

CONSTITUTION AND BYLAWS

OF

HILLCREST BAPTIST CHURCH

HOPKINSVILLE, KENTUCKY

Adopted May 15, 2002

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MISSION

Leading People to Follow Jesus.

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CONSTITUTION

PREAMBLE

For the preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, consistent with the accepted tenets of Southern Baptists, we do declare and establish this constitution.

ARTICLE I

Name and Purpose

1. Name. This body was duly constituted as Hillcrest Baptist Church, Hopkinsville, Kentucky on September 4, 1960. This body is a Kentucky non-profit corporation duly incorporated as Hillcrest Baptist Church of Hopkinsville, KY, Incorporated, and this document shall serve as the Constitution and By-laws of said non-profit corporation.

2. Purpose. The purpose of this church shall be: to win people to faith in Jesus Christ as Lord and Savior; to increase Christian faithfulness; to encourage individual Christians toward attaining "the whole measure of the fullness of Christ" (Ephesians 4:13); to serve our local community in every way consistent with the Word of God; to send Christian influence and personnel throughout the world in cooperation with the Southern Baptist Convention, the Kentucky Baptist Convention, the Christian County Baptist Association, and agencies of each as we carry out the Great Commission of our Lord as recorded in Matthew 28:18-20.

3. OUR PURPOSE STATEMENT: We believe a great commitment to the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20) will grow a great church.

This summarizes everything we do here at Hillcrest Baptist Church in one sentence. It's taken from two main passages of Scripture: Matthew 22:37-40, the Great Commandment:

Jesus said to him, "You shall love the LORD your God with all your heart, with all your soul, and with all your mind. This is the first and greatest commandment. And the second is like it: You shall love your neighbor as yourself. On these two commandments hang all the Law and the Prophets."

Then from the Great Commission we are told by Jesus, *Jesus said. . . Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey all things I have commanded you.*" (Matt. 28:18-20)

From the first – the Great Commandment – Loving God with All Your Heart. That's worship. Also Loving Your Neighbor As Yourself – that's ministry. From the Great Commission – Go And Make Disciples – Evangelize; Baptize – incorporate into fellowship; Teach Them All Things – discipleship.

So we exist for these five reasons:

1. To celebrate God's presence (worship).
2. To demonstrate God's love through ministry.
3. To communicate God's word by evangelism.
4. To incorporate God's people into His family, which is fellowship.
5. To educate God's people, which is discipleship.

4. Our Mission - Leading people to follow Jesus.

5. 5 Core Values

1. A love for God and His Word.
2. A love for family.

3. A love for others.
4. A love for growth.
5. A love for generosity.

ARTICLE II

Place of Worship

The place of worship shall be at 920 Skyline Drive, Hopkinsville, Kentucky, in Christian County, or at such other location as may be designated by the congregation. The business of the church shall also be conducted at the church's location.

ARTICLE III

Character and Government

1. Character. This church shall be a mission-minded church, recognizing God's Word, the Bible, as sole authority in matters of faith and practice.
2. Government. The governance of this church is vested in the body of believers who compose it. We acknowledge the obligations of mutual counsel and cooperation which are common among Southern Baptist Churches.

ARTICLE IV

Statement of Faith

Our statement of faith does not exhaust the extent of our faith. The Bible is the inspired, inerrant, and infallible Word of God and speaks with final authority concerning truth, morality, and the proper conduct of

mankind. It is the sole and final source of all that we believe. As stipulated in the Baptist Faith and Message 2000, for purposes of church doctrine, practice, policy and discipline, our Lead Pastor, Associate Pastors, and Deacon Body are the church's final interpretive authority on the Bible's meaning and application. "There is one body and one Spirit. . . one Lord, one faith, one baptism; one God and Father of us all. . ." (Ephesians 4:4-6)

1. About God

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; II Corinthians 13:14. I Peter 1:2

2. About Jesus Christ

Jesus Christ is God and the Son of God. He is co-equal with the Father. On earth, Jesus lived a sinless human life. He offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days and demonstrated His power over sin and death. He ascended to Heaven's glory and will return again some day to earth to reign as King of Kings, and Lord of Lords.

Isaiah 9:6; Matthew 1:22-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 1:3,4; I Corinthians 15:3-4;

I Timothy 6:14,15; Titus 2:13; Hebrews 4:14-15

3. About the Holy Spirit

The Holy Spirit is God and is co-equal with the Father and the Son. He is present in the world to make mankind aware of their need for Jesus Christ. He lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts when they are saved. As Christians, we seek to live under His authority daily.

John 16:7-13, 14:16-17; I Corinthians 2:12, 3:16; II Corinthians 3:17; Acts 1:8;

Ephesians 1:13; 5:18; Galatians 5:25

4. About the Bible

The Bible is God's Word, written under the supernatural guidance of the Holy Spirit. Inspired by God, the Bible is Truth, without any mixture of error.

Psalm 119:105, 160, 12:6; Proverbs 30:5; II Timothy 1:13, 3:16; 2 Peter 1:20-21

5. About the Family

We believe in the institution of the home as defined by Scripture. It was divinely established in the beginning to be a sacred bond between one husband and one wife, and is the basic unit of society. Each family member, husband, wife, and child, has distinct duties and responsibilities. It is the responsibility of parents to train up children in the nurture and admonition of the Lord and to provide them godly instruction through Christian example and education.

Gen. 1:27, 18:19; Prov. 3:33, 22:6; Romans 1:24-27; I Timothy 3:4;

6. About Human Beings

People are made in the spiritual image of God. All are marred by disobedience toward God labeled "sin." Sin

separates us from God and causes many problems in life.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6, 59:1-2; Romans 3:23;

7. About Salvation

We can never make up for our sin by self-improvement or good works. Only by trusting and accepting Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life, and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

John 14:6, 1:12; Romans 5:1, 6:23; Galatians 3:26; Ephesians 2:8,9; Titus 3:5

8. About Eternal Security

Because God gives us eternal life through Jesus Christ, the true believer is secured for eternity in that salvation is eternally secured and sealed by the Holy Spirit. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is this grace, mercy and keeping power of God that gives us eternal security.

John 10:29; Ephesians 1:14-15, 4:30; II Timothy 1:12; Hebrews 7:25, 10:10,14; I Peter 1:3-5

9. About Eternity

We believe that life begins at conception and people are created to exist forever. Heaven and Hell are real places of eternal existence. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation.

John 3:16, 14:17; Romans 6:23; 8:15-18; I Corinthians 2:7-9; Revelation 20:15

10. Final Authority - For matters of belief and conduct our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inerrant, inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we

believe. For purposes of Hillcrest Baptist Church's faith, doctrine, practice, policy, and discipline, our pastoral staff and deacons are the final interpretive authority on the Bible's application.

