

Bylaws Preface
Capitol Hill Baptist Church
Oklahoma City, Oklahoma

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Bylaws of Capitol Hill Baptist Church Oklahoma City, Oklahoma

Article I – Government

Section 1.01 General. Capitol Hill Baptist Church is a spiritual entity created by God, guided by the Holy Spirit, and by the Holy Bible. The Church is an independent congregational church freely conducting its ministerial operations as protected by its religious freedoms and rights afforded under the First Amendment of the Constitution of the United States and as protected by God’s sovereign hand. This is a New Testament Church identified historically with Baptist faith and practice, but is not controlled by any other ecclesiastical authority. We recognize and sustain the obligations of mutual counsel and cooperation which are common among Southern Baptist churches, associations, and conventions. All religious and spiritual matters of doctrine and discipline shall be governed in accordance with our understanding of the Holy Bible, particularly the New Testament. All authority not expressly delegated to any officer, committee, or deacon body, or in accordance with these Bylaws, is reserved to the members of the Church.

Section 1.02 Equality of Members. Each member sixteen (16) years of age or older is entitled to equal voice in the deliberations of the Church subject to rules adopted by the members for the orderly conduct of proceedings. All members are equal in rank and privilege. Subject to any eligibility requirements specifically prescribed by these Bylaws for a particular office, all members are equally eligible for any office of the Church.

Section 1.03 Internal Groups. All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

Section 1.04 Robert’s Rules of Order. All Members’ Meetings by the Church, unless otherwise provided for herein, shall be conducted with consideration of, but without being held accountable to strict compliance with the current edition of Robert’s Rules of Order.

Article II – Membership

Section 2.01 Members. The members of the Church are those persons who are members at the time these Bylaws are adopted and those who thereafter become members in accordance with Section 2.02. A member in good standing is any member who demonstrates, by word and deed, his personal agreement with and acceptance of the Constitution and Bylaws of the Church. Any person requesting membership or maintaining membership in the Church does, by such action, acknowledge and agree that his relationship with the Church is subject to the Constitution and Bylaws of the Church.

Section 2.02 Membership Requirements. Any person may offer himself as a candidate for membership in this church. No person who is a candidate for membership shall be considered for church membership other than candidates who:

1. Confess Jesus Christ to be his personal Savior and Lord, and who,
2. Have been presented to the Church for membership at any regular Church service, revival service, Member's Meeting unless Bylaw Article II, Section 2.03 (5) applies, and who,
3. Are recommended by the Senior Pastor or his designee after due examination as to his Christian experience, and who,
4. Have followed the Lord Jesus Christ in New Testament baptism, and who,
5. Have personally confessed his agreement with the Baptist Faith and Message as adopted by this Church as set forth in its Constitution, and who,
6. Have entered into the Church's Covenant as printed in the Church Constitution, Article II, Section 2.03., and who,
7. Have fulfilled the appropriate Procedure for Membership as outlined in Bylaw Section 2.03, and who,
8. Have been accepted by vote of the church.

No candidate shall be enrolled as a member of this church until the Senior Pastor or other designated leaders of the Church believe that the candidate has met all Membership Requirements.

Section 2.03 Methods for Granting Membership. Membership in this Church can be granted in any of the following ways as long as the Membership Requirements of Bylaw Section 2.02 are fulfilled:

1. By Profession of Faith and Baptism. Any person professing faith in the Lord Jesus Christ as his personal Savior and Lord, may, by vote of the members at any regular Church service, revival service, members meeting, etc., be received as a candidate for New Testament baptism and church membership.

