

BYLAWS of CRESCENT HILL BAPTIST CHURCH

Approved by majority vote at Ministry Forum on December 12, 2018

ARTICLE I: MEETINGS OF THE CHURCH

The Church shall meet regularly every Lord's Day for teaching and worship and on every Wednesday for prayer and praise service.

ARTICLE II: THE PASTORS

- A. CO-PASTOR – Our Co-Pastors are the spiritual leaders of the congregation, and they enable the congregation for their ministry and give leadership in ministry to the sick, the distressed, and to those in spiritual need. The Co-Pastors take an active interest in all movements inaugurated by the Church for the advancement of its interests, both spiritual and material.
- B. RESPONSIBILITIES – The other responsibilities of the Co-Pastors are outlined in their covenants with Crescent Hill Baptist Church.
- C. VACANCY IN THE OFFICE OF CO-PASTOR – In case of a vacancy in the office of Minister of Preaching, the Worship Team shall attend to supplying the pulpit for the regular worship services of the Church.

If a Pastor or Co-Pastor Search Team is needed, said team will be nominated by the Church Council. The nominations must be approved by a majority of the Church Council and approved by the congregation.

- D. TO ELECT A PASTOR OR CO-PASTOR – The election of a Pastor or Co-Pastor shall require the affirmative vote of at least eighty-five percent (85%) of the members present and voting at a regular or called business meeting.
- E. DISMISSAL OF A PASTOR or CO-PASTOR – There are two ways to dismiss a Pastor or Co-Pastor.
 - 1. The Personnel Team, in agreement with the Church Council, may recommend to the church the dismissal of a Pastor at a called Ministry Forum.
 - 2. A motion to dismiss a Pastor also may be made by anyone in the congregation at a regular church Ministry Forum. If passed, the motion must go to the Personnel Team for consideration and recommendation, then, in agreement with the Church Council, return to the church at a called Church Ministry Forum for a final vote.
 - 3. Such action must be concluded in a period of not more than two months.

ARTICLE III: CHURCH MINISTERS

Additional Church Staff Ministers shall be elected by the Church; their duties will be outlined in their covenants with Crescent Hill Baptist Church.

ARTICLE IV: CHURCH COUNCIL

The Crescent Hill Baptist Church Council, or “Church Council,” is an elected group of 11 leaders who serve as the church’s central governing body, where proposals are reviewed before approval by the congregation, where members can seek information, and where the long-term course for the future of our congregation is envisioned.

ARTICLE V: CHURCH OFFICERS

Crescent Hill Baptist Church is served by church officers, elected from among its members annually: Moderator, Vice-Moderator, three Trustees, Church Treasurer, Assistant Church Treasurer, Church Clerk, Assistant Church Clerk, and Church Historian.

- A. **ELECTION** – The annual election of officers to serve for the ensuing year shall be held at a Ministry Forum in December of each year. The offices of Moderator, Vice-Moderator, Trustee, Church Treasurer and Assistant Church Treasurer shall be elected for terms of one (1) year each and shall be eligible for reelection for two (2) additional terms of one (1) year each. None of these officers shall be eligible for reelection for one year (12 months) after the expiration of his/her third term, but any period served by an individual less than a full term shall not be included in the three successive terms referred to herein. The offices of Church Clerk, Assistant Church Clerk, and Church Historian shall be elected for terms of one (1) year each and shall be eligible for reelection after any term. In the event the annual election of officers is not held at the annual Ministry Forum in December of each year, the election will be held at the next regular Ministry Forum. All officers will remain the same until their successors are elected. In case of death, resignation or removal of any officer before the expiration of his/her term, an election shall be held to fill the vacancy at the first regular Ministry Forum following that at which such vacancy shall have been announced.
- B. **MODERATOR AND VICE-MODERATOR** -- The Moderator and Vice-Moderator of the Church shall be elected annually. In the absence of the Moderator or at the Moderator's request, the Vice-Moderator will serve as Church Moderator. The responsibility of the Moderator shall be to preside at all meetings for the transaction of business.
- C. **CHURCH TREASURER AND ASSISTANT TREASURER** – The Treasurer shall be the custodian of all funds of the Church placed to the credit of the Church, utilizing financial institutions to be designated by the Finance Team.
- Said funds shall be paid out by the Financial Secretary as authorized by the Church and must be countersigned by the Treasurer, Assistant Treasurer, or such other persons as the Finance Team and the Church may direct.
- The Treasurer shall make a weekly report to the Church of the receipts and expenditures. At the Ministry Forums the Treasurer shall make a full and complete report of all official acts and shall make available vouchers and books for auditors as appointed by the Finance Team.
- The Church shall likewise elect an Assistant Church Treasurer who shall assist the Treasurer in the performance of his/her duties and act as Treasurer in his/her absence.
- D. **TRUSTEES**. Three persons shall be elected annually by members of the church as the Board of Trustees for the Church corporation (See Article VII of the Articles of Incorporation). The Trustees shall be the legal custodian of all Church property and, in the event of the sale or purchase of any real estate for the Church, or in making loans on behalf of the Church, shall be authorized to sign all deeds, notes and legal papers for the Church when so instructed at a regular or duly called special business meeting of the Church.
- E. **CHURCH CLERK AND ASSISTANT CHURCH CLERK** – The Church shall elect a Clerk from among its members who shall have charge of the minutes of the Ministry Forums of the Church. The Church shall likewise elect an Assistant Clerk who shall assist the Clerk in the performance of his/her duties and act as Clerk in his/her absence.