Our Lifestyle Statement

What We Practice

Beliefs are not worth much unless they are translated into actions. Based on what the Bible teaches, we believe very strongly about the following practices:

1. Bible As Our Sole Authority

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness,” (2 Timothy 3:16)

Since God’s Word is the only completely reliable and truthful authority, the Bible is our manual for living. Our first question when faced with a decision is “What does the Bible say?” We encourage daily Bible reading, Bible study, and Bible memorization.

2. Autonomy of Each Local Church

“And He is the head of the body, the church, who is the beginning, the firstborn from the dead, that in all things He may have the preeminence.” (Col. 1:18)

Christ is the recognized head of our church, not any person, group or religious organization. While recognizing the value of associating and cooperating with other groups of Christians, we believe every local church is to be self-governing and independent from denominational control.

3. Priesthood of Every Believer

...to Him who loved us and washed us from our sins in His own blood, and has made us kings and priests to His God and Father, to Him be glory and dominion forever and ever. Amen.” (Rev. 1:5-6)

But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him who called you out of darkness into His marvelous light.” (1 Peter 2:9)

The Bible teaches that every Christian is called to “full time” Christian service. We encourage every member to

find a place of service and ministry.

4. Tithing

And all the tithe of the land, whether of the seed of the land or of the fruit of the tree, is the Lord's. It is holy to the LORD.” (Leviticus 27:30)

On the first day of the week let each one of you lay something aside, storing up as he may prosper. . .” (1 Corinthians 16:2)

“Will a man rob God? Yet you are robbing Me! But you say, ‘In what way have we robbed You?’ In tithes and offerings. You are cursed with a curse, For you are robbing Me, Even this whole nation. Bring all the tithes into the storehouse, That there may be food in My house, and try Me now in this,” Says the LORD of hosts, “If I will not open for you such blessing That there will not be room enough to receive it.” (Malachi 3:8-10)

At Hillcrest we encourage tithing for the support of Christ's body, the church, as God commands. We recognize that giving 10% of our income is the minimum biblical standard of giving.

5. Baptism

We believe that baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit, and on the authority of the New Testament. It is the picture of the death, burial, and resurrection of Jesus Christ. Baptism is not necessary to complete the salvation experience. It is rather a believer's first step of obedience.

Matthew 28:19; Acts 8:36-38; Romans 6:4; Col. 2:12

6. The Lord's Supper

We believe that Christ ordained the Lord's Supper the night before His crucifixion to help us remember that His body and blood were broken and shed for the remission of sin. All who have been born again are welcome at the Lord's Table. We are each exhorted in Scripture to carefully examine our spiritual condition before

partaking.

Luke 22:17-20; 1 Corinthians 11:23-29

7. Spirit Led Living

"I am the vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing." (John 15:5)

We believe the only way possible to live the Christian life is by God's power within us. So we seek to practice a daily dependence on God's Spirit to enable us to do what is right in the eyes of the Lord.

Ephesians 5:17-21; Phil. 2:13

8. Telling Others About Christ

... Always be ready to give a defense to everyone who asks you to give a reason for the hope that is in you, with meekness and fear;" (1 Peter 3:15)

It is the responsibility of every Christian to share the Good News with those with whom God places before us. We practice this by sharing about Christ and by inviting others to church.

9. Taking A Stand Against Social Evils Of The World. *"Woe to those who call evil good, and good, evil, who put darkness for light and light for darkness, who put bitter for sweet and sweet for bitter."* Isaiah 5:20. We stand united against worldly standards such as the sale and use of alcoholic beverages, tobacco, drug and other substance abuse, abortion, sex outside of monogamous marriage between biological male and biological female, sexual perversions, and any others as addressed in scripture.

10. Marriage and Biblical Sexuality.

We believe the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends

sexual intimacy to only occur between a biological male and a biological female (man and woman) who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a biological man and a biological woman. Therefore, no marriage/wedding ceremony will be conducted by the Lead Pastor, any associate pastors, or others that may be asked to perform (i.e. other ministers or family members) from outside Hillcrest Baptist Church at this church or any other location which does not align with this biblical conviction.

We believe that any form of sexual immorality, such as but not limited to, adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's sex or rejection of one's biological sex, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church or who serve in any capacity are to abide by and agree to the Statement on Marriage and Sexuality and to conduct themselves accordingly.

We believe that God offers redemption and spiritual restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Cruel and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

Genesis 2:18-25; Leviticus 18:22-23; 20:10-22; Matthew 19:4-9; I Corinthians 5:1-5;

I Corinthians 6:9-10, 18-20; I Corinthians 7:1-16; II Corinthians 2:3-11; Galatians 5:18-20;

I Thessalonians 4:3-5; I Timothy 1:8-11; Hebrews 13:4

11. Sanctity of Life - We believe that all human life is sacred and created by God in His image. All human life, from conception to natural death - including pre-born babies, the aged, and the physically or mentally challenged hold immeasurable value and dignity. We are therefore called to defend, protect, and value all human life.

ARTICLE V

Ordinances

The ordinances of Hillcrest Baptist Church are Baptism and the Lord's Supper and will be observed in the scriptural pattern described in Article IV (Statement of Faith).

ARTICLE VI

Hillcrest Baptist Church Covenant

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

I. I Will Protect The Unity of My Church

...By acting in love toward other members

...By refusing to gossip

...By following the leadership

Therefore let us pursue the things which make for peace and the things by which one may edify another."

(Romans 14:19)

... Be like-minded toward one another, according to Christ Jesus." (Romans 15:5)

... In sincere love of the brethren, love one another fervently with a pure heart." (1 Peter 1:22)

Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart

grace to the hearers.” (Ephesians 4: 29)

“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you.” (Hebrews 13:17)

II. I will share the responsibility of my church

...By praying for its growth

...By inviting the unchurched to attend

...By warmly welcoming those who visit

We give thanks to God always for you all, making mention of you in our prayers.” (1 Thessalonians 1:2)

"Then the master said to the servant, 'Go out into the highways and hedges, and compel them to come in, that my house may be filled.'" (Luke 14:23)

III. I will serve the ministry of my church

...By utilizing my gifts and talents as given by God

...By being equipped to serve

...By developing a servant's heart

. . . Minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10)

And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ.” (Ephesians 4:11-12)

Let each of you look out not only for his own interests, but also for the interests of others. Let this mind be in you which was also in Christ Jesus, Who, being in the form of God. . . made Himself of no reputation, taking the form of a bondservant, and coming in the likeness of men.” (Philippians 2:4-7)

IV. I will support the testimony of my church

...By attending faithfully

...By living a godly life

...By giving regularly of time, substance, finances, and talents

Not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another. . .”

