

**CONSTITUTION AND BYLAWS**  
**OF**  
**HUGUENOT ROAD BAPTIST CHURCH**

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**CONSTITUTION AND BYLAWS  
OF  
HUGUENOT ROAD BAPTIST CHURCH**

[Except when referring to God and His son Jesus Christ, the use of “he”, “him”, or “his” shall be interpreted to mean either male or female. The same interpretation shall be given to gender-based words such as “chairman”.]

**PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner and for the purpose of preserving the liberties inherent in each member of this church and the freedom of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution and Bylaws (CBL).

**ARTICLE 1 : NAME**

This body shall be known as the Huguenot Road Baptist Church located in Chesterfield County, Virginia.

**ARTICLE 2 : MISSION** (Adopted April 22, 2001)

Our mission is to glorify God by being a loving Christian community that reaches out to all people through worship, spiritual growth, proclamation of the Good News of Jesus Christ, and ministry to needs in our world (Acts 1:8).

**ARTICLE 3 : VISION** (Adopted April 22, 2001)

We seek to help individuals connect with Jesus Christ and with one another by being a growing, outwardly focused, transforming presence in our world.

**ARTICLE 4 : CHURCH COVENANT**

Having been led as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter in covenant with one another, as one body in Christ.

We strive together to grow as disciples of Christ. We will focus our hearts and minds on God in order to be transformed inside out. We will hold each other accountable as we become mature people, fully developed like Christ.

We will love one another and lift each other up in prayer. We will be honest in our speech and actions at all times. We will be careful not to let our actions make those who are weak in the faith fall into sin.

We will overcome evil with good. We will bless those who persecute us, we will rejoice with those who rejoice, and weep with those who weep.

We will live our everyday lives as an offering to God. We will embrace what God does for us and give thanks to Him for His blessings.

We will not become so comfortable with ourselves, our culture, or our society that we fail to see the needs of people around us. We will be Christ to all persons with our efforts, our time and our money. We will respond to the leading of the Spirit to meet God where He is working.

#### **ARTICLE 5 : GOVERNANCE**

This church operates through democratic processes under the Lordship of Jesus Christ. The governance of this church is vested in the body of believers who comprise its membership. Every eligible member has one vote and is entitled to vote in all elections and on all motions brought before the church in business meetings provided the member is present. No one member has pre-eminence. All eligible members enjoy an equality of rights in bringing a motion before the church and in discussing and voting on whether to adopt or reject the motion. If a member abstains from voting, his abstention will have no affect on the vote.

The membership shall have the authority to adopt and amend the CBL, elect members to organizational positions, approve budgets, receive members and terminate memberships, and generally govern and conduct the affairs of this church.

All internal groups (including ministries, groups, teams, councils, committees, etc.) created and empowered by the church will report to and be accountable only to the church unless otherwise authorized in the Administrative Policies and Procedures Manual approved by majority vote in a church business meeting.

The church is subject to the control of no other ecclesiastical body, but it appreciates and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. This church is independent and autonomous with full and final authority to determine solely within itself all matters related to the life of this church including but not limited to its spiritual direction, its calling and terminations of ministerial leadership, affiliations, financial affairs, ownership and uses of property.

#### **ARTICLE 6 : DOCTRINE**

This church accepts the Bible as its authority in matters of faith and practice. Its understanding of Christian truth in the Bible is in essential accord with the belief of Baptist churches as indicated in The Baptist Faith and Message (BF&M) adopted by the Southern Baptist Convention on May 9, 1963. Statements 6.1 through 6.18 summarize these beliefs. Those statements denoted with an asterisk "\*" have been modified from the original BF&M by this church in keeping with the spirit of section 6.1. A copy of The Baptist Faith and Message is available from the church office for a more complete statement of beliefs with scripture references.

