



HydePark.Church

By-laws

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ARTICLE I. Name and Incorporation

Hyde Park Baptist Church, Inc. became effective January 1, 1995. Hyde Park was founded as Hyde Park Baptist Church September 20, 1964.

ARTICLE II. Purpose

Hyde Park Baptist Church is organized for religious purposes and to preach and teach the Bible as the inerrant and infallible word of God, 2 Timothy 3:16. Hyde Park exists to connect all people to God and to each other as we grow to fully devoted and equipped followers of Christ. Our commission is summarized as recorded in Matthew 28:18-20 (NASB). “And Jesus came up and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.’”

ARTICLE III. Statement of Faith

Christ is the Head and final authority of the Church. His Word, the Bible, is the binding and final authority in all matters of faith and practice. We affirm the Holy Bible as the divinely inspired Word of God without error and that it is the basis for our beliefs. Psalm 1:2; 119:11, 72, 105, 130, 140, 160; John 10:35; Proverbs 16:9; 29:18; II Timothy 3:16; 2 Peter 1:21.

We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, serving as a New Testament church, personally committed to sharing the good news of salvation to lost mankind, Matthew 28:18-20. We demonstrate the adherence of our faith through the ordinances of the church, which are believer’s baptism and the Lord’s Supper (Communion). Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

We subscribe to The Baptist Faith and Message statement adopted by the Southern Baptist Convention in May 2000 as a summary of our faith and our doctrinal understanding of primary biblical issues. In the event of any conflict between The Baptist Faith and Message (2000) statement and these by-laws, these by-laws will prevail. In the event of any conflict between these by-laws and the church constitution, the church constitution will prevail. In the event of any conflict between the church constitution and the Bible, the Bible will prevail.

Our statement of faith, The Baptist Faith and Message (2000), expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one biologically born man and one biologically born woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God’s unique gift to reveal the union between Christ and His Church. As such, this local church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. This church may decline to make its facilities or ministers available for any wedding that one or both parties are not biblically and/or legally qualified to marry according to our statement of Faith and Belief. The Pastors, Elders, or Deacons may make these determinations subject to the direction of the church.

No minister [or employee] of this church shall officiate at any marriage ceremony unless such Marriage Ceremony is consistent with this Statement of Faith.

Life begins from the moment of conception. Children are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalm 51:5; 78:1-8; 127; 128; 139:13-16; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7; 1 Corinthians 6:9.

ARTICLE IV. Corporate Membership

Section 1. Corporate Members

The Corporation of Hyde Park Baptist Church of Hyde Park Baptist Church (HPBC) shall have no members. HPBC is governed by the congregation, with the congregation giving final approval of general church business. Any action which would otherwise require approval by the congregation will be based on a majority vote of members attending. A quorum shall consist of those present at a duly called meeting.

All voting shall be by majority unless otherwise stated in these by-laws. Voting members shall be believers who are members of the church and at least 16 years of age.

Member Meetings may be called by the Lead Pastor or church elders. Regular Member Meetings should be held quarterly. Called Member Meeting may be held at any point, provided the congregation is notified at least seven calendar days prior to the meeting.

One of the elders, other than the lead pastor, shall moderate all meetings unless a special moderator is approved prior to the meeting.

Section 2. Members of the Fellowship

Nothing contained in Section 1 of this Article shall be construed to limit the right of the Corporation of Hyde Park Baptist Church to refer to persons associated with the Corporation of Hyde Park Baptist Church as 'church members' even though such persons are not members of the Corporation of Hyde Park Baptist Church. No such reference in or outside of these by-laws shall constitute anyone being a member, within the meaning of Section of the North Carolina Nonprofit Corporation Law.

The Corporation of Hyde Park Baptist Church may confer by amendment of its Articles or of these by-laws, some or all of the rights of a member, as set forth in the North Carolina Nonprofit Corporation Law, upon any person or persons who does not have the right to vote for the election of officers, on a disposition of substantially all of the assets of the Corporation of Hyde Park Baptist Church, on a merger, on a dissolution, or on changes to the Corporation of Hyde Park Baptist Church's Articles or By-laws, but no such person shall be a member within the meaning of said Section.

Section 3. Trustees

The job duties and responsibilities of the Trustees to the Corporate Member are listed in **Article VII, Section 8.**

ARTICLE V. Church Membership

Section 1. General

Hyde Park Baptist Church (HPBC) is a sovereign autonomous church under the Lord Jesus Christ. HPBC is affiliated with the Southern Baptist Convention, the Baptist State Convention of North Carolina, and the Robeson Baptist Association. HPBC may elect to withdraw affiliation from any group with an affirmative vote of the congregation. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Requirements of Membership

- (a) Personal conviction of sin (Romans 6:23), a repentant attitude (turning away from sin), and asking for forgiveness (1 John 1:9) which results in receiving Jesus Christ as your personal Lord and Savior (Romans 10:9-10).
- (b) Declaration as a Christ-follower by being baptized by immersion.
- (c) Completion of the “Starting Point” process as detailed in the Starting Point Procedure Manual.
- (d) Agree to and sign the Church Covenant committing to the responsibilities therein assigned.