(Hebrews 10:25)

Only let your conduct be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of your affairs, that you fast in one spirit, with one mind striving together for the faith of the gospel.”

(Philippians 1:27)

On the first day of the week let each one of you lay something aside, storing up as he may prosper, that there be no collections when I come.” (1 Corinthians 16:2)

We moreover commit that if we remove ourselves from this place that we will, as soon as possible, unite with some other church to carry out the spirit of God’s covenant and principles of God’s Word.

ARTICLE VII

Membership

The membership of this Church shall be composed of individuals who are believers in the Lord Jesus Christ. Members affirm the tenets of the Hillcrest Baptist Church Constitution, and by offering evidence of their confession and conduct that they are living in accordance with their affirmations and this Constitution and Bylaws. Members actively pursue and continue in a vital fellowship with the Lord Jesus Christ. The membership of the Church shall have final authority in all matters of church governance, as set forth and described in these Bylaws.

1. Qualifications. The membership of this church shall consist of persons who have made a public profession of faith in Jesus Christ as Savior and Lord, have observed the ordinance of baptism by immersion, and understand the statement of faith and desire to agree to enter into the Church Covenant as evidenced by their signature. In cases where baptism by immersion is physically or medically prohibitive, an alternative acceptable to both the church and the candidate for membership shall be recognized as fulfilling the ordinance of baptism by immersion.

2. Reception. When a person presents himself/herself for church membership, he/she is received under the watch care of the church until a personal interview with a staff member, deacon, and/or counselor is held to determine the details of his/her decision and commitment to Christ. At that time, the method of joining the church will be clarified in accordance with one of the following ways:

- By Baptism - for those that have made a public profession of their faith and trust in Jesus Christ as Savior and Lord.
- By Transfer of Letter - for those that have made a public profession of faith in Jesus Christ, have been baptized by immersion as an act of obedience and public symbol of one's new life in Christ,

and been a member previously of another body of like faith and practice.

- By Statement - for those that have made a public profession of faith in Jesus Christ, have been baptized by immersion as an act of obedience and not as a requirement for salvation, but as a public symbol of one's new life in Christ, and have been a member of another body of believers of like faith and practice.

Next, the candidate will be presented to the church for vote into full church membership. This will occur in a regular business meeting. Each new member is expected to participate in a new members class.

3. Duties. Members are expected to strive to be faithful in the relationships set forth in the Church Covenant. Any member who disassociates himself from the church for a year or through lack of attendance, giving, serving, etc..., demonstrates no intention of becoming active, the member may be placed on inactive member status. Inactive members will be placed on a separate roll and kept on file in the church office but will not be counted as regular members for membership purposes, leadership positions, and voting.

4. Church Discipline.

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Corinthians 5:6), to edify believers by deterring sin and promoting purity (1 Timothy 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Galatians 6:1; 2 Corinthians 2:3-11).

The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the Pastoral Staff/Deacons and is to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; and 2 John 7-11. Any member of this church who practices or affirms a doctrine or conduct that, in the judgement of the Pastoral Staff/Deacons, is opposed to the teaching of the Word of God, or is threatening to the testimony of this

church, or is divisive to the body, shall be subject to church discipline.

Discipline will follow the said biblical pattern and is an effort to bring the individual to repentance and protect the church from unrepentant sin. Discipline may involve exclusion from participation in ministry and communion, as well as dismissal from the fellowship of the church. An individual may be disciplined by the Pastoral Staff/Deacons short of dismissal from the fellowship, as they deem appropriate for the specific circumstances. For example, an individual may remain in certain circumstances as a member of this church but be denied the privilege of serving in a particular ministry.

5. Termination. Membership may be terminated in any of the following ways:

- a) by reason of death.
- b) by letter of transfer to the fellowship of another church of like faith and order when a request is made for his letter through that church.
- c) by letter stating his relationship with this Hillcrest Baptist Church and baptism by immersion date, if known, when a request is made for letter through a church of another denomination.
- d) by letter of release, for whatever reason the church deems satisfactory, but only after the church has patiently and kindly endeavored to secure his continuance in its fellowship, or the individual has requested release from covenant obligations.
- e) by known membership in another church after confirmation made by contact with said church,
- f) by church vote to terminate for cause of becoming an offense to the church and to its good name by reason of immoral or unchristian conduct, or by a persistent breach of his covenant vows, but only after due notice and hearing before the church and after faithful efforts have been made to bring the individual to repentance and restoration, (Matthew 18). No vote to terminate for cause shall be made during the business meeting at which such recommendation is made.

6. Restoration. Any person whose membership has been terminated for cause may be restored to full

membership by church vote providing the cause for termination has been removed.

ARTICLE VIII

Pastoral Staff

1. Qualifications. The pastoral staff shall meet the requirements of 1 Timothy 3:2-7. “An overseer, then, must be above reproach, the husband of one wife, temperate, prudent, respectable, hospitable, able to teach, not addicted to wine or pugnacious, but gentle, peaceable, free from the love of money. He must be one who manages his own household well, keeping his children under control with all dignity (but if a man does not know how to manage his own household, how will he take care of the church of God?), and not a new convert, so that he will not become conceited and fall into the condemnation incurred by the devil. And he must have a good reputation with those outside the church, so that he will not fall into reproach and the snare of the devil.”

2. Responsibilities. The pastoral staff shall lead the church in worshiping God, learning and applying God's Word, witnessing and ministering to our community, and supporting missions, and in assisting church members in studying and understanding their relationship with Jesus Christ.

ARTICLE IX

Deacons

1. Qualifications. Each deacon shall meet the requirements of 1 Timothy 3:1-12. In addition, he must have been a Christian for at least three years, a member of this church for at least two years, and be at least twenty-five years of age or attain the age of twenty-five during the year elected. If married, he must be married to his one and only wife, except in the event of her death. He must be attending fifty-percent of weekly Sunday School or Bible Studies, and be a regular tither. Both will be substantiated by church records.

2. Responsibilities. The Deacon Body shall assist the pastoral staff. To help accomplish this, each deacon will receive training in deacon ministry, such as visiting members to welcome them with new members packages, hospital visits, and assisting with benevolence or bereavement. Each deacon will be assigned to a number of church members (individuals or family units) to contact bi-annually at a minimum as part of his ministry. Contact may be in person, by phone, text, email, or other technology. Accountability forms will help the deacon body ensure consistent connectivity. The deacons should enlist active members as appropriate to assist them in carrying out these ministries.

ARTICLE X

Church Officers

1. Moderator. The Lead Pastor will be the moderator and preside over all business meetings following Robert's Rules of Order unless otherwise provided. In the absence of the Lead Pastor, the Associate Pastors/Business Administrator shall preside; or in the absence of both the Deacon Chairman shall preside.

