

Heartland Baptist Church of Alton, Illinois

CHURCH CONSTITUTION

Adopted: July, 2012

Final Copy

PREAMBLE

We, the members of the congregation of Heartland Baptist Church of Alton, Illinois, declare and establish this Constitution to: preserve and secure the principles of our faith; ensure that this body is governed in an orderly manner; preserve the liberties of each of these and freedom of action of this body in its relation to other churches.

This Constitution supersedes any and all previous constitutions. Its composition and order of precedence shall be: 1) the Constitution; 2) the Bylaws; 3) The Policy and Procedures Manual.

ARTICLE I

Name

This body of believers shall be known as Heartland Baptist Church of Alton, Illinois and located in Madison County, at 4500 Humbert Rd, and herein shall be referred to as "Heartland Baptist Church" or simply as: "The Church."

ARTICLE II

Statement of Purpose and Basic Beliefs

PURPOSE:

Led, as we believe, by God Almighty Himself, we declare that the overriding purpose of Heartland Baptist Church is to worship God and make disciples of all people.

ARTICLE III

DOCTRINE:

As a New Testament church, we at Heartland Baptist Church affirm that the Holy Bible is the inspired Word of God, and as such it is the basis for all our beliefs. In addition, we accept the doctrinal statement

of the current "Baptist Faith and Message" adopted by the Southern Baptist Convention as a basic doctrinal guide.

ORDINANCES:

The ordinances of Heartland Baptist Church are immersion baptism and the Lord's Supper.

ORGANIZATION:

This church is organized as a church exclusively for charitable, religious and educational purposes within the meaning of Section 501C (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law).

AUTHORITY:

Heartland Baptist Church retains for itself the authority to operate any and all ministries it sees as proper as well as consistent both with those principles we hold to be biblical and the overall purpose of the church, as agreed upon by the congregation. This authority shall include, but not to be limited to:

- Establishing, practicing, and maintaining religious worship
- Building, maintaining, and operating churches, parsonages, schools, chapels, radio stations, television stations, missions, print shops, day care centers, camps, nursing homes, cemeteries, and any other ministries that the church may be led of God to pursue.

ARTICLE IV

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 making Him our Lord, and having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now therefore, in the name of Jesus Christ, with the aid of the Holy Spirit in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We agree to walk together in Christian love; to strive with hearts united for the advancement of Heartland Baptist Church in knowledge, holiness, and ministry; to personally promote its prosperity and spirituality; to sacrificially, cheerfully, and regularly contribute to the support of the ministry and expenses of Heartland Baptist Church, to the relief of the poor, and to the spread of the gospel throughout all nations.

We agree to engage in family and private devotions; to carefully educate our children in the Word of God; to seek the salvation of our family and acquaintances; to live righteously in the world; to be honest in our dealings, faithful in our responsibilities, and exemplary in our conduct.

We agree to watch over one another in brotherly love; to pray for one another; to aid one another in sickness and distress; to be courteous in speech; to be slow to take offense, and always ready for scriptural reconciliation.

ARTICLE V

Church Government

ITS CONSTITUENCY:

The Church shall consist of those members who have:

- Made a public profession of faith in Jesus as their Lord and Savior
- Been scripturally baptized
- Made a personal covenant with the other church members to support the Constitution and Bylaws of Heartland Baptist Church.

ITS AUTHORITY:

Heartland Baptist Church is a sovereign and autonomous church that submits to the Lordship of Jesus Christ and chooses to associate itself with other Baptist churches of like faith. The membership retains for itself the right of exclusive self-government in all phases of spiritual and temporal life of the church.

The desire of the congregation will be carried out by the appropriate Teams who receive their power from the congregation to whom they are accountable. Heartland Baptist Church empowers its members and leaders to create all ministries and organizational structures necessary to support the church covenant and its purpose.

All persons, groups, or committees empowered by the church shall report and be accountable to The Church.

ARTICLE VI

Church Officers

Heartland Baptist Church shall have the following officers:

Pastor: The pastor shall be a man who:

- Meets the qualification listed in I Timothy 3:14, Titus 1:5-9, and I Peter 5:1-3; and
- Willfully responds to the call of the congregation to oversee the spiritual and material affairs of the church.

Deacon: The deacon shall be a man who:

- Meets the qualifications listed in Acts 6:3, I Timothy 3:8-13, and I Corinthians 3:16.
- Concurs with his selection from among the members of the church who are qualified as stated above.
- Accepts his election and ordination for an indefinite time and period, and

- Faithfully fulfills the deacon's purpose of assisting in all ministries and in promoting harmony within the church.

Moderator: The moderator shall be an active member of the church and shall be elected by the church to conduct and maintain orderly business meetings.

Treasurer and Assistant Treasurer: Both the Treasurer and Assistant Treasurer shall be active members of the church and shall be elected by the church to:

- Assist the designated church offering collectors, whenever deemed necessary
- Deposit the designated church offering collections whenever deemed necessary
- Audit all church disbursements.

Trustee: The Trustee shall be an active member of the church and shall be elected by the church to deal with real property issues.

The church shall elect any other officers as may be required by law or as may be required by the congregation.