Section 3. Acceptance as Member

All candidates for membership shall be presented to the church in any of the following ways after completing all requirements of membership in **Article V, Section 2.**

- (a) By profession of faith and for baptism by immersion according to God’s word.
- (b) For baptism by immersion upon prior profession of faith.
- (c) By promise of a letter of recommendation from another Baptist Church or like faith and practice and after completing all requirements of membership in **Article V, Section 2.**
- (d) After completing all the requirements of membership in **Article V, Section 2** for a person coming from another denomination.
- (e) Acceptance is by the completion of the Starting Point process and a signed Church Covenant. See Starting Point Procedure Manual for further details.

Section 4. Child Membership

A child who has experienced salvation and baptism may be granted membership, but this does not include voting rights until they reach the age of 16 and complete the requirements of **Article V, Section 2**, and is in full harmony with its doctrines and practices.

Section 5. Privileges of Members

- (a) **Decision making:** All members as defined in **Article V, Section 3 and 4** shall have the right to vote in all matters presented to the church for said vote. The member must be present for the vote. No proxy or absentee voting will be allowed.
- (b) **Office holding:** Every member is eligible for consideration as a candidate for offices at HPBC subject to spiritual qualification, and other qualifications as noted herein (Acts 6:1-7; Ephesians 4:11; 1 Timothy 3, Titus 1:5-9).
- (c) **Participation:** Every member may participate in all the ordinances and activities as administered by HPBC.
- (d) **Communion:** Hyde Park observes “close communion”, meaning that communion is for HPBC members who have fulfilled the requirements of **Article V Section 2** and limited to those who are members of other churches of like beliefs concerning the gospel and baptism. Parents of children who have surrendered to Christ and have been baptized can use their own discretion concerning their children’s participation in Communion.
- (e) **Property:** Members are **not** entitled to the ownership of any property of HPBC.
- (f) **Representation:** Any member may represent HPBC as a delegate to a local Baptist Association, State or National Southern Baptist Convention. Messengers shall be nominated by the pastor, elders, or Deacons, and voted on by the church members present at a called or regular Member Meeting.

Section 6. Church Discipline

- (a) **Purpose:** The three-fold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Corinthians 5:6-7), to edify believers by deterring sin (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). Church discipline is a necessary process of a healthy church and shall be applied in the practice of sexual immorality (1 Corinthians 6:18-20), church divisiveness (Ephesians 4), or violation of the church covenant.
- (b) **Process:** Members who err in biblical doctrine or conduct as outlined above in **Section 6a**, shall be subject to discipline as outlined in Matthew 18:15-17. If such a condition exists where a member becomes a liability to the general welfare of HPBC, the pastor and/or elders will take every reasonable measure to resolve the problem in accordance with Matthew 18. If the problem cannot be resolved, dismissal of the member will be brought to the church membership at a regular or called Member Meeting for a vote.

- (c) **Reinstatement:** If a dismissed member heeds the warning, demonstrates repentance, and requests reinstatement, he or she shall be restored to membership at the recommendation of the pastor and/or elders.
- (d) **Discretionary Discipline:** Separate and apart from the process of church discipline, but subject to the discretion and approval of the pastor, elders, or safety committee, a church member, non-member regular attendee, or other individual may be notified that he or she is not to be present upon church premises for such a period of time as is deemed necessary for the safety and well-being of others on church premises. Such required absence may, but need not, be concurrent with church discipline of that person.

Section 7. Termination of Membership

A member who is homebound or in a nursing facility, who is unable to attend services or functions shall be exempt from this termination policy.

Membership will be terminated in the following ways:

- (a) Death of a member
- (b) Transfer of membership to another Baptist church or church of like faith.
- (c) Dismissal of a member per **Article V Section 6**.
- (d) Upon request of the member.
- (e) Evidence of membership in another Baptist Church or another denomination or different faith.
- (f) If a member has not participated in a worship service or a small group Bible study during a 12-month period every effort will be made by the elders, deacons, staff, small group leaders, and other ministry team leaders to contact the person, and if we have no way to contact them, they should be removed from membership. A member of the military and missionary should be exempted for 12 months after military or mission's deployment has ended.

