

Pine Hill Baptist Church of Cairo, Georgia, Incorporated

Constitution

Preamble

We declare and establish this constitution to preserve and secure the principles of our faith, to govern the body of the Church in unity, and in a decent and orderly manner. This constitution will preserve the liberties of individual Church members and the freedom of action of this body in relation to other churches.

Article I: Purpose Statement

The purpose of Pine Hill Baptist Church:

*We believe that we must
live the **Great Commandment**
as we go out to fulfill
the **Great Commission**.*

The Great Commandment: “Jesus said, ‘*Love the Lord* your God with all your heart ...soul ... and mind. This is the first and greatest commandment. And the second is like it: *Love your neighbor as yourself*. All the Law and Prophets hang on these two commandments.’” Matthew 22:36-40

The Great Commission: “Jesus said, ‘**Go 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 I have commanded you.’” Matthew 28:19-20

Under the authority of the Articles of

Incorporation filed with the State of Georgia, this congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, colleges, chapels, radio stations, television stations, rescue missions, missionary auxiliaries, print shops, day care centers, camps, nursing and retirement homes, cemeteries, and any other ministries that the church may be led of God, all of which are established for the benefit of the members of Pine Hill Baptist Church by providing opportunities for spiritual, physical, intellectual, social and cultural development.

Article II: Mission Statement

The mission of Pine Hill Baptist Church is:

TO *evangelize* our community, state, country, and world through proclaiming the Word of God and calling people everywhere to respond to Jesus Christ through faith

TO *exalt* the name of Jesus Christ through individual and corporate **worship** means

TO *disciple* the saints for the work of the ministry through **instruction** so the body may grow in the knowledge of the Son of God, to become mature disciples, and to fulfill the measure of the stature, which belongs to the fullness of Christ

TO *fellowship* by means of encouraging one another and building up the Body into a community of faith, through friendship and the love of Christ

TO *minister* to our community by identifying people who are in need and aggressively using available resources to meet those needs in the name of Christ

Article III: Doctrinal Statement

Pine Hill Baptist Church subscribes to the doctrinal position stated in the Baptist Faith and Message as approved by the Southern Baptist Convention in 2000, and subsequently adopted by the Grady County Baptist Association. The complete statement of faith is available upon [request](#).

Article IV: Membership Covenant

Having received Christ as my Savior and Lord, and having been scripturally baptized and in agreement with Pine Hill Baptist Church's bylaws, we commit ourselves to God and all members to:

1. PROTECT THE UNITY OF PINE HILL BAPTIST CHURCH
 - ... by acting in love toward all other members (Rom. 15:5; 1 Peter 1:22)
 - ... by refusing to engage in any form of gossip, and encouraging one another at every opportunity (Eph. 4:29-32)
 - ... by following the direction of elected leaders (Heb.13:17).
2. SHARE THE RESPONSIBILITY OF PINE HILL BAPTIST CHURCH

... by praying for its growth (1 Thess. 1:2)

... by inviting the unchurched to attend (Luke 14:23)

... by warmly welcoming those who visit (Rom. 15:7).

3. SERVE THE MINISTRY OF PINE HILL BAPTIST CHURCH

... by discovering my gifts and talents (1 Peter 4:10)

... by being equipped to serve by my pastor and ministry leaders (Eph. 4:11-12)

... by developing a servant's heart (Phil. 2:3-5).

4. SUPPORT THE TESTIMONY OF PINE HILL BAPTIST CHURCH

... by attending faithfully (Heb. 10:25)

... by living in Christ-likeness (Phil. 1:27)

... by giving regularly (1 Cor. 16; Lev. 27:30).

Article V: Polity and Affiliation

Pine Hill Baptist Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, the Bible teaches that local churches should seek voluntary fellowship with other doctrinally sound churches. This association is to provide help and encouragement while working together as the Lord directs. This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence upon God.

Pine Hill Baptist Church has chosen to affiliate itself with the Southern Baptist Convention, the Georgia Baptist Convention, and the Grady County Baptist Association. Fundamental to these affiliations is the understanding that the named conventions and association are

fellowships of autonomous, biblically sound churches that choose to work together to further God's Kingdom. Voluntary contributions to local, state, national and foreign mission projects maintain this affiliation. Support may also be provided by sending messengers to the annual conventions and associations for voting on doctrinal, ethical, and procedural positions.

