bulletins, and Sunday School announcements, to ensure
39 that the congregation has a reasonable opportunity to receive the information,

1 while avoiding the expense of mailings to all members. Any member may request
2 to routinely receive these announcements by mail. Announcements that should
3 routinely follow this procedure include:

- 4 a. News bulletins.
 - 5 b. Opportunities for worship, fellowship, and service.
 - 6 c. Other notice approved for this level of communication by the Deacon Chair,
7 Senior Pastor, or FHBC in Conference.
- 8 5. Certain information is deemed to be so important that Church-wide
9 communications are required. Such communications shall be distributed at least
10 one week in advance of the vote or other activity being noticed. In addition to
11 using other methods of communication, such Church-wide communications shall
12 include at least one mailing to each member of FHBC, unless the member has
13 specifically agreed that they will accept electronic communication in lieu of a
14 mailing. Announcements that should follow this procedure include:
- 15 a. Notices of changes to schedule for regular church conferences.
 - 16 b. Notices of special church conferences.
 - 17 c. Notices of vote to approve changes to Articles of Incorporation or Bylaws.
 - 18 d. Notice of vote to change affiliations with other organizations.
 - 19 e. Notice of vote to call pastoral staff.
 - 20 f. Notice of vote to approve or increase the overall annual resource plan.
 - 21 g. Other notice approved for this level of communication by the Deacon Chair,
22 Senior Pastor, or FHBC in Conference.

23 Section B. Communications With The Public

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

36 **ARTICLE VIII. MEETINGS**

37 A. Meetings

- 38 1. FHBC shall hold regular meetings for worship, teaching, training, conducting
39 business, and fellowship.

1 2. The term Church Conference may be used in these bylaws to refer to a meeting of
2 the membership at which business may be conducted.

3 B. Church Conferences

4 1. Regular Meetings

5 FHBC shall hold regular Church Conferences, generally on the third Sunday in
6 February, May, August, and November, at which time the business and spiritual
7 matters of FHBC shall be discussed and plans projected. The date of a regular
8 Church Conference may be changed to another Sunday as much as two weeks off
9 of this normal schedule, with good reason, by approval of the Deacon Chair and
10 the Senior Pastor, and with due notice of the change to the congregation. Notice of
11 the change shall include Church-wide communication at least 30 days prior to the
12 new meeting date.

13 2. Annual Meeting

14 The regular Church Conference, held in or closest to November, shall be deemed to
15 be the annual meeting.

16 3. Special Called Conferences

17 Special Church Conferences may be called by the Deacon Chair, the Senior Pastor,
18 or by at least twenty-five church members who make a written request to the
19 moderator stating the purpose for which such a conference is to be called. Called
20 Church Conferences shall be duly publicized by Church-wide communication at
21 least one week prior to the meeting. The business in a called Church Conference is
22 limited to the stated purpose(s) of the meeting.

23 4. Emergency Meetings

24 In the event of an emergency, the Senior Pastor or Deacon Chair may, with consent
25 of two-thirds of the Deacons, call an emergency meeting without full notice to the
26 members as required for special called conferences above. Such notice as is
27 possible will be given to the membership, and action is limited to the items
28 requiring the emergency meeting. No meeting under this provision may be called
29 in regard to personnel matters.

30 C. Agenda and Notices

31 For each regular Church Conference, the Deacon Chair shall ensure that an appropriate
32 agenda has been developed, with concurrence of the Senior Pastor; and once the agenda
33 is approved, the Deacon Chair shall ensure that proper notices and agendas have been
34 given to the Clerk and to membership at least one week prior to the Conference.

35 D. Moderator

36 1. The moderator of Church Conferences shall be the Deacon Chair, the Deacon Vice
37 Chair, or if both are absent, the Senior Pastor.

38 2. The moderator shall preside over Church Conferences.

1 E. Procedural Rules

2 In matters of procedure and order, Robert’s Rules of Order shall be used as a guideline.
3 The moderator may, absent objection or with the consent of the majority, deviate from
4 such rules in the interests of full discussion and harmony.

5 F. Voting

6 Any member of FHBC present at a Church Conference may vote on any motions properly
7 offered in that Conference. Except as provided herein, a simple majority of those present
8 and voting shall be sufficient to pass motions or resolutions or otherwise transact
9 business. All votes must be cast in person, by those qualified to vote. Absentee voting and
10 proxy voting are not permitted. Except as otherwise set forth in these Bylaws, the
11 moderator shall designate the manner of voting, except that the members may by motion
12 made and adopted require a written ballot.

13 G. Special Session

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

16 H. Quorum

17 A quorum consists of no less than the lesser of 70 members or 25% of the current
18 membership present at any regularly scheduled or other properly announced business
19 meeting. At a regularly scheduled meeting, if there is an absence of a quorum, the meeting
20 may proceed, reports given and discussion of matters discussed, but no motions may be
21 adopted or action taken.

22 I. Minutes

23 The Church Clerk or Associate Clerk shall keep minutes of each business meeting and
24 shall record the approximate number present, whether a quorum was present and what
25 actions were taken by FHBC. The Clerk shall preserve the minutes when approved as part
26 of a permanent Church record. A copy of the minutes of the meetings of FHBC shall be
27 kept at the Church office.

28 **ARTICLE IX. CHURCH STAFF**

29 **Section 1. Pastoral Staff**

30 A. Makeup of Pastoral Staff

31 FHBC recognizes the need for and highly values the spiritual, relational, and
32 administrative leadership of her pastors. The Pastoral Staff shall consist of a Senior
33 Pastor, any associate pastors, and any ministry coordinators as authorized and then
34 individually called by the Church in Conference. With consent of the Diaconate, the
35 Personnel Committee and the Senior Pastor may assign alternate titles for the other
36 members of the pastoral staff.

37 B. Pastoral Staff Vacancies

38 When a vacancy occurs or notification of a pending vacancy is given concerning any of the
39 pastoral staff, an assessment of the on-going needs for pastoral staff of FHBC shall
40 immediately be jointly conducted by an ad hoc pastoral staffing assessment committee

1 appointed by the Deacon Chair, consisting of the officers of the Diaconate, a
2 representative of the Personnel Committee, and up to three representatives of the
3 affected ministry area lay leadership, working in consultation with other appropriate
4 Church leaders, and reported to the congregation within 60 days. If this ad hoc
5 committee concludes that the needs of FHBC have substantively changed since the
6 position was authorized or that some interim arrangement should be made, they shall
7 propose a process for dealing with the vacancy for approval by the Church in Conference.
8 If this ad hoc committee concludes that the vacant position should be refilled as
9 previously authorized by the Church, a special search committee shall be formed in
10 accordance with these Bylaws to conduct the search and recommend a suitable candidate
11 in Church Conference.