**6.1 THE 1963 PREAMBLE** Baptists are a people who profess a living faith. This faith is rooted and grounded in Jesus Christ who is "the same yesterday, and to-day, and for ever." Therefore, the sole authority for faith and practice among Baptists is Jesus Christ whose will is revealed in the Holy Scriptures. A living faith must experience a growing understanding of truth and must be continually interpreted and related to the needs of each new generation. Throughout their history Baptist bodies, both large and small, have issued statements of faith which comprise a consensus of their beliefs. Such statements have never been regarded as complete, infallible statements of faith, nor as official creeds carrying mandatory authority. Thus this generation of Southern Baptists is in historic succession of intent and purpose as it endeavors to state for its time and theological

climate those articles of the Christian faith which are most surely held among us. Baptists emphasize the soul's competency before God, freedom in religion, and the priesthood of the believer. However, this emphasis should not be interpreted to mean that there is an absence of certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified. It is the purpose of this statement of faith and message to set forth certain teachings which we believe.

**6.2 THE SCRIPTURES** The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. The criterion by which the Bible is to be interpreted is Jesus Christ.

**6.3 GOD** There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men. Christ is the eternal Son of God. In His incarnation as Jesus Christ he was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord. The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to the Saviour, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gifts" by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fulness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

**6.4 MAN** Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherits a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God

created man in His own image, and in that Christ died for man; therefore every man possesses dignity and is worthy of respect and Christian love.

**6.5 SALVATION** Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification.

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

**6.6 GOD'S PURPOSE OF GRACE** Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

**6.7 THE CHURCH** A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. In such a congregation members are equally responsible. Its Scriptural officers are pastors and deacons. The New Testament speaks also of the church as the body of Christ which includes all of the redeemed of all the ages.

**\*6.8 BAPTISM AND THE LORD'S SUPPER** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership. The Lord's Supper is a symbolic act of obedience whereby Christians, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

**6.9 THE LORD'S DAY** The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from worldly amusements, and resting from secular employments, work of necessity and mercy only being excepted.

**6.10 THE KINGDOM** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

**6.11 LAST THINGS** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

**6.12 EVANGELISM AND MISSIONS** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

**6.13 EDUCATION** The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian schools is necessary to a complete spiritual program for Christ's people. In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

**6.14 STEWARDSHIP** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions.

They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

**6.15 COOPERATION** Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

**6.16 THE CHRISTIAN AND THE SOCIAL ORDER** Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Christ Jesus. The Christian should oppose in the spirit of Christ every form of greed, selfishness, and vice. He should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

**6.17 PEACE AND WAR** It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need to the world is the acceptance of His teachings in all affairs of men and nations, and the practical application of His law of love.

**6.18 RELIGIOUS LIBERTY** God alone is the Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and

the right to form and propagate opinions in the sphere of religion without interference by the civil power.

## **ARTICLE 7 : MEMBERSHIP**

**7.1 CHRISTIAN BELIEFS** The membership of this church shall be composed of individuals who have accepted and confessed Jesus Christ as Savior and Lord, have been baptized by immersion in accordance with the teaching and commandment of the New Testament of the Bible, and accept and subscribe to the doctrine and practices of this church.

**7.2 HOW TO UNITE WITH HUGUENOT ROAD BAPTIST CHURCH** It is our custom to offer a time of invitation and response as an integral part of a worship service. If an individual senses God's leading him to make public any decision regarding his relationship with Jesus Christ, a minister of the church will be ready to greet him to share that decision publicly. Individuals may unite with this church in any of the following ways:

### **DECLARATION OF FAITH IN JESUS CHRIST AS SAVIOR AND LORD**

The individual will be counseled and presented as a candidate for baptism.

### **REQUESTING A TRANSFER OF MEMBERSHIP FROM ANOTHER**

**CHRISTIAN CHURCH** If the individual holds membership in another Christian church, we will request from said church a letter to transfer the individual's membership to Huguenot Road Baptist Church. If the individual has experienced baptism, he may be received into the membership of this church.

If the individual's church does not recognize a letter to transfer membership but the individual states he has previously professed faith in Jesus Christ as Savior and Lord and has experienced baptism, the individual may be received into the membership of Huguenot Road Baptist Church.

**BY STATEMENT OF PREVIOUS EXPERIENCE** If the individual does not currently hold active membership in another church, but the individual states he has previously professed faith in Jesus Christ as Savior and Lord and has experienced baptism, the individual may be received into the membership of Huguenot Road Baptist Church.

For each method named above, if the individual has not received believer's baptism by immersion, then the individual may be received into the membership of this church upon his baptism by immersion.