2. By Receipt of Letter. Any member of a Baptist church which this Church determines to be of “like faith and order,” who has experienced New Testament baptism, may present himself for membership. Membership will be granted upon arrival of a letter confirming the candidate’s membership and good standing in the previous church.
3. By Statement of Faith. Any person who has been a member of a church which this Church determines to be of “like faith and order” and who has followed the Lord Jesus Christ in New Testament baptism, but who cannot produce a letter from his previous church (due to lapse of time, disbandment of the church, loss of records, previous church’s unreasonable and inappropriate unwillingness to provide a letter) shall upon his statement of faith and upon meeting the requirements of Bylaw Article II, Section 2.02, be recognized as a member.
4. By Restoration. Any person who has been excluded from membership in this Church shall be restored to full membership upon recommendation by the Senior Pastor and upon evidence of his or her repentance and reformation. A three-fourths vote of members present and voting is required.
5. In Absentia. In unusual instances, a person may be received by Receipt of Letter or by Statement of Faith, provided the Senior Pastor is aware of the circumstances and recommends such action to the Church. This shall be an uncommon practice, but provides for extreme cases (for example: the person is overseas, an invalid, etc.).

Section 2.04 Dissenting Vote. Should there be a dissent as to any candidate for membership, such dissent shall be referred to a committee consisting of the Pastor, and Officers of the Deacon Body for investigation and the making of a recommendation to the Church within thirty (30) days. A three-fourths vote of the Church members present and voting shall be required to approve accepting any such candidate, so challenged, for membership.

Section 2.05 Termination of Membership. Members shall be removed from the Church Membership Rolls in the following manner:

1. By Request of Letter: A letter of dismissal for any member in good standing shall be granted to any Baptist church of like faith and order upon proper request from said church. Church letters are not individual property; therefore, the Church shall not grant letters to individuals. On each letter granted, the Church Clerk or designated person shall provide a summary of the extent of the person’s involvement in the Church.
2. By Death: When the death of a member occurs he shall be removed from the membership roll. Such record shall be kept in the deceased file.

3. By Erasure: A member joining a church of another denomination, or cult, will automatically cause this Church to remove the name from the Membership Rolls. Careful investigation should be taken to be sure of the facts.
4. By Written Resignation: The written membership resignation of a member in good standing who is not then subject to church discipline shall be honored. The written request of a member who is currently subject to church discipline forfeits the right to unilaterally withdraw as a church member and remains subject to the Church's right to complete the disciplinary process as the Church deems appropriate to protect the Church, their withdrawal being subject to the consent and affirmative approval of the designated representatives of the Church.
5. By Dismissal: Action to dismiss a member shall be taken when a committee composed of the Pastor and Officers of the Deacon Body determine that a condition exists in which a member of this Church should be removed from membership because the committee has determined, in their discretion, that the member's continued participation as a member is detrimental to the Church's accomplishment of its purpose and mission. The committee shall take every reasonable measure to resolve the issue in accordance with Matthew 18. If no resolution can be reached, the Church may, upon recommendation of the committee, vote to dismiss the member. A three-fourths vote of members present and voting is required. All such proceedings shall be conducted in a spirit of Christian kindness and forbearance.

Section 2.06 Watch Care Ministry. A person who wishes to attend regularly and participate in the fellowship of this Church while retaining membership in another church can request the Watch Care Ministry. Although not a member, and thus not voting in any official business matters or holding an elected office of the Church, a person in the Watch Care of the Church may receive all of the ministries of the Church and participate in all of the programs and activities of the Church.

Article III – Meetings of Members

Section 3.01 Worship Services. The Church shall strive to follow the New Testament example and, "on the first day of every week," (I Corinthians 16:2) assemble to worship of God and to proclaim the gospel of Jesus Christ.

1. Regularly scheduled public worship services, Bible study, or other activities consistent with the mission set out in the Church Constitution, Section 3.01, shall be held as the members determine. Responsibility for determining the times of the meetings shall be delegated to the Senior Pastor. The meetings shall be held at designated locations within the Church property. Special Church services shall be held off Church property only as approved by the Church.

2. Regularly scheduled services may not be permanently omitted except by a three-fourths vote of the members. For just cause, a specific service may be cancelled by the Senior Pastor or, if he is absent or unable to act, by an assigned staff member or Chairman of the Deacon Body.

