

Constitution and Bylaws
Cedar Heights Baptist Church
as of January 13th, 2016

Table of Contents

CONSTITUTION	3
I. CHURCH ENTITY	3
A. CHURCH NAME	3
B. STATEMENT OF FAITH	3
C. SINCERELY HELD BELIEFS	3
D. MISSION	4
E. VISION.....	4
F. VALUES.....	4
G. GOVERNMENT & POLITY.....	4
H. DOCTRINE	4
I. NON-PROFIT STATUS AND LIQUIDATION	4
J. PROCESS OF AMENDMENT.....	4
BYLAWS	5
I. CHURCH MEETINGS	5
A. WORSHIP SERVICES AND OTHER CONGREGATIONAL MEETINGS.....	5
B. REGULAR BUSINESS MEETINGS	5
C. SPECIAL BUSINESS MEETINGS.....	5
D. QUORUM; VOTING; NO PROXY VOTING	6
E. CONDUCT OF BUSINESS MEETINGS; PARLIAMENTARY RULES	6
F. PROCESS OF AMENDMENT.....	6
G. CHURCH YEAR	6
II. CHURCH MEMBERSHIP	7
A. QUALIFICATIONS	7
B. TERMINATION	7
C. VOTING PRINCIPLES	7
III. CHURCH PERSONNEL	8
A. SENIOR PASTOR.....	8
B. CHURCH MINISTERIAL STAFF.....	10
C. OTHER CHURCH PERSONNEL.....	11
D. DEACONS	11
E. CHURCH OFFICERS	12
IV. COMMITTEES	14
A. GUIDING PRINCIPLES FOR ALL COMMITTEES.....	14
B. PARTICIPATION & REVIEW	14
C. COMMITTEE FRAMEWORK.....	14
D. CREATING COMMITTEES.....	15
E. APPOINTING MEMBERS.....	16
F. MEMBERSHIP MAINTENANCE.....	16
G. MODIFYING A COMMITTEE STRUCTURE.....	17

H.	COMMITTEE REVIEW OF ACTIVITIES	17
I.	LIST OF PERMANENT STANDING COMMITTEES.....	17
J.	ALL OTHER COMMITTEES.....	18
V.	CHURCH MINISTRIES	19
A.	GUIDING PRINCIPLES FOR ALL CHURCH MINISTRIES.....	19
B.	ESTABLISHING A CHURCH MINISTRY	19
C.	MINISTRY SPONSORSHIP	19
D.	QUARTERLY REPORTING.....	19
E.	DIRECTORY OF CHURCH MINISTRIES	19
F.	DISSOLVING A MINISTRY	20
G.	CHURCH VOLUNTEERS IN CHILDREN’S MINISTRIES	20
VI.	CHURCH ORGANIZATIONS.....	21
A.	IN GENERAL	21
B.	PRINCIPLES.....	21
C.	ADVISORY COMMITTEE STRUCTURE.....	22
D.	ORGANIZATION DIRECTOR.....	23
E.	CURRENT CHURCH ORGANIZATIONS.....	24

Constitution

Preamble

We declare and establish this constitution for the preservation and security of the principals of our faith, and that this body may be governed in an orderly manner. This constitution will preserve the liberties of each individual member of this church and freedom of this body in its relation to other churches.

I. Church Entity

A. Church Name

The body shall be known as CEDAR HEIGHTS BAPTIST CHURCH located at 14502 Cedar Heights Road, North Little Rock, Arkansas 72118.

B. Statement of Faith

The Holy Bible is the inspired Word of God and is the basis for our statement of faith. The church subscribes to the doctrinal statement of the “Baptist Faith and Message” as adopted by the Southern Baptist Convention. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord’s Supper.

C. Sincerely Held Beliefs

Marriage is a biblical institution established by God as clearly described in the scriptures. This Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this Church, its pastors, staff and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

This Church recognizes that the Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence, this Church opposes all forms of sexual immorality, including adultery, homosexuality, and pornography.

The Lord’s Supper is a symbolic act of obedience whereby Members and Visitors through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. Each person desiring to partake of the Lord's Supper should carefully consider the scriptural admonition to judge themselves as we are admonished in 1 Corinthians 11:28-29.

“28 So a man should examine himself; in this way he should eat the bread and drink from the cup. 29 For whoever eats and drinks without recognizing the body, eats and drinks judgment on himself.” (HCSB)

This Church shall partake of the Lord’s Supper at least four times annually.

D. Mission

To follow the commission given by Christ before his ascension to Heaven in Matthew 28:19-20

“Go, therefore, and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you...”
HCSB

E. Vision

That every person in God’s created world, regardless of nationality, race, gender, or age come to saving faith in God through Christ by The Spirit, starting with the Morgan and Maumelle areas.

F. Values

- Sincerity of faith – Each member genuinely loves The Lord with all their heart, with all their soul, with all their mind, and with all their strength. – Mark 12:30
- Freedom in Christ – Each member lives in and proclaims the freedom found in Christ.
- Devotion to God’s work – Each member actively and diligently serves in the ministries of God by devoting their time and resources to His work.
- Generosity – It is our conviction that it is more blessed to give than to receive. Every member of this church will be encouraged to be faithful stewards with all the resources that God has given to them. This includes all spiritual as well as temporal resources.

G. Government & Polity

The government of Cedar Heights Baptist Church is vested in its members. The membership retains unto itself the right of exclusive self-government in all phases of its life and organization. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist Churches. This church will cooperate and mutually work with the North Pulaski Baptist Association, the Arkansas Baptist State Convention, and the Southern Baptist Convention.