Article VI: Conducting Church Affairs

The affairs of Pine Hill Baptist Church will be conducted in accordance with the Bylaws and the Policies and Procedures Manual. These documents define the Church's organizational structure, rights of participants in this structure, and procedures by which these rights can be exercised.

Article VII: Amendments to the Constitution

This Constitution or any provision therein may be altered, amended or repealed, and a new Constitution may be adopted at any time by the recommendation of a special elected committee, with affirmation of change as reflected by a two-thirds (2/3) vote of the members present at any special or regular membership meeting.

Any changes presented through the process as outlined above must be given in writing to the church body at least 30 days prior to the meeting called to take action. Additions or revisions should be provided in writing, and distributed to members of the church.

BYLAWS

Article I: Membership

Section 1: General

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. (Rom. 16:1; 1 Cor. 1:2; 2 Cor. 8:1; Phil. 1:1; Acts 11:26)

In order to implement the principles of accountability and commitment to the local body of Christ, as defined in the New Testament and practiced in the early churches, Pine Hill Baptist Church recognizes the need for formal membership. Membership in this Church shall consist of all persons who have met the qualifications for membership and are listed on the membership role.

Section 2: Candidacy and Membership

Any person who has personally received Christ as his or her Savior and Lord, who has received baptism by immersion as a testimony of his or her salvation, and who desires to be committed to Pine Hill Baptist Church local body of believers, as a member through the following procedures:

1. By profession of faith in Christ and for baptism according to the policies of the church.
2. By promise of letter from another Southern Baptist church of like faith and order.
3. By restoration upon a statement of prior conversion experience and baptism by immersion in a church of like faith and order when no letter is obtainable.
4. By watch care when there is sufficient justification not to be presented as a resident member.

All such candidates shall be presented to this Church and membership by adding their name to the Pine Hill Baptist Church membership roll. Should there be dissent as to any candidate, such dissent shall be referred to the office of pastor for investigation and subsequent recommendation.

Section 3: Designations of Membership

In an effort to properly reflect the membership of the Church, two rolls shall be maintained. These rolls shall be updated periodically.

1. Active/Resident Members: All members who reside within the Church's ministry area or are currently active in the Church.
2. Non-resident Members: Members who have become inactive as a result of moving out of the Church's ministry area and have not joined another church.

Section 4: Responsibilities of Membership

The responsibilities of membership are described in the Membership Covenant as documented in the [Church Constitution, Article IV](#). All members of Pine Hill Baptist Church are expected to agree with and live according to the Membership Covenant.

Section 5: Voting Rights of Membership

Every active/resident member of the church over the age of 16 years is entitled to vote at all elections and on all questions submitted to the church in regularly-called or special-called business conferences.

Every active/resident member living in accord with the Membership Covenant ([Constitution, Article IV](#)) is eligible for consideration by the membership to serve in elected and appointed offices.

Every member may participate in the

ordinances of the Church as administered by the Church.

Termination of Membership

Members shall be removed from the Church roll for the following reasons:

1. Death of the member
2. Transfer of membership to another church of like faith and order
3. By personal request of the member
4. Dismissal because of a member's life and conduct which is not in accordance with the Church Membership Covenant and is in such a way that the member hinders the ministry influence of the Church in the community. Procedures for the dismissal of a member shall be in accordance with [Section 7](#) of this Article.

Section 7: Discipline of Members

Purpose

The purpose of Church discipline is to glorify God by maintaining (1) purity in the Church (1 Cor. 5:6), (2) protecting believers by deterring sin (1 Tim. 5:20) and (3) promoting the spiritual welfare of the offending believer by calling him or her to return to biblical standards of doctrine and conduct (Gal. 6:1).

Furthermore, upon joining this Church, all members are in agreement with [Article VII](#) of these Bylaws.