Section 3.02 Scheduled Members' Meetings: All official Church business shall be conducted in a democratic fashion and shall be open to all members of the Church.

1. Quarterly Members' Meetings shall be held during the Church's calendar year.
 - a. The Senior Pastor and Church Staff shall, at the appropriate times, give guidance in the presentation of all reports and recommendations which are necessary in the carrying out of the Church's mission.
 - b. The Church shall require that an Annual Budget, a slate of Church Officers, teachers, committee members, and team members be presented to the Church at the appropriate time for approval.
2. Special Members' Meetings may be held as needs arise.
 - a. The Moderator, in consultation with the Chairman of Deacons, may call a special Members' Meeting. Notice shall be given as outlined in Section 3.04.
 - b. In the event of an extreme emergency where action needs to be taken to protect the Church or its ministries, its assets, the name of Christ or the well being of members and staff, the Moderator may act in consultation with the Called Staff and several committee and team chairmen to take action appropriate to the situation. Such emergency action shall be limited to only such acts of significant importance and are to be reported to the Church in a special business meeting at the earliest time possible. Action of this type should be rare.
 - c. A special Members Meeting shall be called by the Moderator, if requested in writing, by at least one hundred (100) members who are eligible to vote. Notice shall be given as outlined in Section 3.04. All motions at meetings called in this manner shall require a three-fourths approval of the members present and voting.

Section 3.03 Moderator. The Senior Pastor shall be the Moderator for members meetings, unless otherwise note in these Bylaws. In the absence of the Senior Pastor the Chairman of the Deacon Body shall serve as Moderator.

Section 3.04 Notice of Members' Meetings. Unless otherwise required by law or these Bylaws, or unless extreme urgency renders impractical, at least seven (7) days notice shall be given for all Members' Meetings by oral announcement at all regularly scheduled worship services during the seven (7) days prior to the meeting. Such notice shall include the date, time, and place of the meeting, and a clear statement of purpose. The Quarterly Members' Meetings shall be placed on the Church calendar.

Section 3.05 Voting Rights. Only members who are sixteen (16) years of age or older are eligible to vote. Each eligible member present at any Members' Meeting of the Church shall be entitled to one (1) vote on each matter submitted to a vote. Members may not vote by proxy.

Section 3.06 Quorum and Voting. A quorum shall consist of those members present at the Members Meeting, provided that the meeting has been properly called in accordance with Bylaw Article III, Section 3.04. All questions shall be settled by a majority of those members present and voting, except as otherwise required in these Bylaws.

Section 3.07 Authority Reserved to Members. Only the members, during a duly convened Members' Meeting, may take or authorize the taking of the following actions:

1. Any action which any other provision of these Bylaws provides shall be, or may be, taken by the members.
2. The conveyance of, or creation of a lien upon any real property of the Church, or the incurring of any indebtedness for borrowed money, or the expenditure of any amount not included in the current annual budget, excluding the expenditure of designated gifts, or any non-budgeted expenditures not provided for in the Church approved Financial Policies Handbook or directed in a prior resolution of the Church.
3. The amendment of these Bylaws, the Church Constitution, or the Church's Articles of Incorporation.
4. The employment of any called staff person.

Section 3.08 Minutes of Members' Meetings. The Church Clerk or a designee shall record and maintain the minutes of all Members' Meetings. The minutes, when approved by the church, shall be signed by the Moderator of the meeting and the Church Clerk, and shall be maintained in a secure location. The minutes shall be made available upon request to any church member.

Section 3.09 Church Decisions. Members of the Church agree that all decisions by the Church in its official Members' Meetings are final and are binding upon the members, unless and until modified by future Church action. Members agree that in as far as regards their relationship with the Church, that they are bound by the actions of the Church and they have no right to seek judicial recourse to force the Church to change its decisions or policies so duly adopted.