12 C. Pastoral Search Committees

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

18 For the Senior Pastor, seven candidates for this committee shall be nominated by the
19 Nominating Committee, which shall designate the Chair. The candidates recommended by
20 the Nominating Committee shall be presented to the Church in Conference for
21 consideration; however, others may be nominated from the floor. In this event, when the
22 vote is taken, the seven candidates receiving the highest number of votes shall be
23 declared the Senior Pastor Search Committee. If the designated Chair is not elected, the
24 Nominating Committee shall select a new Chair from those elected.

25 For associate pastors and ministry coordinators, the Personnel Committee shall appoint
26 the search committee, in accordance with these Bylaws.

27 D. Call Procedure

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

37 E. Duties

38 1. General

39 Formal position descriptions for all pastoral staff positions shall be prepared,
40 studied, and updated as needed by the Personnel Committee, consistent with the
41 following, and then presented to the Church in Conference for approval. Approved
42 position descriptions shall be published for reference by the congregation in a

1 personnel handbook or similar policy and procedures document.

2 2. Senior Pastor

3 The Senior Pastor shall have charge of the welfare and oversight of FHBC; be an
4 ex-officio member of the Diaconate, and all other organizations, departments and
5 committees; may call a special meeting of the Deacons or any committee; shall
6 conduct religious services on stated and special occasions, administer the
7 ordinances, minister to the members of FHBC and community, and perform other
8 duties that usually pertain to the office of Senior Pastor. The Senior Pastor shall be
9 the Chief Administrative Officer and provide leadership and management
10 oversight for all other staff.

11 3. Associate Pastor(s)

12 Associate pastors shall be responsible to the Senior Pastor for the development,
13 implementation, and promotion of a comprehensive ministry in the designated
14 focus areas of their position and perform other pastoral duties in coordination
15 with the Senior Pastor.

16 4. Ministry Coordinator(s)

17 Each ministry coordinator shall be responsible to a designated pastor for the
18 development, implementation, and promotion of designated areas of ministry; and
19 may be designated responsibility for performing or assisting the other pastoral
20 staff in any other designated areas of ministry.

21 F. Dissolution of Pastoral Relationship

22 1. Members of the pastoral staff shall serve until the relationship is dissolved by
23 either the staff member, FHBC, or by mutual agreements.

24 2. Should concerns arise that the Senior Pastor is no longer able to substantively
25 meet the requirements of the position or that the need and requirements for the
26 Senior Pastor position have substantively changed, the Personnel Committee or
27 any three members of the Diaconate may call for the Deacon Chair to appoint an
28 ad hoc committee consisting of three members of the Diaconate and two members
29 of the Personnel Committee, to confidentially evaluate the situation and bring
30 recommendations to the full Diaconate for consideration within 60 days. The
31 committee may consult with other appropriate Church leaders as needed. A
32 committee recommendation to dissolve the Senior Pastor relationship, which is
33 supported by a three-fourths majority of the Diaconate, shall require notification
34 to the Senior Pastor followed by a report from the Diaconate to the Church in
35 Conference. A three-fourths majority of members present and voting shall be
36 required to approve the dissolution.

37 3. Should concerns arise that any other pastoral staff member is no longer able to
38 substantively meet the requirements of their position or that the need and
39 requirements for their position have substantively changed, the Personnel
40 Committee and the Senior Pastor, shall confidentially evaluate the situation and
41 may develop and bring recommendations to the Diaconate for consideration
42 within 60 days. The committee may consult with other appropriate Church leaders

1 as needed. A recommendation by the Personnel Committee and the Senior Pastor
2 to dissolve the specified pastoral relationship shall require notification to the
3 affected pastoral staff member followed by a report to the Diaconate. A three
4 fourths majority of the Deacons present shall be required to approve the
5 dissolution.

6 4. Any motions presented in Church Conference to dissolve any staff relationship,
7 which are not brought through the Diaconate, shall be deemed out of order and
8 immediately referred to the Personnel Committee without discussion.

9 G. Temporary Administrative Leave

10 The Diaconate may, upon consultation with the Personnel Committee, place any
11 pastoral staff member on temporary administrative leave, with or without pay, and
12 subject to conditions the Diaconate finds appropriate, where serious and credible
13 charges of misconduct come to the attention of church leadership. In such a case the
14 Deacons shall promptly review any charge or allegation, and recommend or take
15 action it finds appropriate consistent with these Bylaws.

16 **Section 2. Non-Pastoral Staff**

17 FHBC may employ one or more non-pastoral staff consistent with approved resource
18 plans and the provisions of these bylaws.

19 Should concerns arise that any non-pastoral staff member is no longer able to
20 substantively meet the requirements of their position or that the need and requirements
21 for their position have substantively changed, the Personnel Committee and the Senior
22 Pastor, shall confidentially evaluate the situation and may develop and implement
23 corrective actions, including dissolution of the employment arrangement. The committee
24 may consult with other appropriate Church leaders as needed.

25 Temporary Administrative Leave

26 The Personnel Committee and the Pastor may jointly place any non-pastoral staff
27 member on temporary administrative leave, with or without pay, and subject to
28 conditions the Committee finds appropriate, where serious and credible charges of
29 misconduct come to the attention of church leadership. In such a case the Committee
30 shall promptly review any charge or allegation, and recommend or take action it finds
31 appropriate consistent with these Bylaws.

32 **ARTICLE X. DEACONS AND OFFICERS**

33 Section 1. Deacons

34 A. Qualifications

- 35 1. Deacons shall be elected from those members who have demonstrated the
36 scriptural qualifications for deacons (e.g. Acts 6:1-6; 1 Timothy 3:8-12; Galatians
37 5:22-26; Romans 12:1-2).
- 38 2. Deacons must be men or women who have attained age 21 or above and have
39 been a member of Forest Hills Baptist Church for at least one year at the time of
40 their election.

1 B. Limitations on Eligibility

- 2 1. No Deacon shall be eligible for reelection until after the lapse of one year except
3 when a person fills an unexpired term and serves for less than half a term.
- 4 2. No spouse of a Deacon currently serving shall be eligible for election as a Deacon
5 to serve any term that would overlap the spouse's current term.
- 6 3. No current church staff member shall be eligible for election as a Deacon; however
7 the Senior Pastor shall be an ex-officio member of the Diaconate.
- 8 4. No spouse of a current church staff member shall be eligible for election as a
9 Deacon.

10 C. Number of Deacons

- 11 1. A minimum of eighteen deacons shall be elected to serve at any time.
- 12 2. If the Diaconate determines that the size and needs of the congregation warrant,
13 additional deacons may be elected. Any increase in the total number of deacons to
14 be elected shall be made in increments of three.