ARTICLE VI. Officers, Councils and Standing Committees

Section 1. Election and Duties of Clerk

- (a) The Clerk/Assistant shall serve as the secretary of the church corporation. It shall be the Clerk/Assistant's duty to attend all church Member Meetings and keep an accurate record of all business transactions. The clerk shall preserve all documents and valuable letters and records that belong to the church in partnership with the Financial Administrator.
- (b) The Clerk/Assistant shall be elected annually by the church.
- (c) The Clerk/Assistant shall be nominated by the Ministry Volunteer Coordination Team and presented to the church for a vote of approval at a regularly scheduled Member Meeting.

Section 2. Financial Authorization Appointees

The Financial Authorization Appointees shall be elected annually. It shall be the duty of the Financial Authorization Appointees, as defined in the Financial Procedures Manual, to review invoices, sign checks for disbursement, and assist the Financial Administrator with maintaining the financial integrity of Hyde Park Baptist Church.

Section 3. Church Council/ Executive Committee

The Church Council shall consist of Lead Pastor, Pastor/Director of Worship, Pastor/Director of Youth, Pastor/Director of Children, or any other Pastor/Director employed by the church and at least one Deacon and one elder.

Section 4. Parliamentary

The rules contained in the latest edition of Roberts Rules of Order shall govern the church Member Meetings. A parliamentarian should be elected by the church annually upon the recommendation of the Ministry Volunteer Coordination Team.

Section 5. Standing Committees

- (a) **Number of Committees:** The church shall elect such standing committees deemed necessary to carry on the various phases of the church programs.
- (b) **Election of Committees:** The Ministry Volunteer Coordination Team (MVC) shall identify and recommend to the church members to serve for the succeeding year for all standing committees, including the MVC Team. The term of all committee members shall be established on a three-year rotational basis such that no member serves more than three consecutive years. Members are eligible for election after a one-year lapse.

Section 6. Duties of Committees

- (a) **Ministry Volunteer Coordination Team (MVC)** The committee shall consist of at least five members. This committee shall have the responsibility of filling vacancies in standing committees. For further clarification, see **ARTICLE VI Section 5**.
- (b) **Finance Committee:** The Finance Committee shall consist of at least five members. The purpose of this committee is to oversee the financial integrity of the church. The Finance Committee shall annually prepare a proposed budget and shall submit it to the church at the least one month prior to the beginning of the fiscal year. The committee shall review the financial statement monthly, review systems of collections and accounting periodically, and review financial records annually. The church Financial Administrator shall be a nonvoting ex-officio member and work with the committee. This committee shall ensure that a financial review for best practices and acceptable operational procedures of the financial records of HPBC is conducted at least every three years by a certified public accountant or equivalent. The Finance Committee will follow the guidelines listed in the Financial Procedures Manual. This committee will give a report at the last regularly scheduled Member Meeting each year.
- (c) **Teller Committee:** Teller Committee shall consist of at least six members with no more than two members serving on the Finance Committee. The purpose of this committee shall be to count collected monies, prepare deposit slips, deliver deposit to the bank, and deliver empty offering

envelopes to the Financial Administrator. The Teller Committee will follow the pertinent guidelines in the Financial Procedures Manual.

- (d) **Personnel Committee:** This committee shall consist of five members. This committee shall be responsible for the employment and supervision of all employees except the Vocational Ministerial Officers (VMO). Each year the Personnel Committee shall recommend the salaries and benefits for all employees to the Budget/Finance Committee and the Deacons/elders. This committee shall also establish, review, or upgrade all job descriptions and personnel policies authorized by the church. This committee will give a report at the last regularly scheduled Member Meeting each year.
- (e) **Safety Committee:** This committee shall consist of three members. This committee shall coordinate with the safety teams their scheduled time to serve. The Safety Committee shall also establish, review, or update safety procedures and training as needed or at least annually.
- (f) **Benevolence Committee:** This committee shall consist of three members who will be responsible for flowers and /or meals as related to death, sickness, or hospitalization of church members.
- (g) **Special Committees:** Special committees shall be elected for specified purposes as desired by the church. These committees shall be elected by the church as recommended by the Ministry Volunteer Coordination Team unless the church directs their appointment in a different manner. These committees shall serve for a length of time until the purpose of the committee is fulfilled.
- (h) **Building and Grounds:** This committee shall have a minimum of three members. It shall be the duty of this committee to give attention to and study the condition and state of repair and appearance of the church buildings and grounds, ensuring repairs and improvements authorized by the church and included within the church budget are completed. All matters of major repair or improvement or purchase of equipment shall be referred to the Budget/ Finance Committee or Deacons/Elders for recommendation to the church. In the event of an emergency, this committee shall take the appropriate action to preserve the church facilities. This committee will give a report at the last regularly scheduled Member Meeting each year.
- (i) **By-laws Committee:** The By-laws Committee shall have a minimum of three members. It shall be this committee's duty to review the by-laws and recommend changes or additions to the church during a regular Member Meeting. Recommendations for by-law changes or additions can come from the Elders, Deacons, church body, staff member, or any standing committee. This committee will give a report at the last regularly scheduled Member Meeting each year.