ARTICLE VII

Amendments

Proposed changes in this constitution must be made in writing and published to the membership at least thirty days prior to a business meeting at which the proposed changes will be discussed. At least thirty more days must lapse before a vote is taken on the proposed changes. Such changes shall require a quorum to be present and a 75% affirmative vote of all those present and voting.

ARTICLE VIII

Tax Exempt Provisions

SECTION I: PRIVATE INUREMENT

No part of the net earnings of the church shall inure to the benefit of or be distributable to any of its members, officers, or private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payment and distributions in furtherance of the purpose set forth in Article II hereof.

SECTION II: POLITICAL INVOLVEMENT

No substantial part of activities of the church shall be involved with promoting propaganda or otherwise attempting to influence legislation. The church shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

SECTION III: DISSOLUTION

Upon dissolution of this church, the remaining members shall first satisfy all financial liabilities, and then finally release all of the remaining assets, either to another church of like faith, or to an educational institution which maintains the same articles of faith as does this church.

SECTION IV: RACIAL NONDISCRIMINATION

The church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, or other persons on the basis of race, or national or ethnic origin.

Heartland Baptist Church of Alton, Illinois

CHURCH BYLAWS

Adopted: July, 2012
Updated: July, 2016

Final copy

ARTICLE I

Membership

SECTION I: GENERAL STATEMENT

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

SECTION II: CANDIDACY & MEMBERSHIP

Candidacy:

Any person may offer himself or herself as a candidate for membership in Heartland Baptist Church using one of the options listed below. Candidates shall be presented to the church at any regular worship service. Decision counselors receiving membership candidates may defer presentation before the church if in their judgment further counseling is required.

1. Upon the candidate's public profession of faith in Jesus Christ as his or her Savior and Lord and agreeing to baptism by immersion as scripturally established.
2. Upon the candidate's statement desiring transfer of membership from a church of like faith, provided the candidate has been baptized by immersion as scripturally established.
3. Upon the candidate's solemn statement that he or she has received Jesus Christ as Savior and Lord and having been baptized by immersion as scripturally established.
4. By restoration in the case of a member who has been dismissed for disciplinary cause.
5. As a special case candidacy. (In unusual circumstances adequate information shall be collected and provided to the pastor and deacons for their consideration and recommendation to the church.)
6. Candidates desiring membership into Heartland Baptist Church will not be accepted if they profess or practice a homosexual lifestyle. Scriptures in both the Old and New Testament are clear that homosexuality is not an "alternate lifestyle". The subject of homosexuality is clearly contrary to God's design of man and woman in marriage and the biblical relationship between the genders. In the event that it is discovered that such behavior is being practiced, the person's membership will be immediately revoked. This does not preclude the possibility of someone

engaged in that lifestyle from being restored through the Scriptures and public repentance from such a lifestyle from being accepted.

The bible is clear concerning the restoration of all mankind who have fallen into sin. Heartland Baptist Church affirms the Southern Baptist Convention's Baptist Faith and Message 2000 documents as our statement of faith, as such Heartland Baptist Church will not condone such marriage unions, celebrations or activities within the church membership; nor allow its facilities to be used for such occasions involving persons professing/practicing a homosexual lifestyle.

The intent of Heartland Baptist Church is to counsel with such persons in an attempt to evangelize the person; show the Biblical mandate against such behavior and to lead them to repent from the homosexual lifestyle. Furthermore, that church ministers and staff engage only in marriage ceremonies in keeping with this church's adopted biblical and theological definition of marriage.

References: Genesis 18:16-19:7, Leviticus 18:22, Romans 1:18-25, Galatians 5:19-21.

The Church will be asked to affirm its approval of the candidate for membership, but a formal vote is not necessary.

Membership:

As a prerequisite for membership, all candidates agree to support and abide by the Constitution and Bylaws of Heartland Baptist Church. Candidates become members of Heartland Baptist Church upon completion of the activity listed below that corresponds to their acceptance as candidates and affirming their membership commitment through Church Covenant agreement:

1. Upon scriptural baptism, and New Believer's class.
2. Upon receipt of a letter acknowledging membership in good standing in a church of like faith. Also upon completion of a New Member Orientation class provided by the church, review of new member orientation materials, at least fifteen elapsed days after having been accepted as a candidate for membership and no written "Objection to Membership" has been submitted.
3. Upon completion of a New Member Orientation class provided by the church, review of new member orientation materials, at least fifteen elapsed days after having been accepted as a candidate for membership and no written "Objection to Membership" has been submitted.
4. Immediate upon restoration.
5. Upon completion of membership criteria provided as part of the recommendation issued by the Pastor and Deacons.

Any objections to membership shall be referred to the Pastor and Deacons for investigation. A recommendation shall be made to the church within thirty (30) days. A two-thirds vote of those members present and voting shall be required to elect such candidates to the membership. Candidates will be presented to the church for full membership after completing respective membership requirements.

Ordinances:

1. Baptism:

A person who receives Jesus Christ as Lord and Savior by personal faith who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism. Baptism shall be by immersion in water. Baptism shall be administered by the pastor or whomever the church shall authorize. Baptism shall be administered as an act of worship during any service called for that purpose.

2. The Lord's Supper:

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. The Lord's Supper shall be observed at least quarterly, or as otherwise scheduled. The pastor and deacons shall be responsible for the administration of the Lord's Supper. The Lord's Supper table is open to all professing believers in Jesus Christ as Lord and Savior.