15 D. Age Group Representation

- 16 1. The Diaconate shall periodically designate three broad age groups for purposes of
17 ensuring age group representation among the deacons.
- 18 2. Priority shall be given each election cycle for identifying nominees from each of
19 the designated age groups and for election of at least one deacon from each of the
20 designated groups.

21 E. Term of Service

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

28 F. Nomination and Election of Deacons

- 29 1. The Deacon Chair and the Senior Pastor shall administer the annual process for
30 nomination and election of Deacons in accordance with these Bylaws and other
31 governance documents.

32 G. Election of Deacon Officers

- 33 1. The chair, vice chair, secretary, and communications officer will be elected
34 annually at the December Deacons' meeting by the current deacon membership.
35 The vice chair of the Deacons shall be the chair-elect.
- 36 2. While newly elected deacons do not take office until January, once elected they are
37 eligible for consideration for election as officers.

1 H. Deacon Service

2 Deacons, as servants of FHBC, shall have responsibility with the pastoral staff to care
3 for the congregation. As the Holy Spirit directs, they shall consider and make
4 recommendations in matters pertaining to FHBC's work and progress. The Deacons
5 shall interact with staff, organizations, Ministry Councils, ministry teams, and
6 committees within FHBC for the purpose of carrying out their specified and implied
7 tasks. Other responsibilities shall include oversight of the discipline of FHBC,
8 establishment and maintenance of spiritual and fraternal relations with all members
9 of FHBC, and may include assisting the Senior Pastor in the observance of the Lord's
10 Supper, receiving of tithes and offerings at congregational services, or other
11 assignments.

12 Recommendations to be presented to Church in Conference shall be presented to the
13 Deacons only when the sponsor desires to inform the Deacons or feels that support of
14 the Deacons is needed. However, the Deacon Chair shall be notified at least one week
15 prior to the Church Conference of any recommendations to be presented.

16 The Deacons shall have regularly scheduled monthly meetings at a time and date
17 specified by the Deacon Chair and the Senior Pastor. The Senior Pastor or the Chair
18 may call the Deacons into special session as the need arises. A majority of the elected
19 Deacons shall constitute a quorum. Any recommendation initiated by the Deacons for
20 presentation to Church in Conference must be approved by two-thirds of those
21 present and voting.

22 I. Deacon Resignation/Termination

23 1. If at any time, and due to any circumstances, a Deacon finds that he/she cannot
24 fulfill their duties, a request to resign may be submitted in writing to the Deacon
25 Chair.

26 2. An inquiry may be initiated by any Deacon(s) concerning any Deacon who fails to
27 fulfill the duties of their position (i.e. non-attendance or non-participation in
28 church worship services or Deacon meetings) or who is believed to have
29 committed actions that disqualify one for service as a Deacon. When deemed
30 necessary by Deacon officers, the Deacon Chair along with another Deacon shall
31 contact that person for corrective action and counseling as encouragers.
32 Continued inaction of that Deacon shall warrant a recommendation to the
33 Diaconate by the Deacon Chair to terminate the inactive Deacon. The
34 recommendation to terminate a Deacon must be approved by two-thirds of the
35 Deacons present and voting.

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

38 J. Corporate Duties

39 The Diaconate shall, meeting and acting together, constitute the Board of Directors of
40 Forest Hills Baptist Church of Raleigh. In their capacity as Directors, they shall have
41 the duties and responsibilities attendant to Directors, subject however to the
42 limitations set forth in the Articles of Incorporation, and Article V, Section A of these

1 Bylaws, and any other limitations set forth in these Bylaws.

2 The Directors shall not have power, except as expressly provided in these Bylaws or
3 otherwise authorized by the congregation, to purchase or sell or encumber any real or
4 personal property, to install or remove corporate officers or staff, or to bind the
5 corporation to any contracts or authorize expenditures that are not consistent with
6 the approved Ministry and Resource Plans.

7 K. Delegated Responsibilities and Authority

8 The Diaconate shall have the following responsibilities:

- 9 1. To develop a prioritized ministry and resource plan for the mission and ministry
10 for Forest Hills Baptist Church.
- 11 2. To develop a stewardship plan for underwriting the ministry and resource plan
12 for Forest Hills Baptist Church. The stewardship planning shall include both the
13 financial underwriting of the ministry and resource plan and the encouragement
14 of church members to follow their calling and individual spiritual giftedness.
- 15 3. To review plans developed by the Ministry Councils to assure that they support
16 the Mission and Vision of Forest Hills Baptist Church.
- 17 4. To review the outcomes of the various missions and ministry activities of Forest
18 Hills Baptist Church as related to each mission or ministry opportunities, goals
19 and objectives and to report these outcomes to the membership on a regular basis.
- 20 5. To adjust resource allocations to the various mission and ministry activities, if
21 required by designated gifts or any other need, during the resource plan funding
22 cycle.
- 23 6. To develop recommendations for additional funding, if required, for emerging
24 mission and ministry opportunities during the resource plan funding cycle.
- 25 7. To recommend age-diverse, adult candidates to serve as Nominating Committee
26 members for election by FHBC membership.
- 27 8. To provide oversight to the movement of funds between Ministry Councils and/or
28 Committees within limits of existing resource plan as follows:
 - 29 a. If less than \$20,000, approves and notifies the Financial Management
30 Committee and the Church Congregation.
 - 31 b. If greater than \$20,000, recommends in Church Conference for approval.
- 32 9. To approve any expenditures or transfers from any fund designated to be subject
33 to Diaconate approval in the Resource Plan.

34 Section 2. Church Officers

35 A. President and Vice President

36 The Deacon Chair shall, whenever required by law or practice, serve as the President
37 of the Corporation, having however only such express powers as are granted by the
38 congregation or the Board of Directors, and having no power absent such express
39 authorization to bind the corporation in any matter or act for it. In a similar manner
40 and subject to the same limitations, the Deacon Vice-Chair shall be authorized to act

1 as the Vice-President.

2 B. Clerk and Associate Clerk / Secretary and Associate Secretary

3 The Clerk (or the Associate Clerk) shall attend all Church Conferences, keep an
4 accurate record of all transactions, prepare the annual associational letter and notify
5 all messengers to the Raleigh Baptist Association, the Baptist State Convention, and
6 the Southern Baptist Convention of their election. The Clerk shall supervise the
7 issuing of letters as authorized by FHBC; preserve all papers, valuable letters, and
8 records that belong to FHBC; and see that an accurate roll of FHBC membership is
9 kept, with dates and methods of admission and dismissal, change in name, correct
10 mailing addresses, and other pertinent information.