Process

Members and all other professing Christians who regularly attend or fellowship at Pine Hill Baptist Church who err in biblical doctrine or conduct shall be subject to discipline according to Matthew 18:15-18. The following is a brief description of detailed process found in the Leadership and Management section of the Policies and Procedures Manual:

1. It shall be the duty of any Church member who has knowledge of the erring member's unbiblical beliefs or misconduct to warn and to correct such

person in private, seeking his or her repentance and restoration. This action will be taken with the advice and consent of the pastor and deacons. If the person does not heed this warning; then,

2. The warning member shall again go to the erring member accompanied by one or two witnesses to warn and correct the member, seeking his or her repentance and restoration. Should the erring member continue to participate in actions bringing liability and disrepute to the Church, the pastor and deacons will take every reasonable measure to resolve the problem. But if the member is unrepentant; then,
3. The church will take action to exclude the member, declaring by official action in a business conference that the person is no longer a member of the Church. Such action will require a two-thirds majority of those voting.

Reinstatement

If such dismissed member heeds the warning, demonstrates repentance and reformation, and requests reinstatement, he or she shall be publicly restored to membership at the recommendation of the pastor and deacons and vote of Pine Hill Baptist Church membership.

Article II: Church Leadership

Section 1: Overview of Church Leadership

The church membership has final authority over all matters of Pine Hill Baptist Church. The Senior Pastor has responsibility over all paid staff of the Church. Deacons will assist the pastor in meeting ministry needs of the Church as they arise. The Executive Committee will oversee legal and financial matters and provide for the care and maintenance of all properties owned by Pine Hill Baptist Church. Appropriate committees, councils and ministry teams will be established to perform works of administration or ministry as outlined in the Policies and Procedures Manual.

Section 2: Church Officers

1. Senior Pastor
2. Ministry Staff Members
3. Deacons
4. Trustees
5. Church Treasurer
6. Moderator
7. Church Clerk

Section 2a: Senior Pastor

Responsibilities:

The Senior Pastor is responsible for leading the church to function as a New Testament Church. The pastor will lead the congregation, administrative and ministry organizations, and staff in the performance of their ministry tasks.

The pastor is the leader of the pastoral ministries of the church. As such, he leads the deacons and other ministry leaders (e.g., church staff, program leaders, etc.) to:

1. Establish the vision for carrying out the mission of the church with attention to the future ministries to the community and congregation.
2. Equip and lead the church to proclaim the Gospel of Christ to unbelievers.
3. Equip and lead the church to engage in pastoral ministries to the community and congregation.
4. Preside at all meetings of the church and, unless otherwise designated, serve as moderator of business meetings.

Call and election:

A Senior Pastor shall be chosen and called whenever a vacancy occurs. The election shall take place at a meeting called for the purpose of electing the pastoral candidate. At least a one week public notice will be given to the congregation prior to the election meeting.

A Pastor Search Committee shall be elected by the church to seek out a suitable pastoral candidate. The recommendation of this committee will constitute a nomination. The

committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot with a two-thirds majority being needed for election.

Vacating the office

Voluntary resignation: The Senior Pastor may relinquish the office as pastor by giving at least two weeks prior notice to the church at the time of resignation.

Involuntary departure: The church may declare the office of pastor to be vacant. Such action shall take place at a meeting called for that purpose. At least a one week public notice must be given. A meeting called for the purpose of vacating the office of pastor shall be called upon recommendation of the Personnel Committee and deacons or by written petition signed by not less than one-fourth of resident members. A moderator, other than the pastor, shall be designated by the members present at the meeting.

Section 2b: Ministry Staff Members

Responsibilities:

Ministry staff members are defined as staff elected and paid by the church to assist the pastor in organizing and affecting such ministries as the pastor and church deems necessary. Whether full-time or part-time, all ministry staff shall ultimately be responsible to the pastor. Each staff member will discharge responsibilities in accordance with a church-approved position description and a periodic covenant made with the Senior Pastor.

Each ministry staff leader, in coordination with the Senior Pastor, will:

1. Lead the ministry he or she is responsible for to contribute to the mission of the church and the vision of the pastor.
2. Equip and lead church members to participate in the ministry led by the staff member.
3. Insure the assigned ministry receives adequate support and attention by the church congregation.