2. Secretary. The Business Administrator shall keep a record of all actions occurring at each business meeting and a register of the names of all members and individuals awaiting membership. In absence of the Secretary, the moderator will appoint a person to perform this function and record the minutes.

3. Treasurer/Assistant Treasurer. The treasurer/assistant treasurer shall be responsible for receiving, preserving, and paying out, upon proper authorization, all money given to the church. The Financial Administrative Assistant is responsible for keeping an itemized account of all receipts and disbursements. All books, records, and accounts shall be the property of the church and open to inspection at all times by any member of the church with the exception of individual contribution records which will only be open to the person who made the contribution. A treasurer and assistant treasurer will be elected at the beginning of each new church year. Both treasurer and assistant treasurer will serve on the church finance committee. The

nominating committee shall present nominees for these positions at a Fall business meeting.

4. Christian County Baptist Association Executive Board Representative. The Lead Pastor will serve on the Executive Board of the Christian County Baptist Association. A member at large and an alternate will be elected at the beginning of each new church year. They shall represent the church at each Executive Board meeting and keep the church informed of its privileges and responsibilities as a part of the Association.

5. Trustees. There shall be five trustees who shall continue to serve at the pleasure of the church on rotating bases for a six-year term, replacing one trustee each time upon recommendation of the nominating committee. To be a trustee, one must be a responsible, trustworthy person of impeccable integrity. The trustees, as legal guardians of the church, shall receive, by deed of conveyance the title to any real estate purchased by the church, for any purpose allowed by law, or given to the church by any individual or organization. The trustees shall also receive possession of all other property bought by or given to the church. In so doing, said trustees are to act for and on behalf of the church to keep and protect such property for the church. The authority of the trustees shall be such as may be vested in them by the church from time to time during regular or special business meetings. Only under rare circumstances shall they buy, sell, mortgage, lease, or transfer any real property without a specific vote of the church authorizing each action and timing of the situation does not allow business meeting prior to the transaction. The trustees are hereby authorized to sign notes at such times as money must be borrowed by the church. They shall maintain an up-to-date inventory of all church property, legal papers and insurance.

The corporate affairs of the church non-profit corporation shall be managed by the board of trustees with the powers herein granted unless the specific action required has been specifically delegated to another entity or committee elsewhere in the by-laws.

The trustees of the church shall not be personally liable to the church non-profit corporation for monetary damages in any action by the corporation for breach of trustee's or director's duties, provided

however, that a trustee shall not be relieved from liability for any breach of duty based on an act or omission in breach of that person's duty of loyalty to the corporation, not in good faith or in knowing violation of the law, or resulting in receipt by that person of an improper personal benefit.

The church non-profit corporation shall indemnify any trustee or director who was or is a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that he is or was a trustee or director of the church non-profit corporation. The indemnification shall be against expenses (including a reasonable attorneys' fees), judgments, fines, and amount paid in settlement, actually or reasonably incurred by him in connection with the suit, action or proceeding, including appeals, if he acted in good faith or in a manner he reasonably believed to be in the best interests of the church non-profit corporation, and with respect to any criminal action or proceeding, if he has no reasonable cause to believe the conduct was unlawful.

6. Dissolution of the Church Non-profit Corporation. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI

Meetings

1. **Worship.** Public worship services shall be held on the Lord's Day, the first day of the week unless directed otherwise by church vote at regular or called business meeting. A mid-week meeting for worship, study, organizations or business will be held each Wednesday unless directed otherwise by church vote at regular or called business meeting. The holidays and/or church activities shall be in the church minutes and voted on as necessary. The ordinance of the Lord's Supper shall be observed at least once a quarter.

2. **Regular Business.** Regular business meetings shall be held at least once per quarter and more often if deemed necessary by the Lead Pastor or deacon body. If a called business meeting is deemed necessary, the rescheduled date will be announced from the pulpit as early as possible but no later than the Lord's Day preceding the rescheduled date. The privilege of voting at business meetings of Hillcrest Baptist Church shall be extended to all active members at the age of sixteen (16). In keeping with the guidelines our church has established, you must be present to vote. If health or safety prevents you from driving to church, but you would like to be there for the business meeting, please call the church office. The Deacon Body will provide a means for you to come if requested.

3. **Special Business.** The pastor, deacons, or trustees may call special business meetings.

4. **Quorum.** Five percent of the active church membership must be present at any regular or special business meeting. Fifteen percent of the active church membership must be present to call a pastor.

ARTICLE XII

Amendments

This constitution and by-laws may be amended by a two-thirds vote of the members present and voting at any business meeting, provided the proposed amendment has been presented before the church in writing at least one month before the proposed action.

BYLAWS

ARTICLE I

Pastor and Church Staff

1. Lead Pastor. The primary duties of the Lead Pastor are to proclaim, care, and lead. As a representative of the Good Shepherd, he will both seek the lost and shepherd the saved. He will lead the church in Christian evangelism. He will lead the members to understand the gifts of the Holy Spirit and encourage them to serve in areas where they can utilize their gifts. He will lead the members in ministering especially during their times of sickness and bereavement and he will counsel with any member who seeks his help or advice. He will perform weddings and funerals where he believes a genuine Christian ministry is possible. He will serve as supervisor of all paid employees of the church and lead his staff in performing their areas of ministry and guide them in overseeing the functions of the church. He will serve as an ex officio member of all committees. He will perform duties as listed in his job description. With the exception of the Lead Pastor, the following positions are at the determination of the church body.

2. Associate Pastor - The Associate Pastor will work under the supervision of the Lead Pastor. He will assist the Lead Pastor in facilitating the vision of Hillcrest Baptist Church. He is a full member of the Senior Staff and will perform duties as listed in his job description. He will work under the supervision of the pastor to assist him in planning, conducting, and evaluating comprehensive educational programs for the church. He will perform duties as listed in his job description.

3. Worship Pastor. The Worship Pastor shall plan and evaluate worshipful music for all services and shall have general oversight and direction of all music programs. He will encourage, inspire, lead and seek to develop volunteer helpers in the music program of the church. He will work under the guidance of the Lead Pastor and will consult and cooperate with other ministerial staff to develop harmonious and effective programs for the

Lord.

4. Missions Pastor/Director - The Missions Pastor/Director will promote missions education and involvement for the entire church, keep current with Kentucky and Christian County mission partnerships, plan a balanced church-wide approach to include local, state, national and international involvement, including a coordinated church calendar. He or she will coordinate any special fundraising, and administer budgeted or designated funds given to the church for mission trips, with the exception of student missions. He or she will perform duties as listed in the job description.

5. Student Pastor. The Student Pastor will work under the supervision of the Lead Pastor and the Associate Pastor to assist him in planning, conducting, and evaluating comprehensive youth programs for the church. He will perform duties as listed in his job description.