SECTION III: RESPONSIBILITIES

New members are required to participate in any new member orientation plan the church provides and to review new member orientation materials.

SECTION IV: VOTING RIGHTS OF MEMBERS (Membership Voting)

1. Voting Requirements:

Attend at least one regularly scheduled worship service a month unless physically unable to do so and...

Systematically and regularly contribute to the financial needs of HEARTLAND BAPTIST CHURCH, as they have the ability and...

Support the Purpose and Mission statements of HEARTLAND BAPTIST CHURCH; actively participate in their accomplishment and...

Be faithful to the essential disciplines of the Christian life: prayer, devotions, and evangelism.

Every active member of the church is entitled to vote at all elections and on all issues submitted to the church. Under special conditions, as agreed upon by the pastor and chairman of the deacons, an absentee balloting process will be provided.

2. Non-voting Members are defined as those members who have not fulfilled the voting requirements outlined in paragraph 1 above.

SECTION V: TERMINATION OF MEMBERSHIP

Church membership shall be terminated in the following ways:

1. Death of the member.
2. Transfer to another Church.
3. Upon written request from the member to have his or her name removed from the membership rolls.
4. Exclusion of the member by action of the church.

Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his or her Church Covenant vows as outlined in the Church Constitution, or by nonsupport of the church, the church may terminate his or her membership. This shall be by two-thirds majority vote, but only after due notice and hearing, and after faithful efforts have been made to bring such member to reconciliation.

SECTION VI: DISCIPLINE

It shall be the practice of this church to emphasize that every reasonable measure will be taken to assist any troubled member. The Pastor, others of the church staff, and the Deacons shall be available for counsel and guidance. The attitude of members shall be guided by concern for redemption rather than punishment.

Should some serious condition exist, which would cause a member to become a liability to the general welfare of the church, the Pastor and Deacons shall take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to take action to exclude a member, the procedures in Section V “Termination of Membership” shall apply.

A spirit of Christian kindness and forbearance shall pervade in all proceedings. The church may restore to membership any person previously excluded, upon request of the excluded person, with evidence of the excluded person’s repentance and reformation, then by a majority vote of the church.

SECTION VII: ORDINATION/LICENSE OF VOCATIONAL MINISTERS

A. LICENSING AND ORDINATION

An individual who experiences the call from God to the Christian Ministry may ask the church for license or ordination. After the pastor and active deacons have examined the person’s doctrinal position, with regard to our Statement of Faith, they may present the name of that person to the church at a regular business meeting for action as needed.

B. DEFINITIONS

1. Licensing is a formal recognition by the church of the individual’s call to the ministry, the evidence of spiritual gifts associated with that call, and the quality of the individual’s character. The presenting of a license will assist the licensee in finding opportunities to minister.

2. Ordination to the Gospel Ministry is the highest formal recognition of the church to the individual's call to ministry and authorizes a person to perform weddings and other official duties associated with ministry.

C. WITHDRAWAL OF LICENSE

When Jesus Christ or this church is misrepresented by the licensee, the church may revoke said license. This will be done by a vote of the majority of the members present at a regular or special called business meeting of the church.

If at any time the licensee is not in full agreement with the guidelines originally set forth at the issuance of the license, he will be expected to return the license to the church.

ARTICLE II

Church Officers

SECTION I: GENERAL

All church officers must be members of the church. The officers of this church shall be the Pastor, ministering church staff, Deacons, moderator, church clerk, treasurer, assistant treasurer, and trustees.

SECTION II: PASTOR

Responsibilities:

The responsibilities of the Pastor are listed below:

1. Love and cherish the congregation.
(1 Thessalonians 2: 7-8, 11)
2. Preach sound doctrine according to the Word of God.
(John 21: 15-17; Acts 20:28; 1 Tim. 4:2, 22; Titus 1:9; 1 Peter 5:2)
3. Warn the congregation of those who would teach false doctrine or bring other harm to the members of the congregation.
(Acts 20:28; 2 Tim. 4:5; Hebrews 13:7)
4. Arbitrate in matters of order and discipline.
(1 Tim. 3:4, 5; 5:17)
5. Serve as a non-voting ex-officio member of all Teams/Committees in support of his role as spiritual leader of the church. Attendance at all meetings is not expected however, and is at the Pastor's discretion as best supports the needs of the church.

6. The Pastor is responsible for leading the congregation in functioning as a Southern Baptist Church. The Pastor will lead the congregation, the organizations, and the church staff in performing their tasks.
7. The Pastor and his wife shall have the privilege of attending the Southern Baptist Convention, the State Convention, the Evangelism Conference Meetings, and other denominational conferences within budget limitations.

Tenure of office:

The Pastor shall serve for an indefinite period of time. The office of Pastor shall be declared vacant:

1. When the pastor dies.
2. When the pastor retires.
3. When the pastor resigns. A two-week notice is required before terminating duties voluntarily.
4. When the church elects to remove the pastor from office, the decision shall be governed by the following circumstances:
 - a) Disciplinary removal because of moral or doctrinal misconduct, or willfully failing to fulfill the duties of his office.
 - b) Removal because of physical or mental health problems or because of a lack of competence.
 - c) An 85% vote is required in a Special Called business meeting with a quorum of the membership present to remove a pastor from office.