**WATCHCARE** Watchcare offers participation in the life of Huguenot Road Baptist Church without moving the individual's membership from another church. Since membership is maintained elsewhere, those associated with this church by Watchcare are not eligible to vote in this congregation's voting activities.

**7.3 TERMINATION OF MEMBERSHIP** Except by death, an individual's membership shall be terminated by a majority vote at a church business meeting. The

Church Clerk, with the consent of the Pastor, is authorized to grant, subject to the provisions below, letters of transfer during the interval between business meetings. Report of such actions shall be made and ratified by a majority vote at a church business meeting.

**BY LETTER** Upon written request from another Christian church, we will send a letter of transfer of membership to the requesting church. A written request from the member shall be honored upon the condition the request specifies to which church the letter should be directed. Our letter will be sent directly to the Pastor or Clerk of the church specified.

**BY ERASURE** When a member of our church informs us he has either united in full membership with another denomination, or he desires to withdraw from membership without uniting with another church or denomination, we will write a letter certifying his former membership in this church and send it to him, and if requested, to the appropriate official of said church or denominational body.

**BY REMOVAL FOR CAUSE** Should a member's behavior so offend or disrupt the good order or purposes of this church, he shall be counseled in private by spiritual leaders to repent. If he does not repent, then that individual's membership may be terminated by a majority vote at a called special business meeting. Authority to call a special business meeting is set forth elsewhere in this CBL.

#### **ARTICLE 8 : CHURCH STAFF**

HRBC shall have two categories of church staff: (1) a ministerial staff comprised of HRBC's Pastor and associate pastors who have been "called" by HRBC and are paid either full-time or part-time to perform ministries for HRBC; and (2) a paid support staff consisting of the Child Development Center Director as well as other employees hired for church administration, custodial functions and musical accompanists. HRBC relies as well on church members who serve as unpaid lay volunteers to augment and assist hired staff. Administration and supervision of the church staff shall be in accordance with **HRBC's PERSONNEL POLICY MANUAL (PPM)**, which is an essential part of **HRBC'S ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**. The PPM will cover all aspects of personnel administration of paid church staff. This will include, but not be limited to, the following: (1) employment procedures to include use of lay-constituted search committees for nominating a ministerial staff candidate for the church to extend the candidate a "call"; (2) use of a staff performance appraisal system tied to consideration of monetary increases; (3) and resignation and termination procedures.

#### **ARTICLE 9 : CHURCH ORGANIZATION**

The church shall be organized into as many ministries, officer positions, coordinating groups, teams and church staff as the church deems appropriate. These organizational subdivisions are listed in the Appendix to this CBL and will be listed and described in the Administrative Policies and Procedures Manual.

This Manual is a compilation of all areas of responsibility with their respective policies and procedures governing decision-making and operations of the church-at-large, and the interrelated functioning of the officers, various groups, teams, and ministries. Each officer, group, team, and ministry is charged with writing and updating its charge, staffing requirements, and policies and procedures pertaining to its area of responsibility and submitting them to the church for approval. These policies and procedures will be used for coordination within the church and the church's relationships with outside entities. Decision-making authority resides with the church body and such authority as may be designated by the church body to others as specified in the Administrative Policies and Procedures Manual. The original provisions and changes to this manual require a majority vote at a church business meeting.

**9.1 LEGAL AND TAX ISSUES** HRBC has been constituted as a church under the laws of the Commonwealth of Virginia so HRBC could own property and enter into legal obligations. HRBC's Trustees act on legal matters for HRBC. Trustees are elected by HRBC and, subsequently, appointed and registered with the clerk of the circuit court for the jurisdiction where the church is located. The Internal Revenue Service (IRS) has recognized HRBC as a charity and has authorized HRBC to operate as a corporation under Section 501(c)(3) of the Internal Revenue Code. Churches, on their own, do not need to pursue 501(c)(3) non-profit status with the IRS. All churches in "friendly cooperation" with the Baptist General Association of Virginia (BGAV) are covered by a group exemption letter provided to the BGAV by the IRS. In turn, this is also true of the Southern Baptist Convention (SBC). Friendly cooperation with the BGAV is defined as those churches that are regular contributors to the Virginia portion of the Cooperative Program or the Alma Hunt Offering for Virginia Missions. Annually, the BGAV gives to the IRS a list of churches that continue to be cooperating BGAV churches. A church must have a Federal Employer Identification Number (FEIN) to open a bank account; for withholding income and social security taxes; and paying a portion of social security taxes of employees. Churches are exempt from Virginia sales taxes on materials used in the conduct of religious services and activities. To benefit from this provision, the church must file a Non-Profit Tax Exemption form with each vendor and merchant with whom HRBC deals.