6. Young Adult Pastor. The Young Adult Pastor will work with the Lead Pastor and Associate Pastor to plan, coordinate, and evaluate an effective young adult ministry for the church. He will perform duties as listed in his job description.

7. Discipleship Pastor. The Discipleship Pastor will work with the Lead Pastor and Associate Pastor to plan, coordinate, and evaluate an effective discipleship ministry for the church. He will perform duties as listed in his job description.

8. Senior Adult Director. The director will work with the Lead Pastor and Associate Pastor to plan, coordinate, and evaluate an effective senior adult ministry for the church. He/she will perform duties as listed in his/her job description.

9. Children and Preschool Director. The director will work with the pastoral staff to coordinate, and evaluate a worship program for children. The director will present the plan of salvation on a level that children can understand and will encourage Christian growth. The director will enlist and train other members to help accomplish this task. He/she will perform duties as listed in his or her job description and work under the Lead Pastor.

10. Outreach and Assimilation Director. The director will work with the Lead Pastor and Associate Pastor to plan, coordinate, and evaluate an effective outreach and assimilation ministry for the church. He will perform duties as listed in his job description.

11. Church Responsibility. The church has the responsibility to help and encourage its ministerial staff. Each member should do this by praying daily for them, by faithfully attending all the regular services of the church, by enthusiastically supporting all ministries of the church, by gladly assuming their share in the church's ministry, and by faithfully bearing their testimony for Christ. The church owes financial support to its ministerial staff. The amount will be determined by church vote and based not only on the church's ability to pay but also on each staff member's faithfulness to his/her duties. When called to minister to this church, the church will pay for an individual's moving expenses based upon the most economical way the church selects.

12. Term of Service. Staff members shall serve until the relationship is terminated by a written notice of resignation or retirement from the staff member, by the staff member's death or by written letter of termination from the church as agreed upon by the Lead Pastor and Personnel Committee. No longer meeting scriptural requirements is grounds for termination for all staff members for the position in accordance with the procedures in the Personnel Handbook.

13. Secretarial Staff. The Secretarial staff shall be responsible to the Lead Pastor or appropriate

administrative/ministerial staff. Their duties shall include performing secretarial and administrative duties related to pastoral ministries for the entire ministerial staff. The secretarial staff shall assist the deacons in keeping the names of the sick before the church for prayer and visitation.

14. Church Librarian. A church librarian shall be elected annually. It will be the responsibility of the church librarian to select the needed number of qualified people to assist in the general oversight of library materials and audio-visual equipment. The minister of education shall give advice as needed.

15. Money Counters. A Money Counter Director/Chairman shall be elected annually. It will be the responsibility of the director/chairman to select the needed number of qualified people to assist in the counting of the church offerings. As the Sunday offerings are usually counted at a local bank the Church Treasurer should be kept informed.

16. At the discretion of Hillcrest Baptist Church, the title of Associate Pastor may be given to a staff member that has the title of minister, and under the supervision or guidance of the pastor. If the church is without a pastor, the personnel committee with approval of the deacon body will determine the administrative supervision.

17. Additional Staff. The church may fill or not fill additional staff, as the church shall deem necessary. A description of duties will be written when the need for that staff position is determined.

Section 16. Special Note: All employees having access to Hillcrest Baptist Church (HBC) computer systems (servers) will be required to sign a Confidentiality Agreement. Confidentiality Agreement policy is under separate cover and should be considered as part of Article 1 Section 9. as stated in section 9.1.

ARTICLE II

Deacons

1. Duties. Deacons at Hillcrest Baptist Church are servants of the church and assist the pastoral staff in ministering to the needs of the church. The Deacon Ministry is organized to systematically care for the church families, model Christ and promote peace in all church ministries.
2. Church Member Assignments. Those serving as deacons will each be assigned families whom they will stay in contact with and minister to throughout the year. Building relationships with church families will help maintain a healthy fellowship within the body and provide opportunities to minister as needs arise. New families will be assigned as growth in the body occurs. Deacons will be provided a list of their families along with monthly contact reports to be completed and submitted to keep the pastoral staff aware of any needs that may need attention.
3. Yokefellows. Each deacon may choose to ask another upstanding Christian man to serve as his yokefellow. They shall not be required to meet the qualifications of a Deacon to serve as yokefellow. Yokefellows assist the deacons as they meet the challenges of the ministries.
4. Lord's Supper. Deacons shall assist the pastor in administering the ordinance of the Lord's Supper.
5. Business. The deacons shall serve, advise, and council with the pastor in all matters pertaining to the welfare and work of the church.
6. Membership. The deacons shall work with the church administrative staff in keeping an accurate list of active and inactive members, working to lead every member to be active.
7. Meetings. The deacons shall meet as often as necessary, but not less than once a quarter. They shall elect annually a chairman, vice-chairman, and secretary. The chairman of deacons shall appoint the chairman of the deacon ministries. The chairman or Lead Pastor may call a special meeting of the deacons whenever the need arises. For a meeting to be deemed official, a quorum consisting of a simple majority of all elected deacons shall be present. Deacons are expected to attend all scheduled meetings unless providentially hindered. The absence of three consecutive meetings or fifty percent of annual meetings will indicate voluntary resignation.

8. Election. Election of deacons will be held at the Fall business meeting. The church Administrative Assistant will prepare a list of men who attend Sunday School at least fifty percent of the time and who give faithfully, have been a Christian for at least three years, a member at least two years, and are 25 or will be 25 during the year elected. The deacons will work from this list to identify men who they believe meet the biblical qualifications of the office of deacon. Once nominated, each candidate will be approached about his willingness to serve and if willing, will then be interviewed by the deacons. If affirmed, the candidate will have his name presented to the church body for a favorable vote. Election will be by secret ballot. The Chairman of the Deacons, Vice Chairman of Deacons, Church Secretary, Church Treasurer, and the Assistant Church Treasurer, will count the ballots. In the event one of the above is on the ballot, a deacon committee chairman will be asked to replace him, no preference being given to the committee. If affirmed, by the body, the candidate will be ordained if need be.
9. Term – Once ordained, a deacon is considered on active service as long as he continues to be a member of Hillcrest Baptist Church, or until his status changes by means of transfer of membership, (no longer meeting scriptural requirements of the office) because of health, age, extenuating circumstances, or at the request of the deacons. Those who are affirmed to serve as deacons will serve on a non-rotating basis with expectations and qualifications being evaluated each year at nomination time for new deacons. Accountability is to be expected. Any deacon who is failing to meet expectations will be given a grace period of four months to become more faithful. Failure to do so will indicate voluntary resignation until the next deacon election at which time he may be reconsidered. In addition, failure to attend half of all deacons meetings will also indicate voluntary resignation until the next deacon election at which time he may be reconsidered. The desired goal is to create and maintain an active and healthy deacon fellowship of men who are faithful to seek the Lord and serve the body alongside the pastoral staff. Ordination – Men not previously ordained will be evaluated and ordained before assuming office. The church is not obligated to constitute as a deacon, a brother who comes from another church in which he was a deacon.
10. Deacon Emeritus (Honorary) – The church may elect to Deacon Emeritus status any deacon that

faithfully served, but by reason of age or infirmity is no longer able to render active service.