4. Periodically report to the church the results of the ministry.

Call and election:

Ministry staff members shall be recommended to the church by the Personnel Committee. The process will include close coordination with the Senior Pastor as follows:

1. The need for a ministry staff position will be identified by the Senior Pastor in cooperation with other church personnel.
2. Working closely with the pastor, the Personnel Committee shall identify suitable candidates. Only one candidate will be considered at a time.
3. Upon a unanimous agreement between the Personnel Committee and pastor, a candidate will be recommended to the church in either a regular or special-called business meeting.

Vacating the office

A Ministry Staff Member may relinquish the position by giving at least two weeks prior notice to the church at the time of resignation.

The process for dismissing a Ministry Staff member is detailed in the Policies and Procedures Manual. The dismissal requires a unanimous agreement between the Personnel Committee and the Pastor. No church vote is necessary.

Section 2c: Deacons

“The prototype of today’s deacon is found in the Acts 6 account of seven men being appointed by the Jerusalem church to resolve a fellowship problem.”¹ It is recognized that the term “deacon” is a transliteration of a Greek word meaning “servant.” The verb form of the New Testament word means, “to serve.”

Responsibilities:

Deacons are elected to serve in the area

of pastoral ministry and not in the area of administrative service unless appointed to an administrative council or committee by the church. Routinely, elected deacons will:

- ✿ Proclaim the Gospel to believers and unbelievers
 - Engage in personal witnessing
 - When needed, preach as a layman
 - Provide support to church evangelistic efforts
- ✿ Care for the church’s members and other persons in the community
 - Provide ministry to those in crisis
 - Assist the pastor in the church’s care-giving ministries
 - Assist, as assigned, in the family ministries of the church
- ✿ Build Christian unity and fellowship among church members
 - Assist the pastor and staff to communicate clearly the mission and objectives of the church.
 - Assist in administering the church’s ordinances.
 - Serve as an exemplar Christian leader. Set a consistent example of Christ-like living.
 - Actively engage in leadership of church ministries and activities.

Call and election:

Persons elected to the ministry of deacons shall meet the qualifications found in Acts 6 and 1 Timothy 3. A special committee invited by the pastor and the Fellowship of Deacons shall be used to examine the candidate to insure the qualifications are met.

The church shall elect deacons by ballot at regular meetings of the church. The number of deacons shall be determined by the ministries necessary to continue the purpose and work of the church.

Deacons shall serve on a rotating basis. Each three years the assigned term of office of one-third of the deacons shall expire. An election shall be held to fill the vacancies and to elect new deacons to fill any positions created

¹Howard B. Foshee, *Broadman Church Manual* (Nashville: Broadman Press, 1973) p. 101.

by the recognition for the establishment of new ministries. A deacon whose term has expired cannot be re-elected for a period of one year. There shall be no requirement for the church to re-elect a former deacon.

The election process is described in detail in the Policies and Procedures Manual for Pine Hill Baptist Church.

Vacating the office

It is understood that elected deacons are not to be considered as inactive servants. They will not serve in the capacity of attending deacon's meeting or providing a voice in the planning of activities of the deaconate unless invited to do so by the Chairman of Deacons.

An elected Deacon may request to be removed or resign as an active deacon, if he feels that they cannot fulfill the obligation of a Deacon.

An elected deacon may be asked to vacate the office at any time if his Christian life style or cooperation in the ministries of the church is found not to be in accordance with the expectation of the church and the biblical qualifications for this office. Should the need arise for dismissal of a deacon, the process outlined in the Policies and Procedures Manual of Pine Hill Baptist Church will be followed.

Section 2d: Trustees

The current active Deacons will be the trustees of the church, who serve as the legal officers of the church. They shall hold the church properties in trust.

Responsibilities:

1. Upon specific vote of the church authorizing each action the trustees shall have the power to buy, sell, mortgage, lease, or transfer any church property.
2. When the signatures of the trustees are required, they shall sign legal documents involving the same, mortgage, purchase, or rental of property or other legal documents related to church-approved matters.

Call and election:

Trustees shall be the current active deacons of the church. Active deacons are described in [Section 2c: Deacons](#). Trustees will rotate as the deacons rotate through their 3 year terms.

Section 2e: Treasurer

The church shall elect annually a church treasurer as its financial officer. The treasurer shall be bonded, the church paying for the bond.