**9.2 CHURCH YEAR** HRBC's Financial (and Budget) Year will begin on July 1 and end on June 30 of each year. Yearly start times for individuals' yearly terms of service will vary among the differing needs of the ministries, groups, and teams of which the individuals are members. These terms shall be set in the Policy and Procedures Manual.

**9.3 BUSINESS MEETINGS** Regular and special called business meetings will provide for discussions, deliberations, and decision-making in the name of the entire church. Unless otherwise required by this CBL, or by this church's

specified parliamentary guidance, a proposition or motion to be adopted requires a majority vote.

**9.3.1 REGULAR BUSINESS MEETINGS** The church shall hold business meetings quarterly in January, April, July, and October. The annual business meeting shall be the January meeting. All Ministerial Staff members, officers, group coordinators, team leaders, ministry directors, and ad hoc committee leaders shall submit to the church office all reports intended for inclusion in the meeting minutes. Likewise, these same individuals and other church members shall submit to the church office motions they desire to present in a church business meeting. Reports and motions are due in time for reproduction and publishing to the church body no later than one week before the upcoming business meeting.

**9.3.2 SPECIAL BUSINESS MEETINGS** A special business meeting may be called on the prerogative of either the Pastor or the Chairman of Church Council; or by the Pastor at the request of any group, team, ministry, or an ad hoc committee; or by the Church Clerk upon the written request of not less than twenty (20) members of the church eligible to vote. Such meeting must be announced to the church body no later than one week before the meeting, unless there's an emergency or urgent contingency as determined by either the Pastor, Deacon Ministry Coordinator, or Chairman of Church Council. The announcement shall contain the motion(s) to be offered or a brief summary of the purpose for the special meeting.

**9.3.3 ROLES OF CHURCH MODERATOR , CLERK, and RECORDS**

**DIRECTOR** The Church Moderator shall preside at all regular and called special business meetings. In consultation with the Pastor and Chairman of Church Council, he shall establish the agenda for each meeting based on the reports submitted to him for inclusion in the meeting minutes and motions received from church members. The agenda and copies of all reports and motions shall be published to church members no later than one week before each church business meeting, unless there is compelling reason to allow less time as determined by the Pastor or Chairman of Church Council. The Church Clerk shall record the minutes of business meetings and shall keep HRBC's membership roll. The Church Records Director shall provide long-term storage for HRBC's records.

**9.3.4 PARLIAMENTARY GUIDANCE** The rules contained in Robert's Rules of Order Newly Revised shall apply in all regular and called special business meetings where they are applicable and not in conflict with this church's Constitution and Bylaws or any such special rules of order this church may adopt.

**9.3.5 QUORUM AND VOTING** A quorum at any business meeting shall consist of those members eligible to vote who are present at the meeting. To be eligible to vote at regular and called special business meetings a member must be a resident member of the church and be at least fourteen (14) years of age. In all cases, the church's decision shall be based on the votes cast by the eligible members present and voting. Abstentions and blanks, if written ballots are used, are excluded and will not affect the vote. If the proportion of votes required for a proposition or motion to be adopted is met, the church *adopts* the motion, or the motion is *carried*; otherwise, the motion is *lost* or *rejected*. In this Constitution and Bylaws, the required proportion will be expressed by the term "majority vote", "two-thirds vote", or "three-fourths vote".

**9.4 WORSHIP and BIBLE STUDY** Worship services and Bible study shall be conducted at regularly scheduled times and places to serve HRBC's congregation and encourage participation by local residents and travelers through HRBC's geographic area. The Disciple Making Group shall develop, schedule and staff Bible study and small group opportunities for meeting individuals' spiritual needs and growing disciples.