11 The Clerk and Associate Clerk shall serve as Secretary and Associate Secretary of the
12 Corporation, respectively.

13 The Clerk shall also serve as the Registered Agent of the Corporation.

14 C. Treasurer and Associate Treasurer

15 The Treasurer shall receive, keep in a bank and disperse by check, upon proper
16 authority, all money or things of value that are given to FHBC; keep at all times an
17 itemized account of all receipts and disbursements, and make regular reports to the
18 membership (which are to be preserved by the Church Clerk). The Treasurer's books
19 shall be audited at least annually under the direction of the Financial Management
20 Committee and a report of the audit results presented to FHBC in a regularly
21 scheduled Church Conference. All books, records, and accounts under the oversight of
22 the Treasurer shall be considered church property. The Treasurer shall, upon
23 invitation, meet with the Deacons and shall be a non-voting ex-officio member of the
24 Financial Management Committee. In the absence of the Treasurer, the Associate
25 Treasurer is authorized to sign checks for FHBC.

26 D. Chief Administrative Officer

27 The Senior Pastor shall be the Chief Administrative Officer of the Corporation and
28 provide leadership and management oversight of all other staff of FHBC.

29 **ARTICLE XI. COMMITTEES**

30 Section 1. General Provisions

- 31 1. FHBC shall elect such committees as may be deemed necessary to carry on FHBC
32 programs effectively and efficiently.
- 33 2. The composition, duties and means of election of all committees shall be adopted
34 by FHBC and set forth in the Bylaws.
- 35 3. Committees shall not have authority to commit FHBC to any program, project or
36 impose any financial obligation on FHBC except where specifically authorized by
37 congregational action. Committees' tasks generally are to make thoughtful
38 recommendations to the membership or Diaconate for its ministries and priorities
39 within their areas of special focus and expertise, and to implement the programs
40 and priorities established by FHBC.

- 1 4. Two classes of committees shall exist and be governed under this section: (1)
2 standing committees; and (2) special (ad-hoc) committees. In addition, a sub-
3 committee, with members outside of a standing committee, may be elected by
4 FHBC to accommodate some recurring functions under the oversight of that
5 standing committee (e.g. Counting Sub-committee of the Financial Management
6 Committee). Only church members may serve on standing or ad-hoc committees,
7 or sub-committees.
- 8 5. Members of all standing committees shall be elected for a term of three years
9 unless elected to fill an unexpired term on the committee (two year or one year
10 appointment). One-third of such committees shall be rotated each year. No one
11 shall serve a second term on any committee until after the lapse of one year,
12 except when the first term was for two years or less to fill an unexpired term of
13 another person. When authorized by these Bylaws, sub-committees may be
14 elected by the Church in Conference on a non-rotating basis.
- 15 6. No church member shall at any time serve on more than one standing committee.
16 Both a husband and wife shall not be permitted to serve simultaneously on the
17 same committee. Service on a standing committee does not preclude any member
18 serving as a member of a special (ad-hoc) committee or sub-committee.
- 19 7. All standing and special committees shall meet as needed to discharge their
20 responsibilities but in no case less than once each calendar year or as otherwise
21 provided herein. Written minutes or reports shall be prepared documenting the
22 key decisions and activities of the committee periodically, and not less than once
23 per calendar year, reported to FHBC in conference. A written copy of the minutes
24 or report shall be provided to the Church Clerk for inclusion in the minutes of
25 FHBC conference in which the committee makes a report.
- 26 8. Members of standing and special committees and subcommittees, with the
27 exception of the Nominating Committee, shall be nominated by the Nominating
28 Committee and presented to FHBC in conference for consideration and election.
29 Nominations from the floor will be considered at the time the Nominating
30 Committee presents its report and places candidates into consideration for
31 committee service during a Church Conference. From the total list of those
32 nominated, as presented by the Nominating Committee or from the floor, the
33 required membership of the committee shall be elected. Candidates shall be
34 elected to committee membership based on the greatest number of votes received
35 until the membership of the committee is filled.
- 36 9. Committee Chairs shall be designated by the Nominating Committee for standing
37 committees. Committee Chairs shall be designated by the Nominating Committee
38 for special committees, unless the selection of the special committee leadership is

1 delegated to the committee specifically in its motion for formation. In the event
2 additional members are nominated from the floor for a particular standing or
3 special committee and an election ensues in which the designated Chair is
4 defeated, the Nominating Committee shall designate a new Chair from those
5 elected, unless in the case of a special committee selection of the committee Chair
6 has been delegated to the special committee.

7 10. Other committee responsibilities (e.g. vice-Chair, secretary, etc.) shall be
8 determined by the committee from within its membership. The vice-Chair of the
9 committee shall preside as the committee Chair in the absence of the committee
10 Chair.

11 11. The term of service for the standing committees, with the exception of the
12 Nominating Committee, shall be the calendar year. Terms of service shall run
13 from January 1 through December 31, inclusive, unless appointment is made to fill
14 an unexpired partial term then the term of service shall begin immediately
15 following election and run until the regularly scheduled expiration.

16 12. Committee members shall serve in their elected appointment until resignation,
17 removal by action of FHBC, or release at the completion of the full term of service.
18 A committee quorum shall consist of a simple majority of voting committee
19 members. Ex-officio members of the committee shall be considered non-voting
20 unless otherwise specified herein, or in their appointment if the committee is a
21 special committee. The Senior Pastor shall be an ex-officio member of all
22 committees. Associate Pastors and officers also serve ex-officio on designated
23 committees. The Deacon Chair and Vice-Chair shall be ex-officio members of all
24 standing committees.

25 13. Standing committees may assemble advisory and/or supporting
26 subcommittees/teams with members and/or consultants as needed to assist in
27 fulfilling the committee's responsibilities. Such subcommittee or team members
28 and/or consultants shall be identified and their services acknowledged by the
29 Standing Committee in a report to the Diaconate at its next scheduled meeting
30 with notification to FHBC at the next scheduled church conference. Such members
31 and/or consultants cannot make or second committee motions, nor vote on
32 committee matters. The compensation terms for consultants shall be determined
33 in accordance with the Financial Policies and Procedures Manual. The Standing
34 Committee may define the responsibilities, work scope, frequency of meetings,
35 and duration of service to be provided by the consultants and/or
36 subcommittees/teams.

37 14. Standing Committees may develop policies, procedures, guidelines, fee schedules,
38 etc. related to their area of responsibility, consistent with these bylaws, subject to

1 concurrence by the Bylaws Committee, approval by the Diaconate, and publication
2 to FHBC membership in accordance with provisions of these bylaws for
3 communications of such governance documents.

4 Section 2. Standing Committees

5 A. BYLAWS COMMITTEE

6 1. The Committee shall consist of a total of six (6) elected members organized into
7 three classes each with two (2) members. Each member shall be elected to a
8 three-year term, unless the member is recommended to replace an unexpired or
9 partial term. In the case of a member elected to fill a partial term that member
10 shall serve in the class to which he/she was elected.