ARTICLE VII. Ministerial Officers, Elders and Deacons

The Vocational Ministerial Officers (VMO) of HPBC shall consist of a Lead Pastor, Pastor/Director of Worship, Pastor/Director of Youth, Pastor/Director of Children, and other vocational leadership as deemed necessary for the effective operation of HPBC ministries. Other non-vocational ministerial officers would be Elders, Deacons, Trustees, Clerk, and Financial Administrator.

Section 1. Vocational Ministerial Officers

To see job descriptions of the VMO's refer to the HPBC Personnel Handbook

Sectional 2. Election of Vocational Ministerial Officers

- (a) At the resignation or dismissal of a VMO, the Personnel Committee or Special Committee is charged with the responsibility of seeking out a biological man who meets all the qualifications of 1 Timothy 3:1-7 and Titus 1: 5-9 for a Pastoral position.
- (b) If the Personnel Committee or Special Committee is searching for a Director position, they are charged with the responsibility of seeking out a biological man or woman who meets the qualifications set for the position.
- (c) The Personnel Committee or Special Committee elects its own chairman and sets its own rules concerning the search and approval of a potential candidate. The committee will submit only one candidate at a time.
- (d) Once a potential candidate has been agreed upon, it shall be the committee's responsibility along with the Lead Pastor, unless pursuing a Lead Pastor, to build a plan, set the agenda and communicate to the church a weekend for the candidate to meet the church.
- (e) The church body will vote in a special called Member Meeting that same Sunday of the weekend that the candidate is present. After the Candidate has spoken for the last time, the candidate is free to leave and will be notified of the results of the vote no later than the Tuesday (2 days) following the vote.
- (f) Election shall be by ballot with an affirmative vote of three-fourths (75%) of the members present needed to call the VMO.
- (g) If the potential candidate is not approved, the same search committee begins a new search.

Section 3. Termination of a VMO Pastor/Director

- (a) Written Resignation of a VMO Pastor/Director should be given to the Lead Pastor. If Lead Pastor is resigning it should be given to the Elder Board.
- (b) By the affirmative vote of two-thirds of the church members present at a special called meeting by the Elders for this purpose. Every effort is to be made by the Elders and or Lead Pastor to resolve any issue with a VMO Pastor or Director before bringing a request for dismissal to the congregation for a vote. The VMO Pastor/Director shall only be removed from office for one or more of the following reasons:
 1. Physically or mentally incapacitated to the point that it prohibits him/her from performing his/her normal/daily ministerial duties.
 2. Spiritually or morally unqualified and fails to fulfill the qualifications which he/she was hired for as outlined in the job description.
 3. Teaching doctrines inconsistent with the Holy Bible as stated in our Statement of Faith, Constitution, and By-laws.
 4. Gross neglect of his/her pastoral or director duties as specified in his/her job description.
 5. If removal is because of sin, they must be dealt with as outlined under **Article V Section 6 – Church Discipline**.

Section 4. Elders

Qualifications:

Elders and nominees shall be biological men who are the husband of one wife, have been members of HPBC for at least three years, and are in good standing, tithing, attending services and church functions regularly, and teaching or serving in various ministries of the church (single men may also qualify). An Elder will not be a recent convert because the term “Elder” carries with it the connotation of a spiritually mature believer who is seasoned, experienced, and tested. An Elder must possess and exhibit the gifts of teaching and leadership at church and in his own home. Elders and nominees for Elder demonstrate Godly character and leadership abilities, above reproach and blameless in public and private, and committed to shepherding the flock of God and to teaching and guarding sound doctrine, as expressed in HPBC’s Statement of Faith and God’s Word. Elders and nominees are to exemplify the Godly characteristics set forth in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4 and will agree with HPBC Statement of Faith and the Elders Covenant. An Elder or nominee must be willing to make the necessary time commitments to fulfill his responsibilities as an Elder.

Primary Responsibilities of Elder:

(a) Ministry of the Word:

1. Must be willing and able to fill the pulpit when needed or necessary.
2. Provide biblical insight for the congregation in small groups, counseling, consultation, and overall spiritual guidance.
3. Communicate God’s Word in all circumstances through preaching, teaching, prophecy, and exhortation.

(b) Pastoral Ministry – Shepherding:

1. Provide “food” for the flock through the word of God. As shepherds, the Word is utilized to feed through proclamation, correct through discipline, discipline toward maturity, and heal during times of grief and hardship.
2. Meeting the needs of the congregation in partnership with other Elders and Deacons.