ARTICLE III

Committees

All organizations authorized by the church shall be under church control including all officers being elected by the church and reporting regularly to the church. It is understood that the Lead Pastor is ex officio head of all the organizations named and his leadership is to be recognized in them all.

1. Personnel Committee. The Personnel Committee shall consist of five members. The members are to be two deacons and three members-at-large. The deacons will serve on a rotating basis with the term of office being three years. The members-at-large will serve on a rotating basis with the term of office being two years. The committee will decide the chairman. The deacon body will present a slate of nominees to fill the above positions at a Fall business meeting. This committee shall exercise oversight concerning all paid employees. They shall recommend to the church the employment of all non-ministerial staff after determining the need and developing a position description clearly describing the work to be performed and the qualifications required by an applicant. They shall recommend starting salaries, fringe benefits, and amount of vacation. The committee shall annually review the salary and fringe benefits of all paid vocational and ministerial staff and make appropriate recommendations for any changes to the Finance Committee for inclusion in the annual budget. Any church member having any criticism or suggestion concerning the work of any paid employee should discuss his or her ideas with a member of this committee. The Finance Committee chairman and Personnel Committee chairman will meet annually (October) for the purpose of recommending salary increases for all staff. Both committees must be in full agreement before being included in the final budget that will be presented to the church in November and voted on in December. This agreement should be completed by November 1st.

Except for the Pastoral/Ministerial staff, it is the overall responsibility of the Personnel Committee to develop and manage the employment process for Hillcrest Baptist Church, to include establishment of new

positions, developing job descriptions and making any changes thereunto, managing the recruiting and hiring process for support of personnel, and working with the Finance Committee in developing all compensation packages prior to submitting their recommendations to the church for approval. Active input from pastoral staff and supervisory staff is welcomed and encouraged in this process. In addition, the Personnel Committee shall be the initial point of contact for church members having questions, criticisms, or suggestions concerning any employee of Hillcrest Baptist Church.

Personnel Hiring Policy concerning non-ministerial staff is under separate cover and maintained by the Personnel Committee.

All employees having access to HBC computer systems (servers) will be required to sign Confidentiality Agreement. Confidentiality Agreement policy is under separate cover.

2. Finance Committee. The Finance Committee shall consist of five members: The Church Treasurer, Assistant Church Treasurer, one deacon, one trustee, and a member-at-large from the congregation. The deacon body will present a slate of nominees to fill the above positions at the September business meeting. The deacon will serve on a rotating basis with the term of office being three years. The committee will decide the chairman. One trustee shall be elected annually to the Finance Committee. The member-at-large will serve on a staggered rotating basis with the term of office being two years. This committee will assist the Lead Pastor to inform and inspire the membership of the church to be faithful stewards and shall develop and recommend to the church a general plan for sharing stewardship throughout the year. They will submit a proposed annual budget based on the needs and potential of the church. This will be presented in the November business meeting and voted on in the December business meeting. They will see that the receipts are counted and deposited in the bank. They will work with the Church Treasurer in making regular financial reports to the church. The Finance Committee chairman and Personnel Committee chairman will meet annually (October) for the purpose of recommending salary increases for vocational and ministerial staff. Both committees must be in full agreement before being included in the final budget that will be presented to the church in November and voted on in December. This

agreement should be completed by November 1st. The financial records of the church shall be reviewed annually by at least a three member ad hoc committee appointed by the finance committee. If the ad hoc committee has concern over the financial records, then an accountant who is not a church member will be employed to help resolve the concern.

3. Nominating Committee. The Nominating Committee shall be composed of eight members-at-large from the congregation. The members-at-large shall serve a two-year term with four members being elected annually and serve from September through August. The Nominating Committee will bring a slate of nominees to the August (Fall) business meeting to fill all church positions not provided for elsewhere. The Deacon body shall present nominees to fill expired positions of the Nominating Committee at the August (Fall) business meeting for consideration by the Nominating Committee. For the candidates to be considered by the Nominating Committee, the candidates must attend worship services on a regular basis.

4. Baptismal Committee. The Baptismal Committee shall consist of one man and his wife elected annually. They will make all the necessary arrangements for the ordinance of baptism and render such assistance to the pastor and to the candidates as may be necessary.

5. Lord's Supper Committee. The Lord's Supper Committee consists of one man and his wife elected annually. They make the necessary arrangements for the observance of the Lord's Supper and see that the equipment is properly cleaned and stored for later use.

6. Kitchen Committee. The Kitchen Committee consists of no fewer than five members elected annually. They are in charge of the kitchen for church-wide socials and receptions. They recommend policies concerning the use of the kitchen and its equipment, and make recommendations concerning the purchase of kitchen equipment and supplies. They may request and secure assistance from other individuals and organizations as

needed.

7. Social Committee. The Social Committee consists of two members elected annually. This committee will function as the Church Host or Hostess to plan and coordinate lodging and meals for all guest speakers and coordinate the setup for all conferences hosted by the church. The committee works with the church staff to plan and coordinate all church-wide social and fellowship activities. They may request and secure assistance from other individuals as needed.

8. Recreation Committee. The Recreation Committee consists of three members elected annually. They maintain contact with the Hopkinsville Christian County Recreation Department to keep the church informed of upcoming events. They establish guidelines for eligibility and conduct of all teams participating in league activities. They maintain general oversight over the church's involvement in league activities and address all problems or complaints encountered. They may request and secure assistance from other individuals as needed.

9. Church Furnishings Committee. The Church Furnishings Committee is elected annually and consists of five members nominated by the Nominating Committee. The responsibilities of this committee include floral arrangements throughout the buildings, furniture placement and purchase (except educational furnishings), pictures/prints used as part of the décor of the church, and choosing of paint grade and color for all interior walls. Any expenditures for church furnishings must be in accordance with the church budget and approved by the Lead Pastor or Associate Pastor in conjunction with the Finance Committee.

10. Usher Committee. The Usher Director should be elected annually. It is the responsibility of the director to select the needed number of qualified people for each church service. They care for the seating and comfort of the congregation, the handing out of bulletins, the greeting of visitors, the collection of the offering, the prevention of interruptions and distractions, and other similarly needed services.