Calling a pastor:

When the office of Pastor is vacant, the congregation shall select a Pastoral search committee. The committee shall be reflective of each adult generational group and shall consist of a minimum of 7 members with 2 alternates. The Deacons will present a ballot for the congregation to submit the names of seven individuals. Those members receiving the most votes as stated above will be the Pastoral search committee. All Pastoral search committee members must be able to attend weekly meetings, travel overnight if required, and peruse numerous resumes.

The Pastoral search committee shall:

- Solicit resumes
- Review all candidates qualifications
- Interview those candidates that best meet the criteria in the Pastor profile established by the church
- Recommend a candidate after prayerful consideration

Only one candidate at a time shall be set before the congregation for a vote. This will be by secret ballot. A favorable 85% majority of the votes will constitute a call to be Pastor; and at the time of the call, the Pastor becomes a full member of the church.

SECTION III: CHURCH STAFF

A) Ministerial staff

The church shall call staff members as needed to assist the Pastor. A comprehensive job description shall be written by the Pastor and Personnel Team when the need for a staff member is determined and before each is employed. The Personnel Team will work with the Pastor and assist in seeking and interviewing prospective staff members. Staff members shall be jointly recommended to the church by the Pastor and the Personnel Team and employed by church action, with voting being by secret ballot and requiring three-fourths (3/4) majority affirmative vote. It will be understood that the staff is under the supervision of the Pastor in carrying out the pastoral duties. Any Ministerial Staff member will be an individual who believes in and practices tithing and the giving of offerings through the church. Copies of the job description will be maintained in the church office and by the Personnel Team. All Ministerial staff personnel will be employed by Church action.

B) Support staff

Support Staff will not normally be hired within the church membership. In the event Support Staff are Church members, and should a conflict arise between church membership and employment, the employment will be terminated. Custodians and Church secretaries are not church ministering staff personnel. All Support staff hires will be done through the Personnel Team in cooperation with the Pastor.

C) Dismissal

The dismissal of any member of the church staff shall be subject to the following progression:

1. A thorough discussion with the Pastor and Personnel Team with both parties present.
2. An appeal, if necessary, may be made by either party to the active Deacon body.
3. If so desired, the dismissal may be brought before the church body upon request of either party at a special business meeting, with a simple majority vote of the church required for dismissal.

SECTION IV: DEACONS

General:

Heartland Baptist Church shall elect from among its membership the number of Deacons deemed necessary to best serve the congregation. On an annual basis, the Deacons shall select a chairman and vice-chairman. In addition, other officers as deemed necessary by the deacon body shall be selected.

Qualifications:

The qualifications of a Deacon in Heartland Baptist Church shall be in accordance with 1 Tim. 3: 8-13 and Acts 6: 1-8. A Deacon will be a member of HEARTLAND BAPTIST CHURCH and in agreement with the current SBC Baptist Faith & Message. The Deacons of Heartland Baptist Church are called upon to minister to the physical needs of the membership as outlined in Acts 6 and are called upon to minister in matters of a pastoral nature. Therefore, the more stringent requirements of 1 Tim. 3: 1-7 should also be considered in determining the qualifications of a candidate. Deaconate of HEARTLAND BAPTIST CHURCH is reserved for men only. A Deacon will also be an individual who believes in and practices tithing and the giving of offerings through the church.

Responsibilities:

The purpose of the Deacons of Heartland Baptist Church shall be to promote the church's general welfare, and to serve and minister to the needs of its members in accordance with the Holy Scriptures. The Deacons are not a governing body, but an extension of the Pastor to minister to the church.

The Deacons are not vested with the authority to serve as a board of directors for the church and shall possess no governing power beyond that explicitly defined in the Constitution and Bylaws. They may, however, make recommendations to the church and provide counsel on issues forwarded to them by church committees, church staff, or other church organizations. They may be called upon to resolve problems relating to improper behavior or disputes on the part of church members or ministering staff members and may be asked to suggest appropriate disciplinary and/or reconciliatory measures. In a case of improper behavior by the Pastor, it is the responsibility and obligation of the Deacon body to initiate action to resolve issues. The Deacon body will provide supportive dialog to all ministerial staff.

Deacon Election/Ordination:

A) Nomination:

Requests to add to the number of Deacons in the Deacon body may be initiated by the Pastor, the Deacon body, or the congregation. When it is determined that additional men are needed to serve as Deacons, a process will be followed that allows the congregation at large to nominate Deacon candidates via a written ballot.

B) Review:

The Deacon body shall:

1. Review the qualifications of each candidate
2. Interview the nominees to evaluate their doctrinal comparison and alliance to the scriptural requirements of the office of Deacon.
3. Introduce to the church as "Deacons-In-Training" those candidates it deems as acceptable.