Section 3.10 Church Records. All Church records and documents are the property of the Church. The Church Clerk or a designee, in coordination with the Church staff, shall maintain the official current copy of all such documents, as well as the historical records of the Church, on the Church campus. All Church records, documents, and minutes of Members' Meetings, not otherwise hereinafter covered, shall be available for

examination by any Church member. Upon request from an active member, the Church Clerk or a designee, in coordination with the Church staff, shall make available in a reasonable length of time the requested documents to the requesting member. Official original documents may not be removed from the Church's possession. The contribution records of individual members shall not be made available for examination by the members or any other individual, and shall be held in strict confidence by the Church financial office. Personnel documents are available for supervisory members of the Called Ministerial Staff and for members of the Personnel Committee, but they shall not be made available for examination by the members or any other individual and shall be held in strict confidence, unless and until their disclosure is legally required or necessary for the protection of the Church or the body of Christ.

Article IV – Church Officers and Staff

Section 4.01 General. The Church may employ individuals or elect volunteers as is necessary to carry on the ministry of the Church. Church Officers shall be the Senior Pastor, Pastors, Trustees, Church Clerk, Church Treasurer, Chairman of the Deacon Body, and other such Officers as the members may from time to time elect. All Church Officers must be members of the Church. No Church member shall serve in more than one Church Office at the same time. No Called Staff person or Support Staff person may serve as a Trustee, Treasurer, or member of a Standing Committee.

Section 4.02 The Office of Senior Pastor.

1. The Pastor shall be the spiritual leader of the Church, and shall shepherd, oversee, care for, and be an example to the members. His duties will include preaching to the congregation, administering, or causing to be administered, the ordinances of the Church, and generally performing the duties of the administrative officer which includes the formulation of the Church's program, policies, and activities.
2. The Pastor shall be called and elected by the members at a meeting held in accordance with Bylaw Article IV, Section 4.04 and upon recommendation of a Pastor Search Committee provided in Bylaw Article IV, Section 4.04. The Pastor shall hold office until his service is terminated by death, resignation, or removal by action of the members for moral, ethical, or doctrinal violations.
3. The Church retains the authority to determine the ending of the spiritual leadership role of the Senior Pastor. The exercise of such authority shall take place at a Members' Meeting called for that purpose. The meeting may be called upon the joint recommendation of both a majority of the Personnel Committee and a majority of the Deacon Body, and must comply with Bylaw Article III, Section 3.02 (2) and Bylaw Article III, Section 3.02 (4). A Moderator

for this meeting shall be designated by a majority vote of members present and voting. Neither the Senior Pastor nor any staff member shall serve as moderator. The vote to declare the office vacant shall be by secret ballot. A vote of three-fourths of the members present and voting shall be necessary to declare the office vacant.

4. In the event that the office of Senior Pastor is vacant, the duties of the Pastor set forth in these Bylaws shall be fulfilled on an interim basis as decided by the Personnel Committee working together with the Chairman of the Deacon Body.

Section 4.03 Qualifications. The Senior Pastor shall be the spiritual leader of the Church, and his life should be beyond reproach . There should be nothing in his life for which he could be accused resulting in his disqualification to so serve. Relying on the Holy Spirit's presence and conviction, he should strive toward the highest possible standard of godliness, and should never submit to any of our culture's unbiblical values as to what is acceptable. The Senior Pastor shall meet the Biblical qualifications found in I Timothy 3:1-7, including without limit, the following:

1. "Above Reproach" (v. 2). This phrase means that a pastor should be beyond reproach. There should be nothing in his life from which he could be accused of ungodliness, immorality, or any behavior disqualifying him from fulfilling his pastoral duties.
2. "The Husband of One Wife" (v. 2). A pastor must be a faithful husband toward his wife. He must be literally a "one-woman man." There can be no other woman in his life to whom he relates in an intimate way either emotionally or physically. For pastors who are married, Capitol Hill Baptist Church has chosen to uphold this qualification by requiring that no candidate be a man who has been previously divorced (regardless of circumstances), believing that to be the best way to exemplify an example to others of a faithful marriage.
3. "Able to Teach" (v. 2) A pastor must possess the God given spiritual gift of teaching.
4. "Not Addicted to Wine" (v. 3). This phrase literally means to "turn one's mind toward". A man would be disqualified for the office of pastor if he were to be addicted to wine or other strong drink. Because of the overwhelming number of warnings in Scripture about drunkenness, and the possibility of causing a brother or sister in Christ to stumble, Capitol Hill Baptist Church has determined that out of wisdom and love for our brothers and sisters in Christ, that a pastor should choose abstinence from alcohol, or other possibly harmful addictions as a lifestyle.
5. "Free From the Love of Money" (v. 3). A pastor should not be a lover of money, and should be living a life characterized by contentment in material things, and generosity, which would include a pattern of tithing and giving to the church.