Responsibilities:

1. The treasurer shall receive, preserve, and pay out, upon receipt of authorized vouchers, all money or items of value paid or given to the church, keeping an itemized account of all receipts and disbursements. While the treasurer shall be free to provide an accounting for funds available for disbursement, at no time will the treasurer make decisions about what can be disbursed.
2. The treasurer shall provide to the church at regular business meetings or other occasions as requested by financial committee an itemized report or the receipts and disbursements of the period covered subsequent to the previous report.
3. The treasurer will provide the financial committee a complete itemized report of receipts and disbursements as a foundational document for purposes of the next budget cycle of the church.
4. The treasurer's reports and records shall be audited annually by an auditing committee or public accountant.
5. Upon rendering the annual account of the fiscal activities of the church at the end of the budget year, the records shall be delivered by the treasurer to the church clerk for preservation as a part of the permanent records of the church.

Call and election:

The treasurer shall be nominated

annually by the Nominating Committee and approved in any regularly called business meeting.

Section 2f: Moderator

The Pine Hill Baptist Church shall appoint the Senior Pastor as moderator for the term of the pastorate. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the church clerk shall call the church to order for the election of a moderator.

In the event that the Senior Pastor/moderator desires to speak to a motion, he shall turn the function of moderator over to the chairman or vice chairman of deacons. In such, the pastor may not reassume the position of moderator until the point of business that the pastor has spoken to has been concluded.

The moderator shall use *Roberts Rules of Order* as the guideline for establishing and keeping order in all meetings.

Section 2g: Church Clerk

The church shall elect annually a church recorder as its clerical officer.

Responsibilities:

1. Keep a register of members, with dates of admission, dismissal, death or erasure.
2. Keep a record of baptisms.
3. Issue letters of dismissal upon approval of the church
4. Preserve all official communications and written reports
5. Give notice of meetings where notice is necessary according the bylaws
6. Prepare the church annual letter to the association

The church may delegate some of the above responsibilities to a church secretary.

All church records are church property and shall be kept in the church office where an office is maintained.

Call and election:

The church recorder shall be nominated annually by the Nominating Committee and approved in any regularly called business meeting.

Article III: Committees and Councils

Section 1: Administrative Committees and Councils

The purpose for establishing committees is to assist the pastor and staff in doing the administrative works of ministry in a "decent and orderly" manner. Committees will possess certain authority and responsibility levels of the corporate Church as delegated by the church and described in the Ministry Position Description found in the Policies and Procedures Manual. This description will outline their purpose and what duties and responsibilities have been delegated to them. Committees' functions will be primarily administrative in nature rather than ministry focused. The primary function of administrative committees is to work to provide a stable church environment in which ministry teams may carry out the Great Commissions ministries. Individuals serving on these committees will be selected by the Nominating Committee, which has been elected by the church. Spiritual giftedness will be the primary qualification for service. The leadership of Pine Hill Baptist Church feels that committees should be held to a minimum.

The present Committee structure for Pine Hill Baptist Church is as follows:

Advisory Committees:

1. Nominating Committee
2. Worship Committee
3. Facilities, Planning, and Maintenance Committee

Standing Committees:

1. Finance Committee
2. Fundraising Committee

3. Personnel Committee
4. Cemetery Committee
5. Outreach Committee
6. Hostess Committee
7. Web Site Committee
8. Audio/Video Committee

Other standing committees or councils may be added by the amendment procedures prescribed within these bylaws. Special and ad-hoc committees for the purposes of guiding ministries and administrative functions of the church may be elected or appointed within the guidelines of the Policy and Procedures Manual.

Election Elections of committee members may be conducted in more than one (1) session. Regular elections shall be completed prior to September 1. Special elections may be held as needed. Persons elected at regular elections shall begin their service on September immediately following their election, unless otherwise stated. Persons elected at special elections shall begin their ministry as soon as they are elected unless some other time is stated at the time of their election.

Rotation Election of active committee members shall be based on the principle of a three (3) year rotation system, with a three (3) year term and a one (1) year minimum gap in service. Ideally, one-third (1/3) of the members each year would be elected to three (3) year terms.

Unexpired terms When a position is vacated prior to completion of the elected term, a person is to be elected to complete the unexpired portion of the term. He or she may be eligible for a new three (3) year term upon the completion of serving the unexpired term.