(c) Leadership

1. The role of the “overseer” is to provide leadership to the congregation.
2. The elder is called to be an “*oikonomos*” or steward of God. Refers to a servant in a household who managed affairs on behalf of the master (Luke 12:42). The servant’s key requirement was faithfulness to the master and handling his affairs with integrity and diligence, making the best use of his resources.
3. Management and oversight are core components of leadership.

(d) Example worth Following

1. Leaders are set apart, not just for honor but as a pattern of faith and life the congregation can imitate.

Election of Elder:

- (a) The number of Elders will include the lead Pastor and may increase based on the size and the ministry needs of the church as determined by the Lead Pastor and Elders. No more than two paid staff can serve as active Elders.
- (b) Elders will serve continuously, as long as they possess the character qualities and fulfill the standards of leadership and service described in **Article VII Section 4a, 4b**. For termination of Elders see **Article VII Section 5**.

- (c) The initial Elder nomination should come from the small group ministry or any other member that may wish to make a nomination. The nominees will be reviewed by the personnel committee to determine which nominees meet the qualifications and have the abilities, to carry out the responsibilities set forth in **Article VII Section 4a, 4b**. If more than six nominees meet the qualifications, then an interview process will be set up to narrow the field to the initial Elders needed. The interview team will be selected by the personnel committee to include the Lead Pastor.
- (d) When additional or replacement of Elders is needed, nominations to fill these positions should come from the small group ministry or any active member that may wish to make a nomination. The Elder Board will review the nominees to see which ones meet the qualifications and are able to carry out the responsibilities set forth in **Article VII Section 4a, 4b**. The Elder Board will then interview the candidates and narrow the field to the number of Elders needed at that time.
- (e) Elders selected to fill the initial, additional or replacement position of an Elder will be put on a ballot to be approved by the church members present on the announced voting date. The names put on the ballot will need a yes or no vote from the church members. The personnel committee for the initial six nominees and thereafter the Elder Board, will review all ballots that were cast. The affirmative votes for each nominee will be tallied, and for the nominee to become an Elder, he must receive an affirmative vote of 75% of the ballots turned in.
- (f) The Elder Board shall organize itself however it best determines to best achieve the mission of HPBC as approved by the congregation. The Elders shall be equal in authority but may be specialized in function. The board shall annually select its Chairman and Vice-Chairman from the non-staff board members.

Section 5. Termination of Elders

- (a) See **ARTICLE VII Section 3** – Same By-laws applies as for VMO Pastor/Director
- (b) For Elders, **ARTICLE VII Section 3b2** should read as follows: Spiritually or morally unqualified and fails to fulfill the primary responsibilities of Elder for which he was selected as specified in **ARTICLE VII Section 4**.

Section 6. Deacons

- (a) Qualifications of Deacons and nominees for a Deacon shall be:
 - i. biological men who have been members of HPBC for at least one year in good standing,
 - ii. tithing,
 - iii. attending services and church functions regularly,
 - iv. serving in various ministries of the church,
 - v. demonstrate Godly character,
 - vi. possess spiritual gifts of serving,
 - vii. Deacons are to exemplify the Godly characteristics set forth in 1Timothy 3:8-12.
- (b) The responsibilities of Deacons shall be to advise and assist the Pastor/Elders in any service that will support and promote, the ministry of the Word, new and existing ministries of the church,

and the care for the members of the congregation. Their responsibilities may include, but not limited to:

- i. administering a fund to assist the poor and needy by providing aid in times of crisis or distress,
 - ii. the greeting and welcoming ministries of the church,
 - iii. assisting in administering the ordinances of the Gospel,
 - iv. assisting in fellowship gatherings of the church,
 - v. serving in various ministries such as Children's Ministry, Student Ministry, Outreach, Missions, Small Group Ministry, etc.
- (c) The number of Deacons shall be determined by their call and availability of qualified biological men of HPBC, the size of the congregation, and the needs of the ministry of the church as determined by Pastor/Deacons/Elders.
- (d) Deacon nomination should come from the small group ministry. The Deacons/Elders will take the nominations from the small groups and review the names to ensure each nominee meets the qualification set forth in **Article VII Section 6a**. The nominees that qualify will be put on a ballot and the church membership will elect the required number needed from the ballot. Example: If three Deacons are needed and there are seven candidates on ballot, the top three candidates with the most votes will be elected to serve.
- (e) Deacons will be required to agree and sign the Deacon Covenant and shall be elected for a term of three years on a rotating basis. After the completion of a three-year term the Deacon will rotate off the active Deacon Board and is not eligible to be reelected until the lapse of one full year.
- (f) No member can serve in a dual capacity as Elder and Deacon.
- (g) The Deacons will elect their own chairman annually.