11. Greeters Committee. This committee consists of Outside Greeters Ministry Team, Welcome Center Host and Hostess, and Classroom Escorts. The Greeters Director is elected annually. It will be the responsibility of the director to select the needed number of qualified people for each ministry to reach out to our guests and make them feel welcome.

12. Historical Committee. The Historical Committee consists of two members elected annually, to gather and preserve available church records and memorabilia. and maintain a chronological history of the church, and prepare an annual addendum to the church history.

13. Church Strategy Committee. Every five years, or when necessary, the church elects an ad-hoc committee selected by the Lead Pastor for the purpose of evaluating, praying, and planning for the future of the church. Using information from the church family, regional demographics, Scripture and prayer, they formulate a purpose and vision statement for the church, evaluate ministry effectiveness, solicit areas for new ministry expansion, evaluate facilities management and expansion, and develop a set of goals and action plans. This committee will present a comprehensive plan to the church body for approval. The committee then delegates the details of the plan to the appropriate committee(s), staff and/or individuals for follow-up and completion. Upon this delegation, the committee will disband. At such time, it will be the responsibility of the Lead Pastor and Staff to monitor progress and adjustments that may need to occur.

14. Building and Property Maintenance Committee. The committee consists of three to six members. Members serve on a rotating basis with the term of office being three years. They are responsible for evaluating and maintaining the physical plant of the church. They work with the custodial and grounds maintenance staff to ensure that the properties are maintained in a clean, presentable, and serviceable condition. They are also responsible to do follow-up on any necessary repairs, working with the Lead Pastor, Associate Pastor and Finance Committee to schedule work and utilize the church budget properly. This committee is also responsible for maintaining an inventory of all interior church property. The Committee is responsible for

landscaping and maintenance, signage, parking lots, and other common areas. They maintain a regular maintenance schedule for parking facilities to include: resurfacing, paving, striping, marking, and snow and ice removal. They oversee maintenance of equipment purchased and owned by the church. They work with the Lead Pastor, Associate Pastor, and the Finance Committee when funds are required.

15. Church Use Guideline Committee. This Committee consists of six members serving on a rotating basis, and term of office being three years. This committee exists to establish policy and procedures for the use of the church facilities for special occasions.

16. Purchasing Committee. The Purchasing Committee consists of four members, with two rotating off every two years. They are responsible for obtaining any information concerning a major purchase of the church, validating purchase, and receiving and inspecting bids. They may request and secure assistance from other individuals as needed. They are accountable to the Finance Committee to ensure all purchases are within proper budget parameters.

17. Scholarship Committee. The Scholarship Committee shall consist of the Student Pastor and six members serving on a rotating basis, and the term of office being three years. They establish policy and procedures for the purpose of awarding a scholarship in recognition of outstanding academic work and /or financial aid to those affiliated with Hillcrest Baptist Church. The number of scholarships is based on money available, and needs of students. The decision of this committee shall be final.

18. Preschool Committee. The Preschool Committee consists of the number of members consistent with needs determined by Director of Children's Ministries. Director of Children's Ministries will determine the function and needs of this committee.

19. Bylaws Committee. The Bylaws Committee Chairman is elected for a five-year term. It will be the responsibility of the chairman to select the needed number of qualified people to help revise the constitution and bylaws. Any changes to the constitution and bylaws shall be submitted to the Deacon Body for approval. The Deacon Body then submits revisions to the church for approval. Contact the committee if any revision is necessary.

20. Mission Development Committee.

The purpose of the Mission Development Committee is to:

- Promote missions education and involvement for the entire church.
- Keep current with Kentucky and Christian County mission partnerships.
- Plan a balanced church-wide approach to missions to include local, state, national and international mission involvement, including a coordinated church calendar.
- Coordinate any special fundraising that may need to occur.
- Administer budgeted or designated funds given to the church for mission trips.

The plan for the Mission Development Committee is to meet quarterly or as often as needed to fulfill the purpose of promoting missions involvement for the whole church. The Missions Development Committee consists of the Missions Pastor, one deacon, a representative from the student ministry and four members from the church-at-large.

The committee is responsible for submitting a budget to the finance committee for consideration in the annual budget. The budget is used to support church-wide approved mission trip expenses, and to aid individuals with personal costs based on need and availability within the guidelines of the financial policies of the church.

21. Security Team - The Security Team Leader will effectively implement and oversee all security operations in support of staff and church activities and to promote the security and integrity of Hillcrest Baptist Church

operations, and resources.

a. Training

Completion of periodic training on church security procedures and best practices is required for all security team members. Additional training may be requested as needed to ensure the best techniques are being utilized to ensure the church maintains a safe environment at all times.

b. Essential duties and responsibility:

- Instruct security team members and assign duties monthly through a schedule
- Coordinate training for security team members.
- Plan and implement security for special events.
- Monitor and manage surveillance system.
- Order security-related supplies and equipment as needed.
- Communicate security concerns and actual or potential problems.
- Provide direction for acquisition, installation and use of physical security technologies including but not limited to: key card access systems, alarm systems, video surveillance systems, security services, IT and data security systems and other related systems;
- Construct and allocate budget resources to meet the program needs of the church.
- Perform other duties as assigned.

22. Pulpit Supply Committee. When a pastor resigns, retires, dies in office, or otherwise is terminated, the deacons shall elect a pulpit supply committee to arrange for supply preaching and seek an interim pastor. The committee shall consist of three members. Any recommendation by the committee for a person as interim pastor shall constitute a motion and second to call that person for an indefinite time.

23. Lead Pastor Search Committee. When the Lead Pastor resigns, retires, or otherwise vacates his office, or a position is created, the church shall elect a Lead Pastor Search committee to seek a new person for that position.

The committee shall consist of seven members, three men and three women, elected at a business meeting (scheduled or called) of which at least one week's public notice has been given. The deacon body will elect the chairman of this committee (separate from the ballot) and it must be a deacon, for a total of seven members. Prior to the election, the congregation shall be informed of the nature and duties of a Lead Pastor search committee. The deacon body will nominate 12 men and 12 women as candidates for the committee. Before names are placed on the ballot, the persons will be asked if they will serve if elected. The deacons will strive for an age variance on the ballot. The names to be placed on the ballot shall be presented to the church at least one week prior to the election. The actual voting ballot will be given to each eligible voter at the time of election. Each church member will vote by secret ballot for 6 members (3 men & 3 women) he/she believes are best qualified to serve. To serve on this committee you must be a church member for at least three (3) years. The ballots will be counted by the church treasurer, assistant treasurer, the chairman of deacons and assistant chairman of deacons. If one of the above is on the ballot, the chairman of deacons will ask a chairman of one of the deacon committees to replace him. The six (6) candidates, three (3) men and three (3) women, receiving the most votes will be asked to serve on the committee. If any of the people cannot or will not serve, then the person with the next most votes, men for men and women for women, will be asked to serve and the process continued until six (6) people have agreed to serve. In case of a tied vote, the deacons will break the tie. The names of the people who have agreed to serve will be announced to the church and listed in the next Sunday's bulletin. These seven members will select their secretary. The Lead Pastor search committee shall prayerfully consider all possible candidates and recommend to the church the one man that they unanimously feel God is calling to fill a position. Their recommendation shall constitute a motion and second that the church call that person. Election will be by secret ballot with an affirmative vote of eighty-five percent (85%) of those voting being necessary to extend a call. Fifteen percent (15%) of the active church membership must be present to call a pastor or any ministerial staff. Active church membership number shall be determined as the average of the last four Sunday's (both morning services) attendance. The ballots will be counted by the church treasurer, assistant treasurer, chairman of deacons and assistant chairman of deacons.