C) Deacon Training Period:

1. Unordained Deacon Candidates shall serve in a “Deacons-In-Training” capacity for at least one year. During this time, the candidates will be trained on the purpose, duties, and practice of the office of deacon of Heartland Baptist Church.
2. It will be the duty of the Deacon body to counsel, teach, and evaluate each candidate’s progress in the ministry.
3. When the Deacon body determines that a candidate has properly completed the training and believes he is able to carry out the duties of a Deacon, it shall recommend to the congregation that the candidate be elected and ordained to the office of Deacon. Those candidates previously ordained as Deacons in a church of the same doctrine and belief will not need to be ordained again but only officially recognized as Deacons in Heartland Baptist Church.
4. A candidate must be a member of the church for at least one year before he can be elected to the office of Deacon.

D) Election:

Election of Deacons shall occur at a regular or called business meeting. A two-thirds (2/3) majority of those present and voting is required for approval.

E) Inactive Status:

Deacons may go on inactive status for a variety of reasons including, but not limited to, missionary service, health considerations, family concerns, spiritual matters, and disciplinary action. A Deacon may be placed on inactive status in any of the following ways:

1. By request of the Deacon himself
2. By a two-thirds (2/3) majority vote of the active Deacon body of a regularly scheduled Deacon’s meeting;
3. By a two-thirds (2/3) majority vote of the church members present and voting at a regular or called business meeting.

Deacons can be restored to active status by a two-thirds majority vote of the active Deacon body at a regularly scheduled Deacons meeting or by a two-thirds (2/3) vote of the congregation at a business meeting.

F) Revocation of Ordination:

The Church retains for itself the right to revoke the ordination of any Deacon it has ordained and who fails to continuously comply with the Deacon qualifications as set forth in 1 Tim. 3: 8-13. However, the Deacon body shall not revoke an ordination until the non-complying Deacon has been counseled and exhorted to repent of any and all offenses and he commits to restitution of any harm he may have caused. Revocation of the ordination of a Deacon shall be by a two-thirds (2/3) majority vote of the church membership present and voting at a Regular or Special called business meeting.

SECTION V: MODERATOR

Qualifications:

Any member in good standing (except the Pastor) may serve as elected Moderator.

Responsibilities:

The Moderator is responsible for conducting church business meetings in a fair, impartial, and expeditious manner. Therefore, while conducting church business meetings, the Moderator:

- Shall not vote on Main Motions or on Amendments to Main Motions. Shall not speak for or against Main Motions or for or against Amendments to Main Motions.
- Shall not favor one view of an issue on the floor over another.

Note: However, in the interest of ensuring that the facts are properly presented before the church members and to expeditiously conduct the business meetings, the Moderator may ask questions seeking clarification of an issue and may himself offer clarifying comments and/or suggest specific church action in order to achieve the goals pursued by the church. The Moderator may recuse himself for the discussion of an issue but must stand recused for the complete period of discussion of that issue.

Succession

If the Moderator is absent during a Regular or Special Called business meeting, then the duties of Moderator shall be filled according to the following order of precedence:

- Chairman of the deacons
- Vice-chairman of the deacons or other lay officer

If none of these members are present, then the meeting will be cancelled.

Tenure

A church member in good standing may be elected as the Moderator and shall serve a term of one year and can be re-elected annually.

SECTION VI: CLERK

The Clerk of the Church shall be elected annually and shall keep accurate records of all actions of the church unless otherwise provided. The Clerk shall keep a register of the names of all members, with all dates of admission, dismissal, or death, and a record of baptisms. The Clerk shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary. The Clerk shall consider it a part of his or her responsibility to promote loyalty and efficiency in church life. The Clerk's records are the property of the church and shall be open for inspection by any member of the church by appointment. The Clerk shall be responsible for preparing the Annual Church Letter. The Clerk shall be responsible for the Church Seal and its use. The Clerk will work with office personnel to perform duties.

SECTION VII: CHURCH FINANCES

Qualifications for all Financial Personnel:

- An individual of honest report and above reproach in matters of finance.
- An individual who is knowledgeable and versed in financial matters.
- A member of the church for more than a year.
- An individual who believes in and practices tithing and the giving of offerings through the church.

A. Financial Secretary:

Responsibilities

1. The Financial Secretary shall assist in the counting of monies given in tithes and offerings, assisted by two (2) Money Counters.
2. Prepare bank deposit before leaving church.
3. Prepare individual giving reports and distribute annually. Quarterly reports may be given upon request.
4. Maintain ledgers.
5. Write checks for bills, and salaries, and coordinate with check signers.
6. Prepare quarterly financial reports for review by the Treasurer, Stewardship Team and for subsequent distribution to the Church

If deemed to be a paid position then this will be under the Personnel Team and a job description will be available.

B. Treasurer/Assistant Treasurer (In Absence of Treasurer):

Responsibilities:

1. To oversee the collecting of church tithes and offerings.
2. To oversee the depositing of the church's revenue.
3. To assist the financial secretary and/or church administrator in reviewing and auditing the monthly expenditures of the church (Treasurer only).
4. To serve as an Ex Officio member of the Stewardship Team (Treasurer only).
5. To sign checks.
6. Conduct an annual internal audit with cooperation from the Stewardship Team. An outside agency will conduct an audit every three (3) years.
7. Monitor Bills.
8. Meet with Stewardship Team as Ex-Officio member.

Tenure:

The church shall annually elect a Treasurer and Assistant Treasurer.