6. "One Who Manages His Own Household Well, Keeping His Children Under Control" (v. 4). A pastor must be the spiritual leader of his home.
7. "Not a New Convert" (v. 6). A pastor should not be new to the Faith.
8. "A Good Reputation With Those Outside the Church" (v. 7). This phrase means that a pastor's public role in the community should be blameless.

Section 4.04 The Call of a Senior Pastor. When the office of Senior Pastor is vacant, the members of the Church shall elect a Pastor Search Committee of five (5) church members along with a "First Alternate" and a "Second Alternate."

1. The nomination process to elect the Senior Pastor Search Committee shall extend over a period of at least four (4) weeks and the process shall be clearly explained to the Church by the Chairman of the Deacon Body.

The time and place when search committee nominations are to take place shall be determined by the Chairman of the Deacon Body in consultation with the Personnel Committee. The day when nominations are to occur shall be announced from the pulpit at a Sunday morning service one (1) week in advance. The announcement shall also be made by other means appropriate to reasonably ensure that every Church family is aware of the Church's search for a Senior Pastor and to ask members to pray regarding the selection of a new Senior Pastor.

One prepared nomination form shall be distributed to each voting Church member who is eligible to vote and who is in attendance at the Members' Meeting announced and called for the purpose of nominating members of the Pastor Search Committee. Each Church member age sixteen (16) or older may nominate up to, and including, seven trusted Church members. Members may not make nominations by proxy. The Officers of the Deacon Body shall serve as a counting committee.

On the Sunday morning following the nominations, the names of the fourteen (14) members receiving the most nominations shall be provided on a ballot. Each member present age sixteen (16) or older may vote for seven (7) of the fourteen (14) nominees.

The Officers of the Deacon Body shall serve as a counting committee and shall contact the members receiving the most votes, in order, until five (5) committee members and two (2) alternates are willing to so serve.

On the Sunday morning service following the election, and not before, or as soon thereafter as complete consent of the nominees is attained, the Chairman of the Deacon Body shall announce at the worship service, verbally and in

printed form, to all the members at the same time, the names of the elected Pastor Search Committee and alternates.

2. The Pastor Search Committee shall select its own chairperson and proceed with consideration for any relevant policies in the Church Policy and Procedure Manual. The Pastor Search Committee shall consult, as appropriate, with the Personnel and the Budget-Finance Committees.
3. The Church shall follow these guidelines when extending a call to a prospective Senior Pastor.

When the Senior Pastor Search Committee is ready to unanimously recommend To the Church a candidate for Senior Pastor , the committee shall provide the name, biographical information, and other necessary information in a Sunday worship service selected by the committee , as well as publishing the recommendation in appropriate publications.

The recommended Minister shall preach “in view of a call” at least once (preferably Sunday morning and evening) on a Sunday selected by the Senior Pastor Search Committee in consultation with the Personnel Committee and Church Staff. This day shall be preceded by opportunities for various groups to visit with the pastor and family prior to his preaching.