11 2. The Committee shall have the following responsibilities

12 a. The Committee shall continuously study, receive recommendations, and
13 propose changes in the Articles of Incorporation, Bylaws, and other general
14 governance documents.

15 b. The Committee shall present all proposed changes to the Articles or Bylaws
16 for approval by FHBC in conference in accordance with the requirements for
17 amendments as described elsewhere herein and in the Articles.

18 c. The Committee shall present all proposed changes to other general governance
19 documents for approval by the Diaconate in accordance with the requirements
20 for amendments as described elsewhere herein.

21 d. Prior to submission to the membership or to the Diaconate as may be
22 appropriate, the Committee shall review all proposed governance documents
23 changes and additions from other standing committees to ensure consistency
24 with other governance documents.

25 e. The Committee shall ensure that copies of the Articles, Bylaws and other
26 governance documents, both electronic and paper, are maintained in the FHBC
27 Office and Library for review by FHBC members.

28 3. Committee shall meet at least twice per year, or more frequently as required, to
29 fulfill its responsibilities.

30 B. NOMINATING COMMITTEE

31 1. Members of the Nominating Committee are nominated and its Chair designated by
32 the Diaconate and presented at the March Church Conference, at which time other
33 nominations may be made from the floor. From the total list of those nominated,
34 the required membership of the Committee shall be elected. Should the designated
35 Chair not be elected, the Diaconate shall designate a new Chair from those elected.

36 a. The Nominating Committee shall consist of a total of six (6) elected age-
37 diverse members organized into three classes each with two (2) members.

38 b. Each Nominating Committee member shall be elected to a three-year term,
39 beginning April 1, unless the member is recommended to replace an
40 unexpired or partial term. In the case of a member elected to fill a partial

- 1 term that member shall serve in the class to which he/she was elected.
- 2 2. The Nominating Committee shall present candidates to the Church in Conference
3 for consideration for the following:
- 4 a. Financial Management Committee
 - 5 b. Property Management Committee
 - 6 c. Personnel Committee
 - 7 d. Bylaws Committee
 - 8 e. Connections Preschool Committee
 - 9 f. Church Clerk and Associate Church Clerk (elected annually)
 - 10 g. Church Treasurer and Associate Church Treasurer (elected annually)
 - 11 h. Ministry Council Leadership (Chair, Vice-Chair, and Resource Coordinators)
12 (elected annually)
 - 13 i. Historian (elected annually)
 - 14 j. Counting Sub-Committee (elected annually)
 - 15 k. Special (Ad-Hoc) Committees
- 16 3. In the event of a vacancy in any committee or organization, the Nominating
17 Committee shall nominate members to fill such vacancies at the regular Church
18 Conference which follows notification of the vacancy.
- 19 4. The Nominating Committee shall make available the names of all nominees on the
20 Sunday prior to the Conference at which the nominations are to be presented.
- 21 5. The committee shall meet as needed to fulfill its responsibilities.

22 C. FINANCIAL MANAGEMENT COMMITTEE

- 23 1. The Financial Management Committee shall consist of a total of six (6) elected
24 members organized into three classes each with two (2) members. Each member
25 shall be elected to a three-year term, unless the member is recommended to
26 replace an unexpired or partial term. In the case of a member elected to fill a
27 partial term that member shall serve in the class to which he/she was elected.
- 28 2. The Church Treasurer, or Associate Church Treasurer in the absence of the Church
29 Treasurer, shall serve as an ex-officio member of the Financial Management
30 Committee.
- 31 3. The Financial Management Committee shall have the following responsibilities:
- 32 a. The Financial Management Committee shall work with the Diaconate in the
33 process of developing the overall FHBC Resource Plan (budget) by
34 recommending budget goals and providing financial forecasts based on actual
35 historical and projected future giving and spending trends.
 - 36 b. The Financial Management Committee, upon adoption of the Resource Plan,
37 shall monitor the Resource Plan (budget) and advise the Diaconate of actual
38 expenditures against the adopted budgeted resource plan. The Financial

1 Management Committee shall work with the Diaconate, Church Treasurer and
2 the Church Administrator to ensure that expenditures remain within budget
3 limits and available financial resources. When requested, the Financial
4 Management Committee shall make recommendations for adjustments to the
5 FHBC Resource Plan to the Diaconate.

6 c. The Financial Management Committee shall develop and maintain a Financial
7 Policies and Procedures Manual and work with the Church Treasurer and the
8 Business Manager in assuring compliance with that document, particularly
9 with respect to the purchase of services and supplies, compliance with the
10 Resource Plan, and other aspects of FHBC's normal operating business.

11 d. The Financial Management Committee shall initiate a review of the financial
12 records of FHBC on a periodic basis, but not less than annually. It shall conduct
13 a review of FHBC's financial records at the close of each financial year, present
14 a report to FHBC in conference during the first six months of the following
15 year, and make any recommendations for improvements to the Diaconate.

16 e. The Financial Management Committee shall oversee the selection and
17 recommendation of insurance coverage and policies for FHBC to provide
18 insurance coverage for FHBC buildings, equipment and liability. The
19 committee shall make a review on a periodic basis, but not less frequently than
20 annually, and present its findings and recommendations to the church
21 membership in a regularly scheduled Church Conference.

22 f. The Financial Management Committee shall study and make recommendations
23 to the church regarding alternative means of retiring the church debt,
24 restructuring or refinancing that debt, and financing future capital
25 improvements.

26 g. The Financial Management Committee shall educate the church membership
27 regarding the importance of financial and estate planning, with an emphasis on
28 the stewardship of one's estate and tax effective charitable giving and consult
29 with financial and estate planners and persons with expertise in church
30 finance and stewardship for the purpose of educating the church membership
31 in this area.

32 h. The Financial Management Committee, working with the Diaconate, should
33 develop the church members' understanding of and commitment to the biblical
34 concepts of stewardship.

35 i. The Financial Management Committee shall oversee the management, both
36 investment and disbursement, of the endowment funds of FHBC.

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

42 4. The Financial Management Committee shall meet at least once a quarter, or more

1 frequently as required, to review the financial statements and consider any other
2 matters pertaining to the finances of FHBC. Minutes of the meetings shall be kept
3 and submitted to the FHBC office and a copy kept as a permanent record of the
4 committee.

5 5. The Financial Management Committee shall have a Counting Sub-Committee,
6 elected by the Church in Conference. This annually elected, non-rotating sub-
7 committee shall consist of five members recommended by the Financial
8 Management Committee and nominated by the Nominating Committee. It shall
9 count and deposit offering receipts each week.