**9.5 ORDINATION** In the event this church has been requested to ordain a member who has been called to the ministry, the candidate will make a formal request to the Church Council and the Deacon Ministry. If both groups endorse the candidate, the church will express its approval by a two-thirds (2/3) vote of the members present and voting at any business session of the church. After approval at a business session, the congregation shall call together a group of ministers and ordained laity who shall form themselves into an examining council and shall examine the candidate with respect to his/her Christian experience, call to ministry, and views of Bible teaching and Bible doctrine. If this council recommends the candidate's ordination, the church shall plan an appropriate service and with prayer and the laying on of hands, publicly set apart and ordain the candidate to ministry.

**9.6 DEACONS** The Deacon Ministry shall be organized to meet spiritual and other specific needs within the congregation. Deacons shall be elected by a majority vote for three-year terms. Any deacon nominee who has not been ordained as a deacon at HRBC will serve the first year as an apprentice. At the end of the year, apprentices will be eligible to be ordained as deacons and serve three-year terms. The processes for nominating and electing deacons shall be set forth in the Administrative Policies and Procedures Manual.

**9.7 TRUSTEES** HRBC shall have five Trustees. They will be nominated and elected by majority vote at the October quarterly business meeting for five-year terms. HRBC will request they be appointed by the circuit court that has jurisdiction to serve as legal holders of church property and such other matters as the court requires. Their terms will be staggered so each year one Trustee will complete a term. Should a vacancy occur, the Member Development and Mobilization Team will nominate a member to be elected by a majority vote at a business meeting for the remainder of the term. Upon election, the church will request the circuit court to appoint the replacement Trustee. In the event of a resignation or if a trustee is unable or unavailable to sign legal documents or perform any other duties of the trustee, a minimum of three (3) shall be maintained to carry out the duties as assigned by the Church.

**9.8 CHURCH COUNCIL** Church Council shall function as an advisory, counseling, and coordinating body as set forth in the Administrative Policies and Procedures Manual. Church Council shall prepare an annual directory-handbook to foster communications and coordination within the church. The membership of Church Council shall consist of the Pastor, Deacon Ministry Coordinator, Chairman of Church Council and such ministry directors, group coordinators, team leaders and others as the church shall authorize by a majority vote. Associate pastors will be ex-officio members of Church Council with the right to voice but not the right to vote. The Assistant Church Clerk shall record the minutes of Church Council.

**9.9 CHURCH FUNDING** HRBC shall use a Unified Budget System (UBS) that minimizes the uses of restricted and/or designated funds. The UBS provides an annual

programming, planning, budgeting, and controlling process covering receipts and expenditures for HRBC's ministries and administrative needs. Within their respective church approved budget amounts, ministries, groups, teams, and church staff will be authorized limited flexibility in using funds to meet changing requirements and new opportunities. This authority will be set forth in HRBC's Financial Manual prepared by the Stewardship Team and approved by majority vote in a church business meeting. The Stewardship Team shall prepare a proposed UBS budget for discussion at a called special business meeting(s); and subsequently for approval by a majority vote at a called special business meeting. All church ministry directors, officers, group coordinators, team leaders, and church staff shall submit timely budget requests to the Stewardship Team for that Team's consideration and inclusion in their proposed church budget. Designated contributions may be made to HRBC by donors but such contributions will fall outside of the UBS and will be treated as set forth in accordance with HRBC's Financial Manual.

## **ARTICLE 10: ADOPTION, AMENDMENT AND DISTRIBUTION**

**10.1 ADOPTION** This Constitution and Bylaws (CBL) shall require for adoption a two-thirds vote at a business meeting. It shall have been proposed to the church for discussion at a called special business meeting(s). After which it shall be tabled for a vote at a subsequent called special business meeting.

**10.2 AMENDMENT** Any part of this CBL may be amended, altered, or repealed by a two-thirds vote at a business meeting. Such proposed changes must be submitted in writing to the church at least thirty days before action on the amendment(s).

**10.3 DISTRIBUTION OF GOVERNING DOCUMENTS** Copies of the church's governing documents shall be furnished to each newly elected ministry director, group coordinator, team leader, and separate office holder who does not possess current copies. Copies shall be provided to new church members and other church members as may request them.

**10.4 CONTINUITY OF CHURCH ORGANIZATIONAL STRUCTURE** Upon adoption of this Constitution and Bylaws, all then existing ministries, groups, teams, and separate office holders shall remain active and operate with their same memberships and terms of service remaining.