At the conclusion of the last service in which the recommended Pastor preaches, he shall be excused and the Church convened for a Members’ Meeting called to hear, discuss, and vote on the recommendation to extend a call. The Senior Pastor Search Committee shall be available to answer questions regarding their recommendation

The vote shall be by written ballot. The Officers of the Deacon Body shall constitute the Counting Committee. A call shall require an eighty-five (85) percent majority of the Church members present and voting. A call submitted to the pastoral candidate that is not affirmatively accepted by the Senior Pastor candidate within three days (3) shall be considered as having been withdrawn by the Church.

Section 4.05 The Office of Called Ministerial Staff.

1. In addition to ~~a~~ *the Senior Pastor*, the Church may have other Church Officers who are associate pastors and such other ministers as the members may authorize from time to time. The *Senior Pastor* and Personnel Committee, after consultation with the Deacon Body and other appropriate Church committees,

shall recommend to the Church a special Search Committee to bring a recommendation to the Church to fill Associate Pastor or other Staff positions. The process by which a candidate for the Called Ministerial Staff is presented to the Church shall be determined by the Senior Pastor in consultation with the search committee. All Associate Pastors shall be required to meet the Biblical qualifications outlined in Section 4.03 of the Bylaws.

2. An Associate Pastor or Called Staff person shall hold office until his service is terminated by death, resignation, or removal by the Senior Pastor with the concurrence of a committee consisting of the Personnel Committee and the Chairman of the Deacon Body, and in accord with the Personnel Policies and Procedures.

Section 4.06 Office of Trustee. There shall be three Trustees who shall be elected by the Church for a one year term. Trustees have authority to execute all legal documents which have been approved by the members of the Church, including any documents resulting from approved action taken by a committee in accordance with its Church-given authority.

Section 4.07 Office of Chairman of the Deacon Body. The Chairman of the Deacon Body shall preside at all meetings of the Deacon Body, and shall consult with the Senior Pastor in determining any need for special meetings of the Deacon Body or of the Church. The Chairman shall maintain a close advisory relationship with the Pastor, and shall accept duties and responsibilities which are assigned by these Bylaws or by specific action of the Church.

Section 4.08 Office of Church Clerk. The Church Clerk shall follow the directions in Bylaw Article III, Section 3.10. The Church Clerk or his designee, in coordination with the Church Staff, shall maintain the official current set of the Church's Articles of Incorporation, Constitution, Bylaws, Personnel Policies, Financial Policies, Operating Policies, minutes of meetings, membership rolls, titles to property and other legal documents. The Church Clerk or his designee shall record the minutes of all Members' Meetings, and shall with the assistance of the Church Staff prepare and sign all documents and correspondence required by the Office of Church Clerk.

Section 4.09 Office of Church Treasurer. The Treasurer shall work with the Budget and Finance Committee to see that the Financial Policies and Procedures of the Church are fully and correctly followed, and to see that financial reports are submitted to the members as the Church may require. The Treasurer shall take steps to reasonably ensure that no individual has the authority or opportunity to abuse his position of trust to divert Church funds to needs or purposes not approved by the Church.

Section 4.10 Support Staff. The Senior Pastor, with consent of the Personnel Committee, and in accordance with the Personnel Policies and Procedures, may employ and discharge such employees as are necessary to carry on the ministry of the Church.

Section 4.11 Church Office Vacancies . If a member resigns a Church Office in order to hold another office, the newly vacated office shall be filled in the manner provided in these Bylaws, Section 5.01(8). Any other vacancy in a Church office or any new office may be filled by the members at any meeting of the members upon nomination made in accordance with Bylaw Article V Section 5.01(8). An Officer elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

Section 4.12 The Personnel Committee in cooperation with the Senior Pastor and assigned Staff Member shall prepare and maintain a Personnel Policies and Procedure Manual approved by the Church.

Article V – Indemnification

Section 5.01 Indemnification.