C. Check Signers

After ensuring funds are available, and the check has the Treasurer's signature, a check signer will authorize the check with his/her signature. This will ensure that at no time will any expenditure be allowed which has not been budgeted or approved by the church. (Note: under no circumstances should any check be written or signed which would allow a fund to have a negative balance.)

SECTION VIII: TRUSTEES

The church shall have three trustees to “hold in trust” the church property.

Qualifications:

Church trustees shall be members in good standing who agree to adhere to the Constitution and Bylaws of Heartland Baptist Church, who have demonstrated spiritual maturity, and who support the church through ministry service and tithes and offerings.

Responsibilities:

1. They shall affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property, or other legal documents where the signature of trustees is required.
2. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action.

Tenure:

Trustees shall serve for three years on a rotating basis with one new trustee being elected each year. No trustee can serve successive terms but they may serve multiple terms.

ARTICLE III

Ministry Council

SECTION I: GENERAL

The purpose of the Ministry Council is to set the church’s ministry vision, agenda, and schedules.

SECTION II: MEMBERSHIP

The Pastor shall chair the Ministry Council, and the chairman of the deacons shall serve as vice chairman. Other members of the Ministry Council shall include:

- Vice chairman of the Deacons
- Chairpersons of all Primary Teams

- Ministerial staff
- Ministry representatives

The Pastor and Deacon body shall recommend to the church for its approval the ministries to be represented on the Ministry Council and the method for identifying Ministry Representatives. The church may add to the membership of the Ministry Council as it deems appropriate.

SECTION III: QUALIFICATIONS

Ministry Council members must be church members in good standing, and Ministry Representatives must be active participants in the ministry they are representing.

SECTION IV: PURPOSE

The Ministry Council shall be charged to:

1. Provide vision and leadership to church ministries.
2. Perform long range planning.
3. Plan the church calendar.
4. Coordinate resources among ministries.
5. Provide direction for the administrative infrastructure of the church to support their planning and actions.
6. Plan for new ministries and suggest changes and improvements in existing ministries.
7. Select 7 Nominating Team members who will work with Ministry Mobilization.

The Ministry Council shall as a minimum meet every quarter.

Church Extension Ministries

Any Church Extension Ministry established by Heartland Baptist Church will be aligned to the current Constitution and Bylaws of the church. The Church Extension organization will be under the authority of the Church. The Church Extension organization will have a five (5) member board of directors appointed and approved by the Church specifically for that ministry. The Board will be accountable to the Church for the operational, organizational and financial areas of the ministry. (Examples; counseling services, pregnancy center, daycare center, etc.)

ARTICLE IV

Teams

SECTION I: GENERAL

The purpose of a team is to carry out the will of the congregation in an efficient, prayerful manner in accordance with the precepts in the Holy Scriptures. All teams are empowered by the congregation and are responsible to the Ministry Council. All teams shall seek input from the Pastor, Ministerial staff and other relevant persons. Teams administer the budgeted and designated funds for which they are responsible. The term of membership for Primary teams shall

be three years. Team Member rotations will be staggered, so as to provide team stability and continuity. The church shall approve all team members.

Primary Teams:

The primary teams of Heartland Baptist Church are:

1. Ministry Mobilization
2. Care Team
3. Personnel Team – 7 Members
4. Stewardship Team – 7 Members
5. Properties Team
6. Great Commission Team

SECTION II: MEMBERSHIP REQUIREMENTS

Primary Teams:

Primary Teams are a key part of the administrative infrastructure of the church and are in place to enable the ministries of the church. Members of the primary teams must be members in good standing who have shown spiritual maturity and are willing to accept the responsibilities of the assignment. The Stewardship and Personnel primary teams shall have at least one active Deacon as a member.

Members of these teams are expected to support the church programs both financially and with their time. No person may serve as chairperson on more than one primary team at a time. No husband and wife may serve on the same primary team simultaneously. The Pastor is a non-voting ex-officio member of all primary teams in support of his role as leader of the church administrative infrastructure. However, his attendance at all meetings is not expected and is at his discretion as best supports the needs of the church.

Ad Hoc Teams:

The church may find it expedient from time to time to appoint, or elect, various teams to carry out specific functions or tasks directed by the congregation. Such teams are open to any believer that is known to be a faithful attendee, has a good reputation, supports the Constitution and Bylaws of Heartland Baptist Church, and has demonstrated a willingness to serve. The team composition, purpose, and duration shall be defined at the time the team is appointed or elected.

SECTION III: PURPOSE OF TEAMS

Ministry Mobilization Team:

Mission: Identify/develop and administer instruments designed to discern spiritual gifts, skills, interests, commitment to service, and experience of members of HEARTLAND BAPTIST CHURCH.

Motivate and encourage church members to participate as team members, teachers and ministers. Mobilizing and equipping men and women for the purpose of building up the body of Christ.

Ministry: Discern, Mobilize

Mandate: Then He said to them, “The harvest is truly great, but the laborers are few, therefore pray the Lord of the harvest to send out laborers into His harvest.” Luke 10:2 (NIV); “And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and the knowledge of the Son of God, to a mature man, to the measure of stature which belongs to the fullness of Christ.”

Ephesians 4: 11-13 (NASV)

References: Exodus 18: 13-26; Matthew 5: 1-16; John 20:21; Acts 13: 1-3; 1 Corinthians 12; Ephesians 4: 1-16; Philippians 4: 1-9; James 1: 5-8; 1 Timothy 3: 1-13 and 5: 17-21.