Section 7. Termination of Deacons

Deacons may be terminated if:

- (a) Physically or mentally incapacitated to the point that it prohibits him from performing his ministerial duties as a Deacon.
- (b) Spiritually or morally unqualified and fails to fulfill the qualifications from which he was selected as specified in **ARTICLE VII Section 6a**.
- (c) Supporting or teaching doctrine inconsistent with the Holy Bible as stated in our Statement of Faith, Constitution, and By-laws, or violation of the Deacon Covenant.
- (d) If a Deacon's removal is because of sin, that Deacon must be dealt with as outlined in **Article V Section 6**.
- (e) The Deacon turns in a resignation.

Section 8. Trustees

- (a) Hyde Park Baptist Church is recognized as a non-profit corporation under the laws of the State of North Carolina and as a Section 501(c) 3 charitable organization under the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). The trustees of the church shall be elected to perform the requisite duties as the corporate officers of the church. Trustees shall execute on behalf of the church: deeds, notes, deeds of trust, vehicle titles, and any other instruments or contracts as may be necessary to comply with congregational decisions related to real property and/or other assets of the church. Trustees are to ensure all church properties and vehicles are properly insured.
- (b) The team of trustees will consist of three individuals who will serve rotating five-year terms and will hold the corporate offices of Chairman, Vice Chairman, and Secretary/Treasurer during their term. Any corporation matters shall be carried out by the Trustees. These three trustees will constitute the Board of Directors for Hyde Park Baptist Church, Inc., a Nonprofit Corporation. One new trustee will be elected to replace the one trustee rotating off. The first elected team of trustees will determine their term (three, four, or five years) to set up the rotation.
- (c) The Trustees will determine who will be Chairman, Vice Chairman, or Secretary/Treasurer.
- (d) Trustees will be selected by the Lead Pastor, Elders, Deacons, or Ministry Volunteer Coordination Team and presented to the church for a vote of approval at a regularly scheduled Member Meeting.
- (e) A trustee of the church shall not be an Elder.

Section 9. Financial Administrator

- (a) The Financial Administrator shall receive, deposit, and disburse all funds or items of value utilizing the most effective means available. She/he will serve in an ex-officio position on the Finance Committee. Additionally, she/he will provide an itemized copy of receipts and disbursements on a Month to Date, Year to Date, and Year to Plan basis and publish for the reviewing of the general congregation. The Financial Administrator will adhere to all financial policies in the Financial Procedures Manual.
- (b) For a more detailed account of the duties of the Financial Administrator, refer to the HPBC Personnel Handbook and Financial Procedures Manual for a job description.

ARTICLE VIII. Ordination, Licensing, and Commissioning

Section 1. Ordination

Ordination refers to the recognition by Hyde Park Baptist congregation of a man's call to the ministry, preparation as a shepherd, and qualification to serve and lead. HPBC will express its approval by a vote of three-fourths of the members present at any arranged Member meeting or Called Meeting of the church. The Elders shall examine the candidate concerning his fitness for the ministry. After examination by the Elders, the Associational Council on Ordinations shall examine the candidate. In the event the Association does not have such a Council, HPBC Pastor will invite representatives from other Baptist Churches to examine the candidate for ordination. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office for which he is ordained.

Pastors, Elders, and Deacons shall be selected and approved for ordination based on the biblical qualifications from 1 Timothy 3 (Qualifications of Overseers) and Titus 1 (Qualified Elders).

In the event a Pastor, Elder, or Deacon, ordained by HPBC, errs in the biblical doctrine of HPBC or his conduct compromises the principles of our Statement of Faith, or his conduct become a liability to the general welfare of HPBC, such person's ordination or licensing will be revoked. In this situation, Church Discipline shall be imposed as outlined in **Article V. Section 6**.

Section 2. Licensing

When a member indicates to the church his calling to the ministry, and has approval by the Pastor, Elders and/or Deacons, the church, by majority vote, may license him. The license is issued by HPBC and is given in recognition of a man's service in a ministry. Its aim is to allow a man to perform the ecclesiastical duties and functions of the church. Members licensed by HPBC will be held to the same biblical standard and principles as members ordained. Licenses will be evaluated and issued or renewed each year by the Lead Pastor and Elders, provided the Licensed Member does not stray or err based on our biblical doctrine. The member should be provided a copy of the license as his credentials.

Section 3. Commissioning

- a) At times, HPBC may commission members as Messengers to represent HPBC at the Robeson Baptist Association, State Baptist Convention, and the Southern Baptist Convention. Members to be commissioned as Messengers will be nominated by the Pastor, Elders, and/or Deacons. Messengers shall be approved by the Church Congregation by majority vote. The number of Messengers will be determined by the Pastor, Elders, and/or Deacons.
- b) Those going into full-time missions or entering fields of ministry service other than those who are licensed and ordained can be commissioned by the church in affirmation of their calling.