Enlarged Membership When the size of the active members of the church grows, the church may decide the number of committee members should grow. Upon a vote of the church, new committee members may be added, but the number of committee members must be an uneven amount for purposes of voting. Fractional terms will exist when members are

added at times other than for September 1 assumption of service.

Eligibility to Serve Consecutive Terms:

Persons completing a full three (3) year regular term will not be nominated or re-elected to the same position until a one (1) year waiting period has passed. The one (1) year waiting period does not affect service in other positions.

Persons completing a partial term, but having less than three (3) years consecutive service on the same committee, may be re-elected to a term of three (3) years or less, without a one (1) year waiting period.

Members may have the one (1) year waiting requirements waived when the Church, at the recommendation of the Nominating Committee votes to do so.

Members of the same immediate family may not serve on the same committee simultaneously.

Section 3: Ministry Teams

Ministry Teams exist to perform a specific role of ministry. Teams are the basic organizing units of Pine Hill Baptist Church to accomplish its ministry goals within the guidelines of our Purpose and Mission Statements. Unlike committees, their primary role is not to exercise administrative responsibilities or set policy. Ministry Teams will possess no authority or responsibility levels of the corporate Church and are not subject to any service rotation system. Rather, they are the “hands and feet” of the body of Christ. A team is a small group of people with complementary skills committed to a common purpose or goal and for which they are willing to be mutually accountable.

Teams may exist for a very short term to perform a specific ministry or may be on going in nature. The appropriate staff representative shall recruit them with the assistance of the Nominating Committee as needed. Each Ministry Team will function under a Ministry Position Description located in the Policies and Procedures Manual, and which will outline their primary ministry purpose and

briefly describe anticipated duties and responsibilities. The Ministerial Staff in cooperation with the Fellowship of Deacons shall give overall supervision to all teams and oversee the selection of the team leaders. Each Ministry Team leader is requested to serve on the Ministries Council. Examples of several Ministry Teams are as follows:

1. Missions Ministry Team
2. Children's Ministry Team

The Policies and Procedures Manual of the Church describes teams and their functions.

Article IV: Church Ministry Organizations

The Pine Hill Baptist Church shall maintain the following ministry organizations in order to accomplish the mission and purpose of the church:

1. Evangelism and Bible teaching
2. New member orientation and training
3. Leadership and ministry training
4. Missions education, action and support
5. Music and worship

All organizations related to church ministries shall be under church control and coordination, all organizational officers and key leaders being approved by the church and reporting regularly to the church. The church shall provide resources including human, financial and physical for the appropriate advancement of these ministry programs.

The organization of ministries for the purpose of conducting the mission of Pine Hill Baptist Church shall be flexible and not constricted to any traditional form. Rather, the church, under the leadership of staff and the Ministries Council may recommend to the church appropriate ministry organizations required to effectively carry out the task of a Great Commission church. The organizational structure of such ministries shall be described in the Policies and Procedures Manual and shall be revised as necessary to minister to the needs of the area surrounding the church. Examples of ministry organizations are:

1. Sunday School
2. Discipleship
3. Women's Missionary Union
4. Brotherhood/Baptist Men
5. Church Music and Worship

Article IV: Church Ordinances

Pine Hill Baptist Church recognized two ordinances that shall be observed; Baptism and the Lord's Supper. Christian ordinances are acknowledgments of the Christian commitment to follow Christ. They are public displays of faithfulness and obedience to the death, burial, and resurrection to new life that every believer has experienced. These ordinances are to be public ceremonies open for all to witness the testimony of the individual believer (Baptism) and of the church (Lord's Supper).

Section 1: Baptism

"The immersion or dipping of a believer in water symbolizing the complete renewal and change in the believer's life and testifying to the death, burial, and resurrection of Jesus Christ as the way of salvation."²

Pine Hill Baptist Church shall receive for baptism any person who has received by faith Jesus Christ as their personal Savior and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion in water.
2. The pastor, or whomever the church shall authorize, shall administer baptism.
3. Baptism shall be administered as an act of worship and public testimony at any regularly scheduled service.
4. Persons making a confession of faith and who do not present themselves for baptism after a reasonable length of time shall be counseled by the pastor or his appointed ministry representative. If the candidate refuses the ordinance of baptism, his or her name shall be deleted

² Holman Bible Dictionary. (Nashville: Holman Bible Publishers, 1991) p. 149

from those awaiting baptism.