If a legal claim or criminal allegation is made against a person because he is or was acting as an officer, employee, or agent of the church carrying out the mission of the church, the church shall use the following process to determine whether it should endeavor to provide protection and indemnification against personal liability and costs incurred in defending against the claim. When a committee made up of the Pastoral Staff, Trustees, and Deacon Chairman determines by a two-thirds (2/3) vote that the person acted (a) in good faith, (b) with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, and (c) in a manner the person reasonably believed to be in the best interest of the church, and the person had no reasonable cause to believe his conduct was sinful, the Church shall endeavor to provide indemnification against liability and costs incurred in defending against the claim or allegation. If, however, a legal claim or criminal allegation is made against a person because he is or was acting as an officer, employee, or agent of the church carrying out the mission of the church, and a committee made up of the Pastoral Staff, Trustees, and Deacon Chairman determines by a two-thirds (2/3) vote that the person (a) breached his spiritual duties or loyalty to the Church corporation, or (b) acted not in good faith or with intentional misconduct, or (c) was involved in any transaction from which he derived an improper personal benefit, or (d) was grossly negligent, the individual shall not be protected from and indemnified against the claim or allegation. Any person under consideration for indemnification due to a legal claim or criminal allegation shall not have a voting interest in this decision making process. Any decision on whether or not the Church should indemnify such an individual is solely the decision of the Church and is not bound by secular law or interpretation.

Article VI – Church Committees and Teams

Section 6.01 General.

1. The committees of the Church shall be those specified in this Article VI and such other committees as the members may from time to time create. The Church shall determine the purpose, responsibilities, and the continuing existence of all committees. All Committee members shall be elected by the Church and must be voting members of the Church.
2. Both Standing Committees and Special Committees shall assist the Church in the carrying out of its mission . Standing Committees are permanent committees which perform continuing functions in the ministry of the Church. Special Committees are created by the members of the Church to perform a specific task and are automatically discharged following the rendition of a final report.
3. The Senior Pastor shall assign a Church Staff member to each committee as an “ex officio” member who will advise and assist the committee in its duties.
4. Committees shall report regularly to the Church.
5. No Called Staff person, Support Staff person, or their immediate family may serve on a Standing Committee.
6. The Church shall make a reasonable effort to avoid the election of any person to serve on more than one committee or in more than one Church Office simultaneously.
7. Unless otherwise provided by the members of the Church, a majority of the whole Committee shall constitute a quorum.
8. The Nominating Committee shall present a slate of officers, committee members, and team members for Church approval prior to the beginning of the Church calendar year.

Section 6.02 Standing Committees.

1. The Standing Committees of the Church are the Budget and Finance Committee, the Nominating Committee, the Personnel Committee, and such other standing committees as the Church may create.
2. Unless otherwise provided in the Bylaws, the members of each Standing Committee shall be elected by members of the Church. Prior to the beginning of each calendar year, the Nominating Committee shall recommend to the Church nominees for all Standing Committee vacancies for the coming year. A Standing Committee shall consist of such number as the members of the Church elect, unless a specific number is prescribed by the Bylaws.

3. The term of office for Standing Committee members shall be three (3) years, except when members of a newly formed Standing Committee must be elected. The election of the members shall be structured so that no more than two (2) committee members rotate off the committee at any one time.
4. A person elected to a Standing Committee may not be reelected to the same committee until at least one year has elapsed since the end of that person's last term of office as a member of the committee. In an extreme circumstance a person, whose term is expiring, may have a one year extension when it is absolutely essential for the ongoing work of the committee and the welfare of the Church. This exception would be a rare circumstance.
5. The Nominating Committee shall present a slate of officers, committee, and team members for Church approval prior to the beginning of the Church calendar year. The slate of nominees shall include, but is not limited to, Standing Committee members, Special Committee members, Ministry Team members, Trustees, Treasurer, and Church Clerk.

Section 6.03 Special Committees. The members and Chairperson of each Special Committee shall be elected by the members of the Church. When the formation of a new committee is needed, the Senior Pastor, in consultation with the Nominating Committee, shall recommend to the Church a slate of committee members. A Special Committee will consist of such number as the members of the Church may elect.

Section 6.04 Church Ministry Teams.