H. Doctrine

The church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of other Southern Baptist Churches.

I. Non-profit Status and Liquidation

This church is not organized for profit. In the event of liquidation or dissolution of the church, all of its assets and property of every nature and description shall be transferred by the trustees at the direction of the church to the North Pulaski County Baptist Association.

J. Process of Amendment

This Constitution and Bylaws may be amended provided the proposed amendment has been presented to the church body in writing two weeks prior to a regular church business meeting or special called business meeting and recorded by the Church Secretary. An amendment to this constitution requires a three-fourths (3/4) vote by ballot.

Bylaws

I. CHURCH MEETINGS

A. Worship Services and Other Congregational Meetings

This Church shall meet at least once per week regularly for the worship of Almighty God through preaching, instruction, evangelism, music, giving, and prayer through programs such as (but not limited to):

- Sunday morning worship service
- Sunday school
- Sunday night worship service
- Wednesday worship night service
- Community Groups
- Discipleship Groups

B. Regular Business Meetings

Regular Church business meetings shall be held on the second Wednesday after the close of each calendar quarter. The Senior Pastor, the Treasurer, and the Chairman of Deacons shall have the discretion to reschedule the business meeting on an as-needed basis. Any matters of business to be brought to the Church for a vote must be included on an agenda published and made available at least two (2) weeks prior to the business meeting through the use of the Church's various tools of information dissemination, such as the Church web site, sanctuary projection screens, bulletins, etc. (hereinafter, "publication"). Items not included on the agenda for a business meeting may be brought up during the meeting for the purpose of discussion only, and may not be acted upon (voted on).

During the 4th quarter business meeting, typically scheduled for October, the Officers of the Church and the members of the Permanent Standing Committees shall be elected for the next fiscal year, and an annual report shall be made to the members regarding the activities of the Church for the current Church Year.

C. Special Business Meetings

A special business meeting may be called to consider special matters of significant nature. Notice of the meeting and its subject matter shall be made by announcement (which announcement may also be supplemented by publication) on a date which is at least two (2) weeks prior to the special business meeting, unless the Senior Pastor, Treasurer, and Chairman of Deacons agree that the issue to be resolved constitutes an emergency. In any event, an announcement of the special business meeting shall be made during all regular Sunday morning worship services. Thus, the earliest a special meeting can be held will be on the next Sunday immediately following the Sunday on which the notice is given. Only matters within the purpose or purposes described in the notice of the meeting shall be discussed or acted upon at a specially called meeting.

D. Quorum; Voting; No Proxy Voting

For purposes of all Annual Meetings, regular business meetings and special called meetings of the members, unless a different number is specified in these Bylaws for particular matters, a quorum shall be deemed to be the Church members who are in attendance and whose membership in the Church has not been terminated pursuant to these Bylaws (are in good standing). Each member present at any Church business meeting shall be entitled to vote on any matter brought before the members for action, but no member is entitled to hold the proxy for any other member or to give a proxy to any other member for purposes of voting on any matter brought before the members for action. A vote shall not be considered final until all Members on the church campus have had a chance to cast a vote.

E. Conduct of Business Meetings; Parliamentary Rules

The Senior Pastor shall serve as Moderator at all Business Meetings. The Moderator shall conduct and preside over all business meetings. In the absence of the Senior Pastor, the Chairman of Deacons shall preside. Any acting moderator may appoint a parliamentarian to advise and assist the acting moderator in conducting business meetings. Except as otherwise provided herein, and as modified by these Bylaws, the current edition of Robert's Rules of Order, Newly Revised, shall be the authority for parliamentary rules of procedure for all business meetings of the Church. In keeping with good parliamentary practice, any appeal of a ruling of the moderator of a business meeting shall require the vote of two-thirds (2/3) of the members present and voting to override such decision of the moderator.

F. Process of Amendment

These Bylaws may be amended provided the proposed amendment has been presented to the church body in writing two weeks prior to a regular church business meeting or special called business meeting and recorded by the Church Secretary. An amendment to these bylaws require a three-fourths (3/4) vote by ballot.

G. Church Year

The Church year shall begin on January 1st and end on December 31st of each year, or shall be established for such other period of time as may be adopted by the Church membership, from time to time.

II. Church Membership

A. Qualifications

Membership of Cedar Heights Baptist Church of North Little Rock, Arkansas, shall consist of persons regardless of age, race or gender having made a profession of their faith in Jesus Christ as personal Lord and Savior, and who, having been scripturally baptized by immersion, and having indicated their commitment following the teachings of the Bible as their model of living. Membership in the church may be attained by majority vote of voting members present at any regular church business meeting and in one of the following ways:

- By being scripturally baptized by immersion after making a profession of faith in Jesus Christ as personal Lord and Savior.
- By a transfer of church letter from an evangelical church of like faith and practice.
- By a statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and practice.
- By restoration to the church membership after having been terminated or when no letter is obtainable.

B. Termination

Membership in this church shall be terminated when a member:

- Has passed away.
- Requests a letter of transfer to join another church of like faith and practice.
- Is dropped from the roll of membership when he or she joins a church of another denomination. A letter of transfer will not be provided.
- Is dismissed for reasons and circumstances detrimental to the church fellowship, following the recommendation from the Senior Pastor and the Deacon Body and a majority vote by voting members at a business meeting.

C. Voting Principles

Members shall have the right to a voice and vote in all church transactions and shall have the right and privileges to full participation in the life and work of the church.