The Church staff shall be responsible for maintaining a correct register of the membership, including a record of dates, manner of admission, and such other personal information as may be deemed appropriate from time to time, and will make available such information to the Church Clerk.

The Church staff also shall maintain the Charter and Amendments, Procedure Manual and Bylaws of the Church, together with a list of the Church property, mortgages, liens and insurance policies, and shall make such information available to the Church Clerk for a report to the Church when such is required.

- F. CHURCH HISTORIAN – The Church Historian shall keep such records and memoranda of the activities of the Church and its members as may seem important and shall prepare in narrative form, at least annually, a history of the Church for the preceding year, which shall be lodged with the Church Clerk and maintained by the Church staff as part of the permanent records in the Church.

ARTICLE VI: RECEPTION OF MEMBERS

- A. Any person professing faith in the Lord Jesus Christ, as set forth in our declaration of faith (Church Covenant), may, upon baptism, be received into its membership.
- B. Members from other Baptist Churches of like faith and order may be received by letters of recommendation from their respective churches.
- C. Those who have been members of Baptist Churches and, in consequence of any peculiar circumstances, have no regular letter of dismissal may be received into membership by statement of their previous membership in a Baptist Church.
- D. Membership will be open to baptized members of other Christian communions who confess a personal faith in God through Jesus Christ the Savior and Lord, who are willing to support the aims and doctrines of this church. Any applicant for membership from other than Baptist Churches shall be referred to the Co-Pastors for consideration prior to recommendation to the Church.
- E. A list of all persons presenting themselves for membership in the Church shall be published at least one week (7 days) prior to the regular Ministry Forum. At each regular Ministry Forum of the Church, the Church Clerk shall read names of those persons who have presented themselves for membership since the preceding Ministry Forum . Any member having objection to or question regarding the qualifications for membership of any of these applicants shall present same to a Co-Pastor or the Church Council at least two (2) days before a Ministry Forum . The Co-Pastor and/or the Church Council Chair will try to effect a reconciliation or mutual understanding between the member(s) opposing and the one making application for membership. At the regular Ministry Forum , it shall require a two-thirds (2/3) vote of all members present and voting to elect these applicants into membership of this Church fellowship.

ARTICLE VII: LETTERS FOR TRANSFER OF MEMBERSHIP

It will be the policy of this Church at Ministry Forums to grant letters for its members to unite with any Christian Church upon request from said Church. At a request from a Church member, the Church, acting at a Ministry Forum, will remove the member from its church roll.

ARTICLE VIII: GENERAL DUTIES OF MEMBERSHIP

- A. The duties of members to themselves are recognizing that each layperson is a basic minister; that each person has been given a gift(s) for this ministry; that each member will diligently seek to discover his or her gift(s) and area of ministry; and that each member will become equipped for and fulfill that ministry.
- B. It is the duty of members to honor, esteem and love their Church; to pray for it fervently and daily; to submit to it in scriptural authority; to attend constantly upon its ministrations; to manifest a tender regard for its reputation; and to contribute toward its support in proportion to their abilities.
- C. It is the duty of all members to cultivate and cherish Christian love for all other members of the Church and to show their love by using all proper measures to promote their spiritual benefit and prosperity.
- D. Toward those who are not connected with the Church, it is the duty of the members to be exact in fulfilling their obligations and performing promises, and as opportunity and ability may enable, to commend the Gospel of Christ unto them.
- E. It is the duty of all members moving from the vicinity of the Church to call for letters of dismissal, preferably through the Clerk and office of the Church with which they intend to affiliate with, and thus ally themselves with the work in their new location, and upon the granting of said letter, the Clerk is instructed to forward same to the Church making the request therefore. Should this not be practicable, then the moving member should furnish the Church Clerk and Church office their names and places of residence, and continue to support the work of the Church as much as they are able.
- F. Membership and voting privileges shall terminate upon the granting of a "Letter of Dismission" or removal from the church roll.

ARTICLE IX : SUNDRY RULES

- A. SOLICITATION OF FUNDS FOR OUTSIDE PURPOSES – No public collection of funds shall be solicited or taken unless collection shall have first been recommended by the Co-Pastors and a majority of the Church Council and approved by the Church.
- B. DEFEATED QUESTIONS – Defeated questions cannot, except by the consent of two-thirds (2/3) vote of the Church, be renewed in less than six (6) months time.
- C. CHURCH RECORDS – All Church records shall be maintained by the Church Staff in the Church office.

ARTICLE X: PROCEDURE MANUAL

The Church shall adopt a Manual of Procedure, governing the general operation of the Church.

ARTICLE XI: CHANGES IN THE BYLAWS

A two-thirds (2/3) vote of the members present and voting shall be required to change any of the Bylaws of the Church, and one (1) month's time and public notice shall first be given before the contemplated change is brought before the Church for action.

Amended June 1997

Amended June 2002

Amended April 2004

Amended February 2007

Amended May 2007

Amended July 2011

Amended December 2018