Ministry Mobilization Team consists of:

Preschool Director

Children’s Director

Music Minister [director if Minister is not available]

Youth Minister [director if Minister is not available]

Adult Director

Senior Adult Director

Discipleship Director

Nominating Team Responsibilities:

- Nominate members for lay leadership positions
- Nominate the members of the Primary Teams
- Identify the Team Leader of each Primary Team
- Nominate the treasurer, assistant treasurer, and church clerk
- Nominate the trustees

Care Team: [Kitchen, Hospitality, Bereavement and Benevolence teams]

Mission: Mobilizing and equipping men and women to share others’ burdens and joys with the love of Christ. Establish and publish, in cooperation with the Ministry Council, policies concerning a Benevolence Ministry. Coordinate the planning, staffing, communication, purchasing, preparation and cleanup of all church-calendared events requiring food, refreshments, or decorations.

Ministry: Encourage, Love, Support

Mandate: “Carry each other’s burdens, and in this way fulfill the law of Christ.” Galatians 6: 2 (NIV); “And let us consider how to stimulate one another to love and good deeds, not forsaking our own assembling together, as is the habit of some, but encouraging one another, and all the more, as you see the day drawing near.” Hebrews 10: 24-25 (NASV); “Do not merely look out for your own interests, but also for the interests of others.” Philippians 2: 4 (NASV)

References: Isaiah 61: 1-5; Matthew 5: 4-7, 25:45; Ephesians 4: 2-3, and Hebrews 12: 12-14.

Personnel Team:

Mission: Develop and publish, as appropriate, policies and procedures for the evaluation of, and subsequent adjustments to, all Ministry and Support Staff as related to performance, job descriptions, salary schedules, and benefit plans.

Ministry: Discern, Encourage, Motivate

Mandate: “Let the elders who rule well, be considered worthy of double honor, especially those who work hard at preaching and teaching.” For the Scripture says, “You shall not muzzle the Ox while he is threshing,” and “The laborer is worthy of his wages.” Do not receive an accusation against an elder except on the basis of two or three witnesses. Those who continue in sin, rebuke in the presence of all, so that the rest also may be fearful of sinning. I solemnly charge you in the presence of God and of Christ Jesus and of His chosen angels, to maintain these principles without bias, doing nothing in the spirit of partiality. 1 Timothy 5: 17-21 (NASV).

References: Matthew 18: 5-20; Acts 13: 2-3; 1 Corinthians 9: 7-12; 1 Timothy 3: 1-13, 5: 1-17; 11 Timothy 1: 6-7, 2: 14-26; Titus 1-3; Hebrews 13: 17; 1 Peter 4: 10; 1 John 4: 1-3 and Isaiah 6.

Stewardship Team:

Mission: Annually plan the budget to accomplish the ministry projects planned for the future year and develop a motivational plan to achieve the funding of the budget. Ensure that sound procedures are used for receiving, counting, safeguarding and disbursing funds.

Ministry: Motivate, Educate and Encourage

Mandate: “Bring the whole tithe into the storehouse, that there may be food in my house. Test me in this, says the Lord Almighty, and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it.” Malachi 3: 10 (NIV); “And everyone who was willing and whose heart moved him came and brought an offering to the Lord for the work on the Tent of Meeting, for all its service, and for the sacred garments.” Exodus 35: 21 (NIV); “All the Israelite men and women, who were willing, brought to the Lord freewill offerings for all the work of the Lord through Moses, had commanded them to do.” Exodus 35: 29 (NIV)

References: Exodus 35: 20, 36: 6; Malachi 1: 6-14, 3: 8-12; Leviticus 27; Matthew 6: 19-21; Mark 8: 34-38, 12: 42; 11 Corinthians 8: 7, 9: 1-15; Romans 12: 1-2, 15:16; 11 Timothy 1:14

Properties Team:

Mission: Responsible for management oversight for the maintenance, utilization, upgrade and replacement of church equipment and facilities. Mobilizing and equipping men and women to provide adequate and well-equipped facilities for the purpose of advancing the will of God.

Ministry: Build, Maintain Equip

Mandate: “They are to perform duties for Him and for the whole community at the Tent of Meeting by doing the work of the tabernacle. They are to take care of all the furnishings of the Tent of Meeting, fulfilling the obligations of the Israelites by doing the work of the tabernacle.” Numbers 3: 7-8 (NIV)

References: 1 Samuel 3; Nehemiah 4: 6, 15; Jeremiah 29: 11; Haggai 1: 1-8; Matthew 7: 24; Luke 14: 28 and 1 Corinthians 4: 12

Great Commission Team:

Mission: Mobilizing and equipping men and women to evangelize the lost with the Gospel of Jesus Christ. Plan and coordinate church mission activities. Promote local, state, national, and international missions giving.