III. Church Personnel

The personnel of the Church are considered to be composed of the Senior Pastor, the Ministerial Staff Members, and other Church personnel. They are to be called, employed and to serve according to the sections in this Article. The Senior Pastor, all Ministerial Staff Members, and Organizational Directors shall become a member of the Church as soon as reasonably practical following acceptance of employment with the Church, and shall remain a member of the Church for as long as they are employed by the Church, in addition to possessing the other qualifications set forth in this Article.

A. Senior Pastor

i. Duties of the Senior Pastor

The Senior Pastor is the leader of the Church and is responsible for its functioning as a New Testament church. The primary responsibility of the Senior Pastor is the spiritual growth of the Church. The Senior Pastor shall be responsible for the faithful conduct of the worship services of the Church. The Senior Pastor shall lead the congregation, the organizations, and the Church Ministerial Staff in performing their tasks. The Senior Pastor shall be responsible for all Church personnel and shall have general oversight of all ministries and activities of the Church. Details of the Senior Pastor's duties are set forth in the Staff Job Description Manual which shall be maintained by the Personnel Committee. The Senior Pastor shall be subject to the supervisory authority of the Personnel Committee.

Pastor shall be an ex officio, non-voting member of all of the standings of the Church, and shall assign a Ministerial Staff Member or other Church personnel to serve as a staff liaison to each standing committees.

ii. Qualifications of Senior Pastor

The Senior Pastor:

- Shall have been ordained as a minister by a Southern Baptist Convention church.
- Shall meet all Biblical qualifications for the office of pastor as set forth in I Timothy 3:1-7, and shall have personally determined that he has been called into the ministry by the prompting of the Holy Spirit.
- Should be a good steward of his income, recognizing the tithe to his local church as a minimum of his giving.
- If the Senior Pastor is married, his wife shall share in like manner in Christian consecration and Church loyalty.
- Preferred to have or be pursuing a degree in biblical or theological studies from a Bible college or seminary.

iii. Calling of Senior Pastor

A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. The calling of a Senior Pastor or a Co-Senior Pastor shall be in accordance with the procedures set forth in this Section.

a. Interim Pulpit Committee

At the earliest possible date after a vacancy in the office of Senior Pastor has occurred or has been announced, the Chairman of the Deacons shall appoint an Interim Pulpit Committee consisting of five (5) Church members. For as long as the position of Senior Pastor shall remain vacant, the Interim Pulpit Committee shall be responsible for ensuring that a qualified person fills the pulpit for each regular Sunday morning worship service, and such other Church services as may be feasible. The Chairman of the Committee will work with the Church's Personnel Committee and the Stewardship Committee, to determine a compensation package for the interim pastor, if any, with the compensation package to be subject to the approval of the Church membership.

b. Election of Senior Pastor Search Committee

Upon a vacancy in the office of Senior Pastor, the Deacons shall present nominations for a Senior Pastor Search Committee consisting of seven (7) members and three (3) alternates who shall be elected from the membership of the Church, at the earliest possible date after the vacancy has occurred or has been announced. At the time the Deacons present their nominations at any regular or special business meeting, any Church member shall have the privilege of making nominations for the Senior Pastor Search Committee according to standard parliamentary procedure. In the event that more than seven (7) members and three (3) alternates are nominated, there shall be an election by secret ballot. The seven (7) persons who receive the highest number of votes shall constitute the Senior Pastor Search Committee and the three (3) persons receiving the next highest number of votes shall be the alternates. In case of a tie, the member who has the longest current membership shall be elected.

c. Duties of Senior Pastor Search Committee

The Senior Pastor Search Committee shall elect its chairman, vice-chairman and secretary from among its members. The Committee shall seek to follow the will of God and the desires of the Church membership with regard to the attributes and qualities desired in the new Senior Pastor and any conditions of his employment.

The Committee shall thereafter function to do the following:

- The Committee shall seek out suitable qualified candidates for the Senior Pastor position, investigating and evaluating each man as to his character, doctrine, training and pastoral experience.
- They shall be subject to criminal and other background checks.
- By unanimous vote of the entire Committee, the Senior Pastor Search Committee shall determine a candidate to present to the Church membership for consideration. The Senior Pastor Search Committee shall bring only one (1) candidate at a time for consideration by the congregation.
- The Chairman of the Committee will work with the Church's Personnel Committee and the Stewardship Committee to determine a compensation package, transitional expenses, and benefits for the new Senior Pastor.

d. Election of Senior Pastor

The election of the Senior Pastor shall take place at a special business meeting. At least ten (10) day's public notice shall be given for the meeting to elect the Senior Pastor. The election shall be held by secret ballot. The affirmative vote of three-fourths (3/4) of the members present and voting shall be required for election. Twenty-five percent (25%) of the last three-month average attendance shall constitute a quorum for any special business meeting called regarding the election of the Senior Pastor.

e. Senior Pastor's Term of Service; Termination

The person, thus elected upon acceptance of the call, shall serve as the Senior Pastor of the Church for an indefinite period of time at the will of the Church, or until the relationship is terminated by mutual consent, or at his request, or at that of the congregation, with both the Senior Pastor and the Church seeking at all times to follow the will of God and the leadership of the Holy Spirit in reference to such matter. A Senior Pastor requesting termination shall give at least four (4) weeks' notice before relinquishing his responsibilities as Senior Pastor of the Church. Termination at the request of the congregation shall take place at a special business meeting. At least one (1) week's public notice shall be given for the meeting to terminate the Senior Pastor. The vote shall be held by secret ballot. Twenty-five percent (25%) of the last three-month average attendance shall constitute a quorum for any special business meeting called to consider the termination of the Senior Pastor. The affirmative vote of three-fourth (3/4) of the members present and voting shall be required for termination.