10 D. PROPERTY MANAGEMENT COMMITTEE

11 1. The Property Management Committee shall consist of a total of twelve (12)
12 elected members organized into three classes each with four (4) members.

13 2. The Director of Facilities Operations shall serve as an ex-officio member of the
14 Property Management Committee.

15 3. The Property Management Committee shall have the following responsibilities:

16 a. The Property Management Committee shall give attention to the condition and
17 state of repair and appearance of all church property and grounds, overseeing
18 such repairs and improvements as may be necessary in accordance with the
19 following provisions (except as required to initiate emergency repairs where
20 increased damage to church property may be incurred as a result of delay): (i)
21 in any matter of repair, improvement, or purchase of equipment not expected
22 to exceed \$5,000 the Property Management Committee, with concurrence of
23 the Financial Management Committee, shall be authorized to initiate the work
24 without specific direction from FHBC acting in conference or (ii) in any matter
25 of repair, improvement, or purchase of equipment to exceed \$5,000 the
26 Property Management Committee shall obtain plans and specifications and at
27 least two competitive bids, and with concurrence of the Financial Management
28 Committee shall make its recommendation(s) to the Church in conference for
29 final disposition.

30 b. The Property Management Committee shall establish policies and fees for the
31 use of FHBC's facilities and equipment, review these policies and fees annually,
32 and update them as necessary. FHBC staff shall respond to requests for
33 facilities and equipment use, and when there is a question concerning the
34 application of the established policies or fees, or a request to deviate from
35 these policies or fees, FHBC staff shall consult with the Property Management
36 Committee prior to making a commitment to any person or group.

37 c. The Property Management Committee shall establish policies relative to use of
38 FHBC vehicles, maintain vehicles in good repair and provide or secure regular
39 servicing, provide training and testing of drivers, approve licensed drivers and
40 see that a list of approved drivers is posted in FHBC office, as well as act upon
41 all requests regarding vehicle usage.

42 d. The Property Management Committee shall coordinate the occupancy of the

1 Missionary House, in cooperation with the Senior Pastor. The committee shall
2 check and clean, (or employ someone to clean) the missionary residence
3 between occupancies; check all appliances and building functions to see that
4 they are in working order, and report needed repairs to the Director of
5 Facilities Operations. The committee shall work to ensure the privacy of
6 missionary families in residence by not permitting any other group, church or
7 non-church, to use any part of the house for any purpose, except for long term
8 storage approved by this committee. The missionary residence shall be
9 reserved for the exclusive use of missionaries appointed by the Southern
10 Baptist Convention or the Cooperative Baptist Fellowship, except as approved
11 by the Diaconate.

- 12 4. The Property Management Committee shall meet at least once a quarter, or more
13 frequently as required, to consider any needed item of purchase, improvement, or
14 repair or take other action as may be required to fulfill its responsibilities.

15 E. PERSONNEL COMMITTEE

- 16 1. The Personnel Committee shall consist of a total of six (6) elected members
17 organized into three classes each with two (2) members. Each member shall be
18 elected to a three-year term, unless the member is recommended to replace an
19 unexpired or partial term. In the case of a member elected to fill a partial term that
20 member shall serve in the class to which he/she was elected.
- 21 2. The Personnel Committee shall have the following responsibilities
- 22 a. The Personnel Committee and Senior Pastor shall recruit, interview, and
23 recommend all associate pastors and ministry coordinators for church
24 employment. For each search effort, the Personnel Committee shall appoint a
25 search committee including representatives of the Personnel Committee and
26 the leadership of affected ministry areas to work, in consultation with the
27 Senior Pastor, in the process of recruiting, interviewing and recommending
28 only one candidate for consideration by FHBC in conference.
- 29 b. The Personnel Committee and Senior Pastor shall recruit, interview, and
30 approve all non-pastoral staff for church employment or termination. All such
31 decisions shall be made with applicable supervisor(s) for those positions and
32 with the applicable lay leaders for the affected areas.
- 33 c. The Personnel Committee shall prepare, study, and update position
34 descriptions, organizational charts, and church policies that pertain to all
35 employed personnel; collect annual performance evaluations from supervisors
36 of each employee. The committee shall be responsible for the development
37 and maintenance of personnel policies and procedures in accordance with
38 other provisions of these bylaws.
- 39 d. The Personnel Committee shall evaluate the Senior Pastor's personal growth,
40 development, and performance each year.
- 41 e. The Personnel Committee shall annually study and recommend salary and
42 benefits packages for the Senior Pastor, associate pastors, and other staff

1 personnel and recommend appropriate changes to the Diaconate and the
2 Financial Management Committee each year for Resource Plan development.

- 3 3. The Personnel Committee shall meet at least once a quarter, or more frequently as
4 required, to fulfill its responsibilities.

5 F. CONNECTIONS PRESCHOOL COMMITTEE

- 6 1. The Committee shall consist of a total of six (6) elected members organized into
7 three classes each with two (2) members. Each member shall be elected to a
8 three-year term, unless the member is recommended to replace an unexpired or
9 partial term. In the case of a member elected to fill a partial term that member
10 shall serve in the class to which he/she was elected. The Preschool Director shall
11 be an ex-officio, non-voting member of the Committee. No other preschool staff
12 shall be eligible to serve on this committee.
- 13 2. The Committee shall provide leadership and oversight to the Connections
14 Preschool, with the concurrence of the Senior Pastor, and consistent with the
15 provisions of these bylaws and other approved FHBC governance documents,
16 including the personnel and financial management policies and procedures.
- 17 3. The policy and procedure manual(s) for the Preschool shall contain specific
18 procedures in regard to the commitments of the Connections Preschool outlined in
19 Article XIV.

20
21 Section 3. Ad-Hoc Committees

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

1 **ARTICLE XII. COUNCILS AND TEAMS**

- 2 1. FHBC shall organize such councils as may be deemed necessary to provide oversight
3 of the ministry teams' activities.
- 4 2. The composition, duties and means of election of all councils shall be adopted by
5 FHBC and set forth in the Bylaws.
- 6 3. The authorized Ministry Councils are as follows:
- 7 a. Seek Council
- 8 i. Mission Statement: Seeking hope, peace, and God's will through Bible study,
9 prayer, and worship.
- 10 ii. Responsibilities:
- 11 1. Foster spiritual formation thru Bible Study as well as education on
12 prayer and other spiritual disciplines.
- 13 2. Support worship services (including music, flowers/decoration, Lord's
14 supper, Baptism, Welcoming, Ushering, Sound/Visuals).
- 15 3. Praise God through the use of music.
- 16 b. Serve Council
- 17 i. Mission Statement: Working together with a servant mind set to serve our
18 Lord, His Church, our community, and those in need.
- 19 ii. Responsibilities:
- 20 1. Our Church: Serve God by serving and taking care of those that are a
21 part of our church family.
- 22 2. Our Community: Serve God by serving and providing help to those in
23 our community.
- 24 c. Share Council
- 25 i. Mission Statement: Sharing the good news of Jesus Christ here and
26 throughout the world and teaching others to do the same.
- 27 ii. Responsibilities:
- 28 1. Support the sharing of the Gospel message in our community and
29 throughout the world.
- 30 2. Work with our International Churches & Ministries in sharing Jesus
31 with internationals in our community.
- 32 4. Ministry Councils shall oversee multiple Ministry Teams consisting of people who
33 are called to participate in a specific ministry. The Team Leader must be a FHBC
34 member. Team members may serve without term limit. Ministry Teams shall:
- 35 a. Develop Ministry and Resource Plans for the Team.
- 36 b. Carry out the team's ministry as specified in the Ministry Plan within the limits of the
37 approved Resource Plan.
- 38 c. Review and report outcomes to the assigned Council on a regular basis.
- 39