## **ARTICLE 11: DEFINITIONS**

*Italicized* words are defined within this list of definitions. The use of "he", "him", "his" or other words or grammatical forms referring to males shall be interpreted to mean either male or female.

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL (AP&PM):** A comprehensive manual incorporating policies and procedures for all functional areas.

**ASSOCIATE PASTOR:** A member of the *ministerial staff*, excluding the Pastor.

**CDC:** Child Development Center

CHURCH EMPLOYEES: A paid member of the *church staff* who has been hired to perform non-ministerial duties.

CHURCH FAMILY: One or more church member(s) residing in the same household.

CHURCH STAFF: Refers to *church employees* and the *ministerial staff*.

DEACON LEADERSHIP TEAM: The council of deacons which coordinates and monitors all deacon ministries.

DISCIPLE: An individual who experiences God in Jesus Christ and thus endeavors to walk with God, to obey God's word, and to use his spiritual gifts to further the Kingdom of God through witness, service, and worship.

ELECTED POSITION: A position of service for a church member nominated to and elected by the church body in a business meeting.

FOCUS GROUP: A grouping of individuals based on common interests such as life experiences, family status, hobbies, age, sports, health, etc. A group assembled for a specific task or ministry.

FUNCTION: A *function* (of ministry) is a set of closely-related tasks to achieve a specific ministry.

GOVERNING DOCUMENTS: The *governing documents* of Huguenot Road Baptist Church include its Constitution and Bylaws, Administrative Policies and Procedures Manual, and such additional directives as may be approved by the church at a business meeting.

GROUP: One or more *teams* working together as a unit in similar *functions* of ministry.

HRBC: Huguenot Road Baptist Church.

INREACH MINISTRY: Ministry rendered to church members who are sick, ill, inactive, or require special care. This ministry includes that performed by deacons.

MINISTERIAL STAFF: Any paid member of the *church staff* who has been "called" to perform a ministry for the church.

OUTREACH MINISTRY: A ministry that seeks persons who are unsaved or unchurched.

SPECIAL PROJECTS POSITION: A temporary position in a ministry, group, or team filled by an individual to provide additional help, knowledge, or skill.

TEAM: Individuals serving together to perform one or more *functions*.

UNIFIED BUDGET SYSTEM (UBS) : A system for incorporating planned receipts and expenditures into an all-inclusive budget for meeting the financial needs and obligations of the church.

WATCHCARE: A form of affiliation with a local church in which an individual from a like faith requests the care and support of that local church without becoming a voting member.

WMU: Woman's Missionary Union.

## **APPENDIX: HRBC'S ORGANIZATIONAL COMPONENTS**

PASTOR

CHURCH STAFF

TRUSTEES

DEACON MINISTRY

CHURCH COUNCIL

INDIVIDUAL OFFICE HOLDERS:

Church Moderator, Assistant and Backup Church Moderators

Church Clerk and Assistant Church Clerk

Church Treasurer and Assistant Church Treasurer

Church Records Director

FINANCIAL GROUP

Auditing Team

Stewardship Team

Tellers Team

Endowment Team

PROPERTIES TEAM

RESOURCES GROUP

Personnel Team

Baptist Life Team

Communications Team

Transportation Team

Church Fellowship Team

Information Technology Team

MISSION STRATEGY TEAM

Jerusalem Regional Team

Judea Regional Team

Ends-of-the-Earth Team

DISCIPLE MAKING GROUP

Bible Study Team

Small Group Team

New Member Team

Member Development & Mobilization Team

Youth Ministry Team

Children's Ministry Team

Men's Ministry Team

Women's Ministry Team

VISION TEAM

WORSHIP ASSISTANCE GROUP

Audio Services Team

Decorations Team

Ushers Team

Ordinances Team

Music Team

Child Care and Growth

**SELECTED MINISTRIES:**

Music Ministry  
Woman's Missionary Union  
Triple "L" Focus Group  
Healing Hearts  
CARITAS Ministry  
Benevolence Ministries  
Child Development Center  
Sunday Bible Study Ministry:  
    Preschool Division  
    Children's Division  
    Youth Division  
    Adult Division