B. Church Ministerial Staff

i. Employment

Within the scope of the personnel budget approved by the members of the Church as a part of the Church's annual budget, the Personnel Committee shall recommend other ministerial staff members. These staff members shall be employed by a two-thirds (2/3) vote of the members present in either a special or a regular business meeting. Termination of services shall also be by a two-thirds (2/3) vote of the members present in either a special or regular business meeting.

ii. Written Job Descriptions

The Personnel Committee shall be responsible for the preparation of, and shall approve, a written job description for each ministerial staff position. These job descriptions shall be maintained in the Staff Job Description Manual. A copy of the manual shall be available in the Church Office for review by any Church member.

iii. Qualifications of Ministerial Staff Members

All of the Ministerial Staff Members of the Church:

- Shall meet all Biblical qualifications for the office of minister as set forth in I Timothy 3:1-7, and shall have determined that he has been called into the ministry by the prompting of the Holy Spirit.
- Should be a good steward of his income, recognizing the tithe to his local church as a minimum of his giving.

- If the Ministerial Staff Member is married, his or her spouse shall share in like manner in Christian consecration and Church loyalty.
- Shall have the educational training and/or licensing requirements as may be deemed to be necessary or advisable for the particular Ministerial Staff position in question by the Personnel Committee, in its discretion.

iv. Term of Service; Termination

The person called, if he accepts the call to serve in one of the Ministerial Staff Member positions, shall serve as a minister of the Church for an indefinite period of time at the will of the Church until the relationship is terminated by mutual consent, or at the Ministerial Staff Member's request, or by two-thirds (2/3) vote of the church, upon the recommendation by the Personnel Committee.

C. Other Church Personnel

All other Church employees shall have a written job description and shall be employed and terminated by the Senior Pastor in consultation with the Personnel Committee. All Church Personnel shall assist in the ministry and mission of the Church. Accordingly, they shall be subject to criminal and other background checks and shall maintain a lifestyle consistent with Biblical standards as stated elsewhere in these bylaws. The authority to employ and/or terminate Church Personnel may be delegated by the Senior Pastor to any direct or indirect supervisor of the individual who is being hired and/or whose employment is being terminated, as applicable. The written job descriptions for all Church employees shall be contained in a Staff Job Description Manual to be maintained by the Personnel Committee, a copy of which shall be placed in the Church Office for review by any Church member.

D. Deacons

i. Responsibilities of the Deacons

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor in performing pastoral ministry tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in fellowship of worship, witness, education, ministry, and application; and lead the church in performing its task.

ii. Election of Deacons

The Church shall conduct a vote to expand the number of Deacons upon their discretion and may do so with a two-thirds (2/3) vote by the members present. The congregation will be provided a blank ballot to write in any candidates the member sees fit. Upon close of the ballot, any person appearing on 20% or more of the ballots will be considered a candidate for a role as a deacon. The deacon candidate must display the qualifications as described below, assessed by the deacon body or by designees from the deacon body or ministers, to progress to the next step of becoming a deacon. The candidates will be informed of their candidacy by the Senior Pastor along with the current Chairman of the Deacons. The candidate can either accept or decline the role of deacon. Upon acceptance, the candidate will be ordained by the ministers and body of the Church and will be considered a deacon of the Church upon the closing of the ordination ceremony.

iii. Qualifications

The Church upholds the biblical definition on the qualities of a deacon as stated in 1 Timothy 3:8-13:

“8 Deacons, likewise, should be worthy of respect, not hypocritical, not drinking a lot of wine, not greedy for money, 9 holding the mystery of the faith with a clear conscience. 10 And they must also be tested first; if they prove blameless, then they can serve as deacons. 11 Wives, too, must be worthy of respect, not slanderers, self-controlled, faithful in everything. 12 Deacons must be husbands of one wife, managing their children and their own households competently. 13 For those who have served well as deacons acquire a good standing for themselves, and great boldness in the faith that is in Christ Jesus.” (HCSB)

iv. Deacon Body Structure & Governance

The deacon body shall meet monthly to discuss matters of church ministry with the pastoral ministerial staff and discover how the deacons may assist the church staff in the advancement of the mission of the church.

There may be one deacon elected to serve as chairman of the body of deacons once each year as well as one deacon to be the vice chairman of deacons who will assume the duties of the chairman of deacons if the chairman is not available to perform their duties. The chairman will serve as moderator of the group of deacons and moderator of the church when the pastor is absent. The deacon body will maintain minutes from each meeting.

v. Resignation, Inactivity & Termination

If a deacon is determined to no longer meet the qualifications of the role, the deacon body will determine by a two-thirds (2/3) vote of the deacon body to terminate the deacon from service.

If a deacon chooses to resign from the role as a deacon, he may do so by giving the Chairman of the Deacons a written letter stating their resignation. Upon the receipt of the letter of resignation, the resignation is considered final. In order for the deacon to be reinstated as a deacon, they must go through the process of election as described above.

Should a deacon miss three consecutive regular deacon meetings or more than half in a calendar year, his status will be considered as “inactive”. An inactive deacon shall not participate in the activities or decisions of the deacon body. The inactive deacon shall submit a request in order to be reinstated as “active” status to the chairman of deacons; thereafter, the chairman will make the determination in response to the request.