24. Ministerial Staff Search Committee: When a member of the ministerial staff (excluding Lead Pastor) resigns, retires, or otherwise vacates his/her office, or a position is created, the church shall elect a ministerial staff search committee to seek a new person for that position. The committee shall consist of five (5) members, 2 men and 2 women, elected at a business meeting (scheduled or called) of which at least one week's public notice has been given. The deacon body will provide the chairman of this committee (separate from the ballot) and it must be a deacon, for a total of five (5) members. Prior to the election, the congregation shall be informed of the nature and duties of the ministerial staff search committee. The deacon body will nominate 10 men and 10 women as candidates for the committee. Before a person's name is placed on the ballot, the person will be asked if he/she would serve if elected. The deacons will strive for an age variance on the ballot. To serve on this committee an individual must have been a church member for at least (2) two years. The names to be placed on the ballot shall be presented to the church at least one week prior to the election. The actual voting ballot will be given to each eligible voter at the time of election. Each church member will vote by secret ballot for four (4) members. Ballots will be counted by the church treasurer, assistant treasurer, the chairman of deacons and assistant chairman of deacons. If one of the above is on the ballot, the chairman of deacons will ask a chairman of one of the deacon committees to replace him. The two (2) men and two (2) women, receiving the most votes will be asked to serve on the committee. In case of a tied vote, the deacons will break the tie. The names of the people who have agreed to serve will be announced to the church and listed in the next Sunday's bulletin. The committee prayerfully considers all possible candidates and recommends to the church the one person that they unanimously feel God is calling to fill a position. Their recommendation shall constitute a motion and second that the church call that person. Election will be by secret ballot with an affirmative vote of eighty-five (85%) percent of those voting necessary to extend a call. Fifteen (15%) percent of the active church membership must be present to make the call. Active church membership shall be determined as the average of the last four Sunday's (both morning services) attendance. The ballots will be counted by the church treasurer, assistant treasurer, chairman of deacons and assistant chairman of deacons.

25. Other Committees. Upon determination by the church, other committees shall be established as needed to supplement the ministry of the church. If appointed for a specific purpose, the committee will dissolve when the task has been completed.

NOTE: If not specifically stated, all nominations for specific committees shall be brought to floor for vote by the Nominating Committee. If not otherwise stated, the committees will elect the chairman of the committee.

ARTICLE IV

Finances

1. Proportionate Giving. Every member in taking seriously his commitment to Christ and the church is expected to be a faithful steward of time, talent, and possessions, and to give regularly to the work of God's Kingdom through the church.
2. Unified Budget. The church shall operate under a comprehensive and unified budget with all undesignated contributions going toward meeting budget expenses. Receipts from all sources shall be kept in bank accounts and all disbursements made from the same. The expenses of all organizations, as approved by the church, shall be paid by the Church Treasurer. Any funds that may come through these organizations shall be turned over to the Church Treasurer or person designated by the Church Treasurer and recorded in the appropriated accounts. The budget shall determine the person, persons, or committee(s) authorized to spend each budget line item. All expenditures over \$1000.00 (\$2,500.00 for Lead Pastor or \$1,500 for Associate Pastor) or any expenditure beyond the total budgeted authorization for a line item must be approved by the Finance committee, a majority of the five members of this committee being necessary for this action, with a report to be given at the next scheduled regular business meeting. If action is needed on a line item overage before the next regularly scheduled business meeting, the Finance Committee shall address it, and report such findings to the church at

the next business meeting. It shall be brought before the church when feasible.

3. Special Offerings. Special Offerings shall be taken annually for the Lottie Moon Missions offering in December and the Annie Armstrong offering in March. Other offerings such as Eliza Broadus State Missions offering in September, the Sunrise offering in either May or November, and the Oneida Baptist Institute offering, may also be collected. If there is no business meeting scheduled before the event requesting special offering, the Finance Committee will make the approval decision. Support for the Cooperative Program and Associational work shall be planned as a percentage of the total budget. Any additional special offerings must be approved by the Finance Committee.

4. The normal practice of financial operations of the church is for members to give their tithes and offerings through the general budget of the church. The finance committee must approve all fundraising events. Contribution credit will not be given for items purchased at a fundraising event. Designated gifts must follow the process outlined in the Designated Funds Policy.

ARTICLE V

Policy and Procedures for Use of Church Facilities

Guidelines for Use of Church Facilities as set forth by the Church Use Guideline Committee are under separate cover and should be considered as part of Policy and Procedures for Use of Church Facilities and Article V. Guidance may be found at the church office.

1. Church Functions. Active members may use the church facilities for a church function or any activity previously approved by the church by scheduling it through the church office. This will ensure there is no conflict of times, areas, or equipment to be used. Any discrepancy shall be referred to the Church Use Guidance Committee. Any discrepancies will be deferred to the Church Use Guidance Committee.
2. Members. Any active member of the church may use the church facilities for a personal function if that activity is in keeping with the mission and beliefs of the church. The function must be scheduled through the church office to insure it does not conflict with any other scheduled activities. The church buildings and equipment must be left in the same condition and arrangement as found.
3. Wedding privileges. The pastor, staff, and members of Hillcrest Baptist Church wish for you both the best as you approach your wedding ceremony and married life together. A church wedding is a service of worship in which a Christian commitment is made. We believe that marriage is between one biological male and one biological female, instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ and to be held in honor among all people.

Therefore, in order that a wedding in the church may conform to high Christian standards, our church has adopted the guidelines as set forth by the Church Use Guideline Committee. Wedding privileges are to be afforded to any active church member and their immediate family.

4. Restroom Guidance. Restrooms at Hillcrest Baptist Church are to be used in accordance with one's biological (i.e., birth) gender. Parents of small children may, of course, take their children with them into the restroom appropriate for the parent's biological gender. There are also two "single stall" restrooms in the Newby Building.