Section 4. Marriages and Weddings

All who are ordained by HPBC and associated with this church body are authorized to perform marriages as outlined in **Article III**. Church facilities may be used for weddings as outlined in the **Statement of Faith Article III** and must be handled in accordance with the Facility Use Policy.

ARTICLE IX. Settlements and Disputes

Section 1. General

In any dispute arising between church members, pastors, or staff pertaining to any matter of spiritual teaching or practices, church finances, or title to property purchased with church contributions, the dispute shall be resolved by the Elders of the church. The church Trustees shall be involved in any decision concerning the titling or purchase of any church property. A decision shall be reached after prayerful consideration, in a spirit of humility, with each Elder/and or Deacon regarding one another before himself and striving to preserve the unity of the Spirit in the bond of peace (Ephesians 4:1-3).

ARTICLE X. Other Provisions

Section 1. Endorsement of Documents, Contracts

- (a) The Trustees, the Church Congregation, and/or as otherwise provided within these By-laws, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation of Hyde Park Baptist Church. Such authority may be general or confined to specific instances.
- (b) Unless so authorized by the Trustees, no officer, agent, or employee shall have any power or authority to bind the Corporation of Hyde Park Baptist Church by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any specific amount of funding. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between the Corporation of Hyde Park Baptist Church and any other person, when signed jointly by the Chairman or Vice Chairman, and the Secretary/Treasurer (Trustees) of this Corporation, shall be valid and binding on the Corporation of Hyde Park Baptist Church.

Section 2. Representation of Shares of Other Corporations

The Chairman (Trustee), any other officer, and/or officers authorized by the church congregation are authorized to vote, represent, and exercise on behalf of the Corporation of Hyde Park Baptist Church, all rights incident to any, and all shares of any other corporation or corporations standing in the name of the Corporation of Hyde Park Baptist Church. The authority herein granted may be exercised either by any such officer in person, by any other authorized person, or power of attorney duly executed by said officer.

ARTICLE XI. Receipt, Investment, and Disbursement of Funds

The Corporation of Hyde Park Baptist Church shall receive all monies or other properties transferred to it for the purposes for which the Corporation of Hyde Park Baptist Church was formed (as shown by the Articles of Incorporation) and as stated in **Article 1** and **Article 2** of these By-laws. However, nothing contained herein shall require the Trustees, Elders or Deacons to accept or receive any money or property of any kind if it shall be determined, in its discretion, that receipt of such money or property is contrary to the expressed purposes of the Corporation of Hyde Park Baptist Church as shown by said Articles.

The Corporation of Hyde Park Baptist Church shall hold, manage, and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this Corporation.

ARTICLE XII. Corporate Records and Reports

Section 1. Records

The Corporation of Hyde Park Baptist Church shall maintain adequate and correct accounts, books, and records of its business and properties. All such books, records, and accounts shall be kept at its principal

place of business in Lumberton, Robeson County, State of North Carolina as affixed by the Trustees, Elders, or Deacons.

Section 2. Inspection of Books and Records

All members of HPBC shall have the absolute right at any reasonable time to inspect all books, records, documents, and the physical properties of the Corporation of Hyde Park Baptist Church, and any of its subsidiary organizations, if any. However, these rights shall not include the right to review or inspect individual donor records, minutes of Elder or Deacon meetings, personnel files, or minutes of the Personnel Team.

Section 3. Fiscal Year of the Corporation of Hyde Park Baptist Church

The fiscal year of the Corporation of Hyde Park Baptist Church shall begin on the first day of September and end on the last day of August in each year.

ARTICLE XIII. Dissolution

The complete disbanding of HPBC so that it no longer functions as a congregation or as a corporate entity:

Upon the dissolution of HPBC, the Board of Directors (Trustees) shall dispose of the property and assets of the Corporation of Hyde Park Baptist Church (HPBC) in the following manner:

1. Honor the collateral agreements of any existing bank loans.
2. Pay off other non-loan debts incurred by the church.
3. Any other property left over after all debts are satisfied or provisions made for shall be given to another Church/Corporation or Association with likeminded purpose as set forth in **Article II** of these By-laws.
4. Any such assets or property not so disposed shall be disposed of by the District Court of the county in which the principal office of the Corporation of Hyde Park Baptist Church is then located.

ARTICLE XIV. Miscellaneous Provisions

Section 1. Name

Hyde Park Baptist Church, Inc. may be referenced as Hyde Park, Hyde Park Baptist Church, the corporation of Hyde Park Baptist Church, or HPBC in these by-laws.