E. Church Officers

i. Chief Executive Officer

The Senior Pastor is the chief executive officer of the Church relating to the administration of the Church and for all corporate purposes.

ii. Trustees

Three trustees elected by the church each year will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signature

to legal documents involving sale, mortgaging, or purchase or rental of property or other legal documents, where signatures of trustees are required. These trustees shall constitute the board of directors and officers of the corporation known as Cedar Heights Baptist Church. These trustees shall serve on a rotating basis, with one new trustee being elected every year, and no trustee serving more than three years in succession.

iii. Treasurer

The Treasurer shall be elected by The Church annually. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of invoices approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements for the preceding month. The treasurer's report shall be audited annually by the Stewardship Committee or public accountant.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by The Church, the records shall be delivered by the Treasurer to the Church Secretary, who shall keep and preserve the account as a part of the permanent records of the church.

The Treasurer will be responsible for creating and presenting a quarterly report of the finances of The Church at each routinely scheduled Business Meeting.

They shall also be responsible for preparing and distributing annual reports of contributions to all contributing members.

iv. Financial Secretary

The Financial Secretary shall be elected by The Church annually and is responsible for recording all donations either cash or non-cash into The Church's current contribution system. The envelopes shall be kept for a reference period of at least two years.

v. Church Secretary

The church secretary is responsible for keeping minutes of all church business meeting activity and decisions. The church administrative assistant shall perform these functions as part of their job duties.

IV. COMMITTEES

A. Guiding Principles for all Committees

Committees are created to enact the will of the church. Responsibilities of the church may be delegated to committees with the expectancy that the members selected for the committee will enact the will of the church. The church body may review all committee decisions, or lack thereof, upon request of any church member. Such review will be conducted at the next regular or special business meeting. The church body reserves the right to vote on any single topic to override the decision of a committee by a majority vote.

B. Participation & Review

- Only church members may participate in committees or make requests to committees.
- No member can be on more than two of the following committees at one time: Committee on Committees, the Personnel Committee, the Stewardship Committee and the Buildings and Grounds Committee. However, the member can be on any number of any other committees established by the church body.
- Each committee must maintain a history of minutes from their routine meeting to be recorded by the committee's secretary and stored in the church office by the church secretary.
- All committees will use the Robert's Rules of Order to conduct business.
- Any requests made to be reviewed by the church must be reviewed by the church no later than the 2nd nearest quarterly business meeting and no sooner than one month after the request has been submitted.
- All requests of a review by a church member must be submitted in writing with the requestor's name, the date requested and information about the request.

C. Committee Framework

i. Members

Each committee shall consist of one (1) Committee Chair to be elected by the committee members, one Committee Secretary to be elected by the committee members.

The Stewardship, Personnel, Building & Grounds, and Committee on Committees shall consist of a total of either five (5), seven (7), or nine (9) members to be determined by the church each year. The maximum number of members may be increased by action of the members of the Church; provided, however, that the total number of members of the Committee shall always be an odd number.

All other committees shall consist of a total of either three (3), five (5), seven (7), or nine (9) members to be determined at the time the committee is proposed to The Church. The maximum number of members may be increased by action of the members of the Church; provided, however, that the total number of members of the Committee shall always be an odd number.

ii. Schedule & Longevity

Each Committee must meet at least four (4) times a year, but would be preferred to meet monthly. Each committee will be required to establish the length of time the committee is intended to operate and may choose between a specific amount of time, when a specific task is completed, or for an indefinite amount of time.

iii. Responsibilities

The responsibilities of each committee must be outlined and be available to any church member upon request and will be stored in the church office by the church secretary.

iv. Quorum

At all meetings of a Church Committee, a majority of the whole Committee shall constitute a quorum for the taking of any action, and the vote of a majority of the Committee members present at a meeting at which a quorum is present shall be the act of the Committee. A majority of the Committee members present at a meeting at which a quorum is present may adjourn any meeting to another place, date and time.

v. Conduct of Meetings

At each meeting of a Church Committee, any person appointed by the chairman of the meeting shall act as secretary of the meeting and shall keep the minutes thereof. The order of business at all meetings of the Committee shall be as determined by the chairman of the meeting. Members of the Committee may participate in a meeting of the Committee by means of conference telephone or by any other electronic means provided that all persons participating in the meeting can simultaneously hear each other, and participation by any such means shall constitute presence in person at the meeting for all purposes, including for purposes of determining a quorum.

vi. Action by Written Consent

Any action required or permitted to be taken at any meeting of a Church Committee may be taken without a meeting if all of the members of the Committee consent in writing to taking such action without a meeting. If all Committee members so consent, the affirmative vote of the number of Committee members that would be necessary to authorize or take such action at a meeting shall be the act of the Committee. Such consent(s) shall describe the action taken, be in writing, be signed by each Committee member entitled to vote, indicate each signing Committee member's vote or abstention on the action, and be filed with the minutes of the proceedings of the Committee. Following execution of a written consent by a Committee member, the delivery by the Committee member of a copy of the executed consent by facsimile, by electronic mail, or by any other electronic means shall constitute valid execution and delivery for all purposes.

D. Creating committees

Any member of the church may submit a request to the Committee on Committees which must be reviewed by the committee no later than the 2nd nearest quarterly business meeting of the church, and no earlier than one month upon request. The member submitting the request for a new committee must do so in writing and include the following information:

- Name of the committee

- Purpose of the committee
- Responsibilities of the committee
- Framework of the committee including number of members with qualifications of the members
- And the longevity of the committee as described above (temporary or permanent).