Mandate: “But you shall receive power when the Holy Spirit has come upon you; and you shall be My witnesses both in Jerusalem, and in all Judea and Samaria, and even to the remotest part of the earth.” Acts 1: 8 (NASB). “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 everything that I have commanded you.” And remember, I am with you always, to the end of the age.” Matthew 28: 19-20 (NRSV)

References: Matthew 5: 1-16, 4: 19, 10: 23, 13: 1-23, 18: 12-14, 22: 1-10; Mark 16: 15, 4: 3-20; Luke 5: 1-11, 8: 1, 8: 4-15; 10: 1-22, 15: 1-7, 20: 1; John 4: 35-38, 12: 32; Acts 1: 6-8, 5: 28; 7: 51, 11: 20-21, 17: 21-28; Romans 15:16, 16: 25-27; 1 Corinthians 3: 6-9, 9: 19-23, 15: 1-5, 15: 57-58; 2 Corinthians 10: 1-5; Ephesians 6: 15; Colossians 1: 6, 1: 24-27; 1 Thessalonians 2: 17-20; 2 Thessalonians 3: 1-4; James 5: 20; 2 Peter 3: 9; Jude 22-23; Revelation 3: 8, 7: 9-17.

ARTICLE V

Church Meetings

SECTION 1: WORSHIP MEETINGS

The church shall meet regularly each Sunday and at least one additional night a week for worship, prayer, and Bible study. In order to accommodate special circumstances, the Pastor and the Chairman of the Deacons may concur from time to time to cancel a worship meeting, adjust an existing schedule, or modify an agenda.

SECTION II: REGULAR BUSINESS MEETINGS

Regular business meetings shall be held quarterly, as calendared. Notice shall be given to the church one week prior to the designated day of the meeting.

SECTION III: SPECIAL CALLED BUSINESS MEETINGS

The Pastor or the Chairman of the Deacons may convene a Special Called business meeting to consider matters of significant nature and only for those matters for which it is called. A Special Called business meeting may also be convened as the result of a motion of a prior business meeting. Notice of all Special Called business meetings of the church shall be given by announcement one week prior to the meeting, unless it is impractical due to an extreme urgency.

In those cases of extreme urgency, announcements shall be made at all available opportunities prior to the called business meeting and a reasonable effort shall be made to notify, as a minimum, the following individuals:

- The Pastor
- The Chairman and Vice Chairman of the Deacons
- All other Ministerial staff
- All the Sunday School Department Directors
- All the Chairpersons of all the Primary committees
- Elected Moderator [if applicable]

SECTION IV: QUORUM

A quorum for Regular or Special Called business meetings shall consist of at least Twenty (20) or more Heartland Baptist Church voting members.

SECTION V: PARLIAMENTARY RULES

The conduct of all formal church Business Meetings will be performed in accordance with The New Robert's Rules of Order, 2nd edition dated January 1998.

Robert's Rules of Order are set aside for the reports from committees and officers so that a motion and second are not required. The Moderator will present reports to the assembly for discussion and vote.

Robert's Rules of Order are set aside for the reports from ministerial staff members. They will be considered informational and the moderator will ask for discussion or clarification.

If a proposal for consideration from a ministerial staff member is necessary or appropriate, it will be addressed in New Business and follow the manner of Robert's Rules of Order.

SECTION VI: FISCAL YEAR

The fiscal year of Heartland Baptist Church runs from January 1 through December 31.

ARTICLE VI

Church Finances

All funds for any and all purposes shall be received, properly recorded, and expensed through the church office. The Stewardship Team shall administer those gifts that are not to be applied to the general budget but to a specifically designated fund. The recording books shall be surrendered to an auditing firm or an auditing committee for official audit as deemed necessary by the church.

ARTICLE VII

Policies and Operations

Church policies and procedures of specific ministry teams shall be prescribed in the Policy and Procedures Manual. Each Team is tasked with updating and maintaining its respective policies and procedures. The Policy and Procedures manual shall be kept in the church office.

Any church member or ministry organization may initiate a request for changes to the Policy and Procedures Manual. However, additions, revisions, or deletion to this manual requires:

1. Discussion with the affected organization (including teams) to whose areas of assignment the file policy relates
2. Discussion with the appropriate ministering staff member
3. Approval by the church

ARTICLE VIII

Amendments

Amendments shall be submitted to the Constitution Committee for consideration and action. Amendments to the Bylaws of Heartland Baptist Church may be made at any regular business meeting provided such amendments have been presented in writing and discussed at a business meeting occurring at least one week prior. Copies of the proposed amendments must be provided to each member present. Proposed amendments must pass by a two-thirds (2/3) majority of the members present and voting.

ARTICLE IX

Enactment

SECTION I. ADOPTION

The completed Constitution and Bylaws becomes effective upon adoption by the church, and shall supersede any previous covenants and agreements adopted heretofore. A copy of the Constitution and Bylaws shall be made available to church members through the church office.

SECTION II. CORRECTIONS

Changes in name or title of programs, positions, or entities referenced within these Bylaws can be made if presented in writing and adopted with a majority vote in a regularly scheduled business meeting. Grievous typographical or grammatical errors may be corrected with the same procedure.

Constitution - Bylaws Review Team

Pastor Jim Grant

Roger Buchanan

Rachel Robins

Nancy Whitlow

Participated in certain sections:

Deacons – Ted Burleson, Gary Webb, Mel Cook

Treasurer – Earl Hazelwonder

Financial Secretary – Jeanie Farrow

Moderator – Lloyd Johnson