Section 2. Bible

The Holy Bible referred to in these by-laws is the New American Standard Bible (1995 edition). Other translations may be adopted or used by the congregation and members for teaching or personal use.

Section 3. Adoption and Amendments

- (a) These By-laws shall be considered adopted and in immediate effect upon approval of two-thirds of the members present at a Member Meeting. This vote shall be taken not less than thirty calendar days after formal presentation of the By-laws as presented to the church.
- (b) These By-laws may be amended, altered, repealed, or replaced by two-thirds vote of the members present at any regular Member Meeting, provided notice and proposal of such amendment, alteration, or repeal has been given in writing at least thirty days prior to the vote. The Pastor, Elders, Deacons, or a designated committee should be tasked to review, maintain, or write new By-laws as needed to ensure these By-laws remain current and up to date.
- (c) Whenever an amendment or new By-law is adopted, it shall be copied in the book of minutes with the original By-laws, in the appropriate place. If any By-law is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in said minutes.

Section 4. Parties Bound

These by-laws shall be binding to all members, officers, and employees of the church except as otherwise provided in the by-laws.

Section 5. Ordinances

- (a) Baptism shall be by immersion in water. The requirement of immersion baptism may, on recommendation of the Lead Pastor and consent of the Elders, be suspended in cases of physical impossibility or severe hardship.
- (b) The Lord's Supper (Communion) shall be observed at least quarterly.

Section 6. Memorial Policy

No church property or designated area shall be named in honor of any current or previous member.

Section 7. Committees

- (a) All committees shall meet and elect their own Chairman, Vice Chairman, and Secretary.
- (b) HPBC may hold a committee or board meeting by any electronic medium where all persons participating in the meeting can speak and hear each other. The notice of a meeting by electronic means must state the meeting will be held by electronic means and all other matters required to be included in the notice. Participation of a person in an electronic meeting constitutes the presence of that person at the meeting.
- (c) Any action required or permitted to be taken by the Trustees, Elders, or committees may be taken without a meeting and with the same force and effect as an in-person meeting. Members, members of the Trustees, Elders, or committees must return the consents to the Secretary. Such consent may be given individually or collectively to the Secretary in writing, text, via a secure website, or electronic mail. The action is adopted if the requisite number of consents is submitted to the

Secretary to approve the action, assuming all members, Trustees, Elders, or committee members voted.

Section 8. By-laws

- (a) A committee of no less than three members shall be established by the MVC each year to ensure the By-laws are fully reviewed and amended as necessary to protect the integrity of the Corporation of Hyde Park Baptist Church and its members. See **Article VI, section 6i**.

ARTICLE XV. Pensions

For matters concerning Pensions, Salary, or other Employee-related information, refer to the HPBC Personnel Handbook.

ARTICLE XVI. Indemnification

- (a) The Elders, Deacons, and Trustees shall be indemnified and held harmless for actions consistent with the purpose and vision of Hyde Park Baptist Church. HPBC shall primarily be responsible for liability arising from such actions or inaction of the Trustees. Reasonable expenses to litigate or otherwise resolve issues arising from the Trustees' performance of their duties and responsibilities shall be paid by HPBC. At the election of future Trustees, Elders, or Deacons this same indemnification shall extend to all individuals performing within the scope of their duties and responsibilities for the benefit of HPBC.
- (b) In addition, to the full extent permitted by these By-laws, HPBC shall indemnify any Pastor, officer, committee member, employee, volunteer, or agent of the Church who was, is, or may be named a defendant or respondent in any proceeding as a result of his or her actions or omissions within the scope of his or her official capacity in service to HPBC. Reasonable expenses may be advanced by HPBC in defending such actions.

Article XVII. Church Government

Section 1. Emergency Operational Guidelines

- (a) In the event circumstances arise beyond the control of HPBC, such as Acts of God, sickness, deaths, or like events that would prevent the normal meeting of the church body for worship or to conduct normal business, the Pastor/Elders shall ensure the normal functions of HPBC continues by invoking emergency operational guidelines which are in the best interest of HPBC.
- (b) The Pastor/Elders should communicate with other VMO's and shall ensure the financial health of HPBC continues, including the authorization of the annual budget until such time the congregation can meet to give full approval to any extensions of emergency operations established by the Pastor/Elders.
- (c) The Pastor/Elders shall ensure any extension for emergency operational procedures of HPBC are in-compliance with the By-laws and/or procedure manuals in effect as closely as possible. As soon as feasible, a Called Member Meeting shall be held to allow the Pastor/Elders to provide a briefing

as to why the Emergency Operational Guidelines were invoked and to allow the congregation to provide full approval of any business matters when required. All emergency extensions of the guidelines shall be temporary and will only be in effect while the causing circumstance exists.