It is the responsibility of the requestor and the Committee on Committees to present the new committee to the church with the above outlined information in order for a vote by the congregation. If the congregation votes to enact the committee, it is instated upon the closing of the vote. The affirmative vote of two-thirds (2/3) of the members present and voting shall be required for enactment.

E. Appointing members

Potential candidates can be submitted by any member of the church and must be supplied to the Committee on Committees to establish a comprehensive list of candidates. These candidates must be informed of their submission for the committee by the Committee on Committees itself.

Because committees enact the will of the church, it's imperative that committee members be elected by the church. During a church business meeting a paper copy ballot with a list of all candidates will be provided to the church for a vote. Each member may place a check mark by each name that they are voting for and may only vote for as many seats as are in the committee.

For the election to be final, all chairs in the committee must be filled. There may not be less than the seats requested for the committee to operate, and if there are fewer seats filled than requested, the vote must happen again with additional names to choose. In the case of a tie, both members will be on the committee unless the tie is for the last available seat of the committee. Upon this situation, a hand vote shall be tallied as a tie breaker from the congregation.

F. Membership Maintenance

i. Membership rotation

The four standing committees shall be subject to the following rotation schedule: Each member will serve a three (3) year term. Upon the completion of the three-year term, the member must be nominated and voted on again after a minimum of one (1) year break from the committee just served on.

After serving a term of three (3) years on the committee, or more than one (1) year of an unexpired term, no committee member shall be eligible to serve another term on the committee until the lapse of at least one (1) year.

All other committees are not required to have a member rotating system, but may be designed with one if desired by The Church.

ii. Early Resignation

Each committee member can choose at any point during their tenure to no longer participate in the committee resulting in a vacancy that will be then filled by nominating and voting by the church body at the next routine or special cause business meeting. A committee member must provide the chairman of the Committee on Committees a written letter requesting resignation

from the committee they are serving at which point, the resignation from the committee by the committee is considered final and all authority and privileges of the resigned committee member are inactive as of that point in time. The resigned member can only be restated into the committee if the church body votes to add the member to the committee as it would any other nominated candidate for the committee.

iii. Inactive Members

A committee member will be deemed inactive when not attending three (3) consecutive meetings or not attending at least four (4) meetings per calendar year. When a member is moved to inactive status, it is up to either the church body, the chairman of the committee or the Committee on Committees to recommend and decide if the member should be replaced at the next quarterly business meeting with a new member. This election would occur like any other election of a member to a committee.

G. Modifying a Committee Structure

If there are any requests made to change any aspect of a committee, it will be done through written request to the committee and presented at the next business meeting to be voted on by the church.

H. Committee Review of Activities

i. Quarterly Report

Each committee chair will be required to create a quarterly report that will be submitted to the Committee on Committees. The chair of each committee will then present the quarterly report at the routine business meetings. The information to be included on the report shall include but is not limited to:

- List of any member resignation or inactive status changes
- Current status of the committee in achieving its goals
- List of activities performed by the committee
- Review of revenue and expenses incurred by the committee
- A brief description of future goals of the committee

ii. Reviewing committee performance

During the monthly meeting, the Committee on Committees will review every committee's structure and performance and will compile each committee's quarterly report and issue all information to the church body at every quarterly business meeting.

I. List of Permanent Standing Committees

i. Committee on Committees

The purpose of the Committee on Committees is to establish committees within the church and assist the church and its ministers in executing the will of the church and its ministers.

The committee is responsible for maintaining the health of each committee by monitoring the status of committee members in case of vacancy or inactivity. Furthermore, the Committee on Committees will assist the church and its ministers in making sure that each committee is

diligently fulfilling the purpose and responsibilities of committees of the church and compiles and reports committee activity as a whole to the church.

ii. Personnel Committee

The purpose of the Personnel Committee is to establish job descriptions for paid staff positions; to develop policies for hiring, evaluating, and discipline of paid personnel; to receive complaints of any type, including harassment, regarding any church staff member and to recommend changes to compensation for paid staff members.

The Personnel Committee's Policies and Procedures are here by incorporated into these by-laws as if stated herein.

iii. Stewardship Committee

The purpose of the Stewardship Committee is to develop and recommend an overall stewardship program and information plan and administer the gifts of the church members, using sound principles of financial management. This committee is responsible for preparation and promotion of the church's unified budget as well as quarterly reporting of financial health of the church. Furthermore, it is the Stewardship Committee's responsibility to create and maintain processes to find and prevent fraud in the church.

This Committee's Financial Policies and Procedures are hereby incorporated into these by-laws as if stated herein.

The currently elected Treasurer shall be a permanent non-voting member on the Stewardship Committee, but will not count toward the member number for purposes of total members on the committee, quorum or voting. For example, a committee that has 7 seats available would have 7 church members and the Treasurer for a total of 7 voting members, and 8 total members.

iv. Building and Grounds Committee

The purpose of the Building and Grounds Committee is to constantly review the condition and state of repair and appearance of the buildings and grounds. They will see that any maintenance, repairs and improvements included in the budget and/or authorized by the church are made. All matters of major repair or improvement and items of equipment not provided for in the budget will be referred to the Stewardship Committee for recommendation to the church. This committee will be responsible for seeing that the buildings are properly secured.

The Building and Grounds Committee has a responsibility to maintain a project portfolio of projects done or being done that contains:

- A description of the project
- Any documentation pertaining to the project
- Cost of the project
- Timeline of the project (started, status, and completion)

J. All other Committees

The Committee on Committees will maintain a file of each committee created by the church body in addition to the ones listed above and will review their structure and performance in the same way as the committees listed above.