- 1 5. Each Ministry Council shall have the following responsibilities within its respective
2 Council Mission:
- 3 a. Provide leadership and coordination of Council mission.
 - 4 b. Develop new ministry Teams consistent with Council mission where gaps are
5 determined.
 - 6 c. Authorize, modify, or disband ministry Teams as needed.
 - 7 d. Recruit, mentor and affirm leaders of their ministry Teams.
 - 8 e. Develop and adjust Ministry and Resource Plans for the council's mission in
9 conjunction with the ministry team leaders of their council.
 - 10 i. Authorize movement of funds between Teams within the limits of the
11 council's approved resource plan.
 - 12 ii. Movement of funds between councils requires Diaconate approval and
13 notification to the Financial Management Committee and Church
14 Congregation.
 - 15 iii. Review Team spending to ensure spending is in alignment with the
16 approved resource plan.
 - 17 f. Written minutes or reports shall be prepared documenting the key decisions,
18 activities, and outcomes of the council periodically, and not less than once per
19 calendar year, reported to FHBC in conference. A written copy of the minutes or
20 report shall be provided to the Church Clerk for inclusion in the minutes of FHBC
21 conference in which the council makes a report.
- 22 6. Each Ministry Council shall be comprised of the following members:
- 23 a. Chair – The Ministry Council Chair shall be nominated by the Nominating Committee,
24 and shall be elected by FHBC to a one (1) year term. The Ministry Council Chair may
25 serve a maximum of three (3) consecutive terms in the Chair position.
 - 26 b. Vice-Chair – The Ministry Council Vice-Chair shall be nominated by the Nominating
27 Committee, and shall be elected by FHBC to a one (1) year term. The Ministry Council
28 Vice-Chair may serve a maximum of three (3) consecutive terms in the Vice-Chair
29 position.
 - 30 c. Resource Coordinator – The Resource Coordinator shall be nominated by the
31 Nominating Committee, and shall be elected by FHBC to a one (1) year term and is not
32 subject to limits on consecutive terms. The Resource Coordinator shall be responsible
33 for tracking resource allocations for the Council's Ministry Teams and coordinating
34 Council activities with the Financial Management Committee.
 - 35 d. Deacon Members – The Diaconate shall assign two active deacons to serve as voting
36 members of each council.
 - 37 e. Pastoral Staff Member – A pastoral staff member appointed by the Senior
38 Pastor shall serve as a non-voting member of each Council.

1 **ARTICLE XIII. LICENSING AND ORDINATION**

2 Section A. License to Ministry

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

9 Section B. Ordination for Ministry

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

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

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

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

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

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

1 **ARTICLE XIV: CONNECTIONS PRESCHOOL**

2 The Preschool program of FHBC is an integral aspect of the ministry outreach and
3 mission of this congregation. As such, its leadership, staff, program, structures and
4 finances are ultimately subject to the authority vested in the congregation, and exercised
5 as set forth in the Bylaws through its officers and governing bodies.

6 A. The Preschool program and staff shall reflect the faith, values and visions of this
7 church. To the extent feasible, the program shall coordinate and integrate with other
8 aspects and programs of FHBC.

9 B. FHBC shall, as set forth in these Bylaws and in other governance documents,
10 determine the duties and responsibilities of the Preschool Committee, the preschool
11 Director and other staff. FHBC shall establish such policies as assure the proper
12 financial accountability of the Preschool program to the larger church and its officers,
13 including the Treasurer. The Preschool Director shall provide regular reports and
14 recommendations to the Senior Pastor or his designee, the Deacons and the
15 Connections Preschool Committee.

16 C. The Preschool Director is a member of FHBC’s pastoral staff and serves at the
17 pleasure of FHBC, and may be removed, suspended, or disciplined in the same manner
18 as provided herein for Pastoral staff, but only after consideration of the judgments
19 and recommendations of the Connections Preschool Committee.

20 **ARTICLE XV. USE OF CHURCH RESOURCES**

21 Church resources are defined to include all church funds, other church property (e.g.
22 church buildings, grounds, vehicles, furnishings, or equipment), and staff time.

23 A. Church business is defined to include only those activities that are included in the
24 approved Ministry Plan or that have been otherwise specifically approved by the
25 Church in Conference, the Diaconate, or the Senior Pastor.

26 B. Church resources may be utilized only for Church Business and only to the extent
27 authorized under the current Resource Plan (Budget).

28 C. Questions of whether a specific proposed resource usage is permitted under the
29 current Resource Plan may be directed in writing to the applicable Ministry Council
30 Chair or Resource Coordinator, who will make the determination directly or refer the
31 question to other Church Leadership for interpretation.

32 D. Increases to the overall Resource Plan (Budget) must be approved in advance by the
33 Church in Conference.

34

1 **ARTICLE XVI. INDEMNIFICATION**

2 SECTION A. Indemnification In Actions Other Than By Or In The Right Of The Corporation

3 The Corporation shall indemnify any person who was or is a party, or is threatened to
4 be made a party to any threatened, pending or completed action, suit or proceeding,
5 whether civil, criminal, administrative or investigative (other than an action by or in the
6 right of the Corporation) by reason of the fact that he or she is or was a director,
7 officer, employee or agent of the Corporation, or who is or was serving at the request
8 of the Corporation as a director, officer, employee or agent of another corporation,
9 partnership, joint venture, trust or other enterprise, against expenses (including
10 attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably
11 incurred by such person in connection with such action, suit or proceeding, if such
12 person acted in good faith and in a manner he or she reasonably believed to be in, or
13 not opposed to, the best interests of the Corporation, and, with respect to any criminal
14 action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.
15 The termination of any action, suit or proceeding by judgment, order, settlement,
16 conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a
17 presumption that the person did not act in good faith and in a manner which he or she
18 reasonably believed to be in, or not opposed to, the best interests of the Corporation, or,
19 with respect to any criminal action or proceeding, that the person had reasonable cause
20 to believe that his or her conduct was unlawful.