Section 2: Lord's Supper

*"A memorial celebrated by the church to signify Jesus' sacrificial death for humankind's sin. The form of observance was established by the Lord at the Last Supper when He symbolically offered Himself as the Passover lamb of sacrifice."*³

Pine Hill Baptist Church shall observe the Lord's Supper at least quarterly. Church members shall receive the Lord's Supper to indicate their commitment to Jesus Christ as Lord and Savior. The service shall be held as an act or worship during a regularly scheduled service and shall be led by the pastor and deacons.

Article V: Church Meetings

Section 1: Worship Services

Pine Hill Baptist Church shall meet regularly on Sunday mornings, evenings, and Wednesday evenings for the worship of God Almighty. Elements of worship shall include prayer, praise, preaching, instruction, and evangelism as well as other worship practices as deemed appropriate. The pastor shall direct these services with full cooperation from staff, deacons, and other persons who may be involved in the planning or conducting of these services.

Regular times for services may be changed at a church business meeting, with an announcement 1 week prior, with the proposed change in times. If the church decides to change times of service, announcement shall be given 14 days prior to the change.

Section 2: Special Services

Revival services and any other church meetings essential to the advancement of the church's mission shall be coordinated with the

³ Holman Bible Dictionary. (Nashville: Holman Bible Publishers, 1991) p. 895

pastor and any appropriate committee or council and shall be placed on the church's calendar.

Section 3: Regular Business Meetings

The church shall hold regular business meetings as directed in the Policies and Procedures Manual.

Section 4: Special Business Meetings

The church may conduct business meetings to consider matters of special nature and significance. Unless noted in the Policies and Procedures Manual, a one-week notice must be given for the special business meeting unless extreme emergency renders such notice impractical. The notice shall include the subject, date, and time and place of the meeting. The notice must be given in a manner allowing all members opportunity to attend the meeting.

Section 5: Quorum

The quorum consists of the members present at the business meeting provided the meeting has been properly called.

Section 6: Parliamentary Rules

Robert's Rules of Order, latest revision, is the authority for parliamentary procedure for all business meetings of Pine Hill Baptist Church.

Article VI: Church Finances

Section 1: Budget Process

The Finance Committee, in coordination with all administrative and ministry committees, shall prepare and submit to the church for approval an inclusive budget indicating by items the amount needed and sought for all ministries and other expenses necessary for the support of the mission of Pine Hill Baptist Church.

It is understood that all members of Pine Hill Baptist Church have committed by agreement with the Church Covenant to support the church and its ministries with regular,

proportionate gifts.

Section 2: Accounting Procedures

All funds received for any purpose shall be accounted for by the church treasurer and be properly recorded in the financial records of the church. Those who handle the funds shall be bonded with the church paying the bond (See Article II, Section 2e).

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Committee and will be described in the Policies and Procedures Manual.

Section 3: Fiscal Year

The church fiscal year shall run concurrently with the church year which begins on September 1 and runs through July 31.

Article VII: Church Policies and Procedures Manual

The Policies and Procedures Manual for Pine Hill Baptist Church shall include detailed descriptions of all policies and procedures necessary for the conducting of ministries and administration of the church. The Policies and Procedures Manual includes all organizational flow charts, ministry descriptions and processes, and committee task descriptions and processes. The Manual shall be considered the official document for the way Pine Hill Baptist Church conducts ministries and other functions.

There should be no conflict between the bylaws and the Policies and Procedures Manual. Should such conflict occur; the bylaws will take precedent over the Policies and Procedures Manual.

Any member of the church may initiate suggested changes to the manual. All changes to the manual must be approved by the church in a regular business meeting.

A copy of the most recent and approved Manual shall be kept in the church office and is to be available upon request to any member of the church. A copy will also be available on the church web site.

Article VIII: Amendments to the Bylaws

Amendments to the bylaws may be made at any regular business meeting provided members of the church have been presented the copies of the amendment(s) in writing at least a week before the meeting. Amendments to the bylaws shall have a majority concurrence of the members present and voting.