V. CHURCH MINISTRIES

A. Guiding Principles for all Church Ministries

Ministries are any Church sponsored activity that requires the Church's funding, building and facilities, or its members in order to provide spiritual growth and service to others or further the kingdom of God.

B. Establishing a Church Ministry

Any member or minister of the church may request the establishment of a Church Ministry to the Church at any business routine or special called business meeting; however, the Church must be informed of the intent to vote on the new ministry no later than the 2nd nearest quarterly business meeting of the church, and no earlier than one month upon request. The member submitting the request for the new Church Ministry must do so in writing and include the following information:

- Name of the ministry
- Name of the Church minister who will sponsor the ministry
- Purpose and goals of the ministry
- Anticipated resources required for the ministry (funding, building and facilities usage and volunteer requirements)
- Governing framework of the ministry whether governed by the minister, their appointed ministry director or a committee for the ministry.

It is the responsibility of the requesting member to present the new ministry to the church with the above outlined information in order for a vote by the congregation. If the congregation votes to enact the ministry, it is instated upon the closing of the vote. The affirmative vote of two-thirds (2/3) of the members present and voting shall be required for enactment.

C. Ministry Sponsorship

Each ministry must have a Church minister as a sponsor when it is formed. If the sponsoring minister chooses to no longer sponsor the minister, another minister must take the place of the existing minister or the ministry will be considered inactive.

D. Quarterly Reporting

Each ministry must provide the Church with a quarterly report similar in nature to that of the quarterly report provided by each committee as described above.

E. Directory of Church Ministries

A Directory of Church Ministries shall be maintained in the Church office for review by any Church member, and on the Church's Internet web site. The Directory shall describe the name of each ministry activity, the defined ministry objective, and the Ministerial Staff Member and/or the Program Director (if any) having responsibility for that ministry activity/program organization.

F. Dissolving a Ministry

A ministry can be dissolved at any routine or special business meeting as long as the intent to disband the ministry is communicated to the Church no later than the 2nd nearest quarterly business meeting of the church, and no earlier than one month before the next scheduled business meeting. The affirmative vote of two-thirds (2/3) of the members present and voting shall be required for enactment.

G. Church Volunteers in Children's Ministries

All Church volunteers seeking to work in children's ministries shall comply with all applicable Church policies, including its Child Protection Policy. Each volunteer shall execute a release and an authorization consenting to a relevant search of his/her background information using the form prescribed by the Church and shall pass all applicable background investigations performed by the Church staff or third parties in accordance with the Church's Child Protection Policy before he or she will be allowed to work in any ministries of the Church relating to children or minors. A copy of the authorization to be used shall be maintained in the Church Office for review by any Church member. Children's ministries shall include all Church-sponsored activities, classes, programs and special events involving children under the age of 18 years.

VI. Church Organizations

A. In General

Church Organizations shall follow the guidelines outlined above in the section describing Church Ministries pertaining to establishment, management and disbanding Church Ministries unless otherwise stated below in this section.

Church Organizations are ministries that produce revenue and incur expenses in exchange for a service rendered and have paid employees to support said Church Organization and are an extension of Cedar Heights Baptist Church and will conduct their business according to the established policies and procedures along with the direction of an Advisory Committee.

The Church may establish organizations specifying the purpose of the Church Organization and defining the duties of its personnel. All Church Organizations and their finances shall be accountable to the Church. All officers and leaders of the organizations shall be members of this Church and shall be elected by vote of the Church upon recommendation of the Committee on Committees or the Personnel Committee depending on the position.

B. Principles

i. Policies & Procedures

Each Church Organization shall maintain a folder of policies and procedures. These documents shall pertain to the day-to-day operations of the Church Organization and will be maintained and updated by the Church Organization's Advisory Committee. However, the Church body reserves the right to intercede on any policy or procedure as they see fit for amendment or cancellation.

ii. Setting Policies

All policies and procedures of any Church Organization must be adopted and approved by the Church Organization's Advisory Committee by a majority vote.

iii. Conflict in Policies

Although each organization will have their own policies and procedures, they will be in accordance with and not conflict with the Cedar Heights Baptist Church constitution and bylaws. In the case of a dispute over an issue in the constitution or bylaws and the Church Organization's policies and procedures, the Cedar Heights Baptist Church constitution and bylaws will supersede the organizations policies and procedures, and the Church Organization must amend any conflicting policy or procedure to be consistent with the Cedar Heights Baptist Church constitution and bylaws.

iv. Supervision

Each organization of the Church is to be under the supervision of an Advisory Committee and Senior Pastor or his designated, ordained Ministerial Staff Member. In order for a ministry activity to be considered as an organization of the Church, it must be under the Scriptural authority of the Church so as to ensure appropriate accountability, integrity and management of

such ministry activity and must be first approved by the affirmative vote of two-thirds (2/3) of the members of the Church at any regular or special business meeting.

Each Church Organization's finances shall be reviewed through The Church's elected Treasurer and The Church's Stewardship Committee. The Advisory Committee will work with the Treasurer to prepare quarterly financial statements to be reported during the quarterly Church Business Meetings.

v. Job Descriptions & Personnel Management

A job description will be on record for each paid staff member in the Church Organization and will be maintained by the Advisory Committee along with the Personnel Committee.

The Organization Director will report directly to the Senior Pastor in conjunction with the Personnel Committee. The Senior Pastor in conjunction with the Personnel Committee is responsible for all activities pertaining to hiring, evaluating, terminating, and managing the Church Organization's Director.