21 SECTION B. Indemnification In Actions By Or In The Right Of The Corporation

22 The Corporation shall indemnify any person who was or is a party, or is threatened to be
23 made a party, to any threatened pending or completed action or suit by or in the right of
24 the Corporation to procure a judgment in its favor by reason of the fact that such person is
25 or was a director, officer, employee or agent of the Corporation, or is or was serving at the
26 request of the Corporation as a director, officer, employee or agent of another corporation,
27 partnership, joint venture, trust or other enterprise, against expenses (including
28 attorneys' fees) actually and reasonably incurred by such person in connection with
29 the defense or settlement of such action or suit, if such person acted in good faith and
30 in a manner he or she reasonably believed to be in, or not opposed to, the best interests
31 of the Corporation, provided that no indemnification shall be made in respect of any
32 claim, issue or matter as to which such person shall have been adjudged to be liable
33 for negligence or misconduct in the performance of his or her duty to the Corporation,
34 unless, and only to the extent that the court in which such action or suit was brought
35 shall determine upon application that, despite the adjudication of liability, but in view of
36 all the circumstances of the case, such person is fairly and reasonably entitled to
37 indemnity for such expenses as the court shall deem proper.

38 SECTION C. Right To Payment Of Expenses

39 To the extent that a director, officer, employee or agent of the Corporation has been
40 successful, on the merits or otherwise, in the defense of any action, suit or proceeding
41 referred to in Sections (A) and (B) of this Article, or in defense of any claim, issue or
42 matter therein, such person shall be indemnified against expenses (including
43 attorneys' fees) actually and reasonably incurred by such person in connection

1 therewith.

2 SECTION D. Determination Of Conduct

3 Any indemnification under Sections (A) and (B) of this Article (unless ordered by a
4 court) shall be made by the Corporation only as authorized in the specific case, upon a
5 determination that indemnification of the director, officer, employee or agent is proper
6 in the circumstances because he or she has met the applicable standard of conduct set
7 forth in Sections (A) and (B) of this Article. Such determination shall be made (1) by the
8 Board by a majority vote of a quorum consisting of directors who were not parties to
9 such action, suit or proceeding; (2) if such a quorum is not obtainable, or, even if
10 attainable, if a quorum of disinterested directors so directs, by independent legal
11 counsel in a written opinion; or (3) by the Members entitled to vote, if any.

12 SECTION E. Payment Of Expenses In Advance

13 Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid
14 by the Corporation in advance of the final disposition of such action, suit or proceeding
15 as authorized by the Board in the specific case, upon receipt of an undertaking by or on
16 behalf of the director, officer, employee or agent to repay such amount, unless it shall
17 ultimately be determined that he or she is entitled to be indemnified by the Corporation
18 as authorized in this Article.

19 SECTION F. Indemnification Not Exclusive

20 The indemnification provided by this Article shall not be deemed exclusive of any other
21 rights to which those seeking indemnification may be entitled under any agreement, vote
22 of disinterested directors, or otherwise, both as to action in his or her official capacity and
23 as to action in another capacity while holding such office, and shall continue as to a
24 person who has ceased to be a director, officer, employee or agent, and shall inure to the
25 benefit of the heirs, executors and administrators of such a person.

26 SECTION G. Insurance

27 The Corporation shall purchase and maintain insurance on behalf of any person who is or
28 was a director, officer, employee or agent of the Corporation, or who is or was serving
29 at the request of the Corporation as a director, officer, employee or agent of another
30 corporation, partnership, joint venture, trust or other enterprise, against any liability
31 asserted against such person and incurred by such person in any such capacity, or
32 arising out of his or her status as such, whether or not the Corporation would have the
33 power to indemnify such person against such liability under the provisions of this Article.

34

1 **ARTICLE XVII. AMENDMENTS, SUSPENSION, INTERPRETATION, RECORDS OF**
2 **BYLAWS**

3 Section A. Amendment

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

12 Section B. Suspension

13 Our Bylaws include those rules generally deemed so important that they may not be
14 amended without following the specific process outlined above. However, should a
15 compelling and time critical reason, identified during any properly called Conference, for
16 an action, which conflicts with certain provisions of the Bylaws, those specific provisions
17 of Bylaws may be temporarily suspended, subject to all of the following conditions:

- 18 1. The specific affected provisions of the Bylaws and the compelling reason for their
19 proposed suspension are identified and documented in the minutes.
- 20 2. The suspension shall be for a specified period not to exceed 180 days.
- 21 3. The suspension must be approved by a three-fourths majority vote of the
22 members present and voting.
- 23 4. Such suspension shall automatically prompt the Bylaws Committee to review the
24 situation and to bring a report and recommendations to the next regular Church
25 Conference.
- 26 5. The instigating action requiring the suspension must receive an affirmative vote
27 during the same conference or the temporary suspension is immediately lifted.

28 Section C. Interpretation

29 The Bylaws Committee may be called upon to interpret the meaning and intent of any
30 provision of the current Bylaws. Should any provision of the Bylaws be deemed to be
31 ambiguous during a Church Conference, an interpretation may be made with consent of
32 the membership, to permit moving ahead on related actions in the same conference.
33 However, should the provision be deemed clear, it may not be simply waived because the
34 body does not like the provision or desires to operate a different way; instead an
35 amendment or suspension must be pursued as described in this Article.

36 Section D. Copies and Recording

37 A copy of the current edition and all revisions of the Articles of Incorporation and By-
38 Laws shall at all times be kept by the clerk among FHBC records, and copies shall be kept
39 in the FHBC office, posted on the FHBC Web Site, and made available upon request.

40

1 HISTORY NOTES:

2 Although not a part of the Bylaws, the following history notes are provided to help
3 readers understand the background and development of their content.

4

5 5/18/14 -- As the concluding step of the Church Incorporation project, adopted the initial
6 Bylaws, bringing together relevant provisions of prior Rules of Procedure, the Visioning
7 project of ~2004, and the reports of the Interim Steering Team (IST) and the Lay
8 Leadership Implementation Team (LLIT) of 2013. The Bylaws formally delegated
9 considerable authority for operational matters to the Diaconate, while reaffirming the
10 Congregational governance tradition of FHBC.

11

12 8/3/14 -- Amended to more strongly affirm our belief in religious freedom, to reduce the
13 number of regular Church Conferences from six to four times annually, to more clearly
14 describe the purposes and authority of Ministry Councils, add provision for suspension of
15 specified provisions of Bylaws for compelling reason, and to make other miscellaneous
16 minor changes and corrections.