The Organization Director is responsible for all activities pertaining to hiring, evaluating, terminating, and managing of all other Church Organization personnel.

The Organization Director will have a yearly evaluation performed by the Personnel Committee along with the Senior Pastor.

vi. Tax Status & Designation

Each church organization will conduct their business under the same tax ID as Cedar Heights Baptist Church.

C. Advisory Committee Structure

The Advisory Committee shall follow all guidelines outlined above as if the Advisory Committee was a Standing Church Committees, unless specifically stated otherwise below in this section.

i. Membership

Each Church Organization Advisory Committee of either five (5), seven (7), or nine (9) members to be determined by the church each year. The maximum number of members may be increased by action of the members of the Church; provided, however, that the total number of members of the Committee shall always be an odd number.

The Senior Pastor and the Chairman of Deacons shall be permanent; non-voting members of each Church Organization's Advisory Committee, but do not count as a committee member for the purposes of total members, quorum, or voting. For example, a committee that has 7 seats available would have 7 church members and the Senior Pastor and the Chairman of Deacons for a total of 7 voting members, and 9 total members. The Senior Pastor and Chairman of Deacons term on the Advisory Committee shall continue indefinitely as long as the current person is still serving in those positions of the Church.

ii. Membership rotation

Each Church Organization Advisory Committee shall be subject to the following rotation schedule: Each member will serve a three (3) year term. Upon the completion of the three-year term, the member must be nominated and voted on again after a minimum of one (1) year break from the committee just served on.

After serving a term of three (3) years on the committee, or more than one (1) year of an unexpired term, no committee member shall be eligible to serve another term on the committee until the lapse of at least one (1) year.

All other committees are not required to have a member rotating system, but may be designed with one if desired by The Church.

iii. Qualifications

All elected Advisory Committee members shall be members of the Church. All Elected Committee Members shall have the appropriate skills, training and/or experience in order to be competent to assist in the management of the Church Organization. After serving a term of three (3) years on the Advisory Committee, or more than one (1) year of an unexpired term, no Elected Committee Member shall be eligible to serve another term on the Advisory Committee until the lapse of at least one (1) year.

iv. Meeting Schedule

Each Church Organization's Advisory Committee will meet at least quarterly or more frequently if deemed necessary by either the Organization Director, chairperson of the Advisory Committee or the Senior Pastor. Furthermore, the Advisory Committee may be asked to meet for a special called meeting when deemed necessary by either the Organization Director, the chairperson of the Advisory Committee or the Senior Pastor.

D. Organization Director

The various ministries and programs/activities of the Church are sometimes organized in such a manner so that they are placed under the supervision of Organization Directors in addition to, or instead of, a Ministerial Staff Member. Some program Directors are volunteers (unpaid) and some are paid employees of the Church (collectively, the "Organization Directors"). All Program Directors of any ministry activity/program organization shall be members of the Church, and shall work under the supervision of a Church employee. All volunteer Program Directors shall be elected by the members of the Church at the fourth quarter business meeting to be effective as of the first of the next year, with such Program Directors being nominated to serve in accordance with the appropriate section of these Bylaws described above. Paid Organization Directors shall be employed and terminated by the Senior Pastor in consultation with the Chairman of Deacons and the Personnel Committee, in accordance with the appropriate section of these Bylaws described above.

E. Current Church Organizations

i. CEDAR HEIGHTS CHRISTIAN DAYCARE

The Cedar Heights Christian Daycare (“Daycare”) is a Church Organization within Cedar Heights Baptist Church and is organized and operated by the Cedar Heights Baptist Church.

a. Duties of the Daycare Advisory Committee

The primary function of the Daycare Advisory Committee shall be to:

- Provide accountability for the Daycare’s Organization Director and for the overall operation of the Daycare
- Develop general policies and procedures that are appropriate for the proper operation of Daycare and to ensure high-quality educational opportunities and care for the students of Daycare
- Ensure the financial stability and accountability of the Daycare
- Ensure that the leadership of Daycare reflects a clear, Christ-centered governance and leadership model.

The role of the Daycare Advisory Committee is not to manage the day-to-day operation of Daycare, but instead to empower the Daycare Organization Director and the Daycare Staff by establishing appropriate policies and procedures to accomplish the mission of the Daycare. The Daycare Organization Director and their subordinate staff and faculty shall be responsible for implementing any and all policies and procedures established by the Advisory Committee.

ii. CEDAR HEIGHTS CHRISTIAN ACADEMY (CHCA)

The Cedar Heights Baptist Church Christian Academy (“Academy”) is a Church Organization within Cedar Heights Baptist Church and is organized and operated by the Cedar Heights Baptist Church.

a. Duties of the Academy Advisory Committee

The Organization Director shall be known as the “CHCA Principal”.

The primary function of the CHCA Advisory Committee shall be to:

- Provide accountability for the Principal of CHCA and for the overall operation of CHCA
- Develop general policies and procedures that are appropriate for the proper operation of CHCA and to ensure high-quality educational opportunities and care for the students of CHCA
- Ensure the financial stability and accountability of CHCA
- Ensure that the leadership of CHCA reflects a clear, Christ-centered governance and leadership model

The role of the CHCA Advisory Committee is not to manage the day-to-day operation of CHCA, but instead to empower the CHCA Principal and the administration of CHCA by establishing appropriate policies and procedures to accomplish the mission of CHCA. The Principal and their subordinate staff and faculty of CHCA shall be responsible for implementing any and all policies and procedures established by the Advisory Committee.