1. Ministry Team members will be nominated by the Nominating Committee, approved annually by the Church, and have no restrictions as to the number of years members can serve.
2. The Senior Pastor shall assign a Church Staff member to each Ministry Team as an "ex officio" member who will advise and assist the team in its duties.
3. A Church Ministry Team may perform a continuing function in the mission of the Church, or may be assigned a specific mission task which is concluded when the ministry is completed.

Article VII – Deacon Body

Section 7.01 Deacon Body. The elected group of deacons for Capitol Hill Baptist Church shall be referred to as the Deacon Body. The Deacon Body shall be made up of men who are members of Capitol Hill Baptist Church who fulfill the qualifications according to Bylaw Article VII Section 7.03 of this article, have been a member of the Church for one year or longer, and have been nominated and elected according to Bylaw Article VII Section 7.05 or 7.06 of this article.

Section 7.02 Function. The Deacon Body shall assist the pastors in taking care of the physical and logistical needs of the church, so that the pastors are able to fulfill their roles of providing for the spiritual needs of the church as exemplified in Acts 6:1-6. The specific responsibilities of the Deacon Body shall include, but not be limited to, ministries related to greeting; hospital care; benevolence; preparing for the observance of the ordinances (baptism and the Lord's Supper); security; and other duties requested by the pastors or assigned by the congregation during a member's meeting or in compliance with these by laws. The Deacon Body should view their chief role as one of complementing pastoral ministry, and encouraging unity in the church.

Section 7.03 Qualifications. The Deacon Body shall be the servant leaders of the Church, and shall meet the Biblical qualifications found in 1 Timothy 3:8-13, and as outlined below.

1. "Men of Dignity" (v. 8). This is a word that refers to someone that is honorable, respectable, esteemed, or worthy. A Deacon should be living a life characterized by those words.
2. "Not Double-Tongued" (v. 8). To be double-tongued is to say one thing to certain people but then say something else to others, or to say one thing and mean another. Their words cannot be trusted and therefore they lack credibility.
3. "Not Addicted to Much Wine" (v. 8). This phrase literally means to "turn one's mind toward". A man would be disqualified for the office of deacon if he were to be addicted to wine or other strong drink. Because of the overwhelming number of warnings in Scripture about drunkenness, and the possibility of causing a brother or sister in Christ to stumble, Capitol Hill Baptist Church has determined that out of wisdom and love for our brothers and sisters in Christ, that a deacon should choose abstinence from alcohol, or other possibly harmful addictions as a lifestyle.
4. "Not Fond of Sordid Gain" (v. 8). A deacon should not be a lover of money, and should be living a life characterized by contentment in material things, and generosity, which would include a pattern of tithing and giving to the church.
5. "Holding to the Mystery of the Faith" (v. 9). "The mystery of the faith" is one way the Bible speaks of the gospel. Therefore this statement refers to the need for deacons to hold firm to the true gospel. The implication is that a deacon's behavior would be consistent with his beliefs.
6. "Beyond Reproach" (v. 10). This phrase means that a deacon should be blameless. There should be nothing in his life for which he could be accused, or disqualified. He should be striving after the highest possible standards of godliness, and well beyond what the culture would define as acceptable.
7. "Women Faithful in All Things" (v. 11). Understanding that there is debate over whether this verse refers to the wives of deacons or women who serve as deacons, we have so chosen to interpret this verse to refer to wives of deacons. While a deacon candidate might be single, if married, a deacon's wife must, like her husband, dignified, must not be a slanderer, must not spread gossip, must be discerning in her judgment, and she must be "faithful in all things".
8. "Husband of Only One Wife" (v. 12). A deacon must be a faithful husband

toward his wife. He must be literally a “one-woman man.” There can be no other woman in his life to whom he relates in an intimate way either emotionally or physically. For deacons who are married, Capitol Hill Baptist Church has chosen to uphold this qualification by requiring that no candidate be a man who has been previously divorced (regardless of circumstances), believing that to be the best way to exemplify an example to others of a faithful marriage.

9. “Good Managers of their Children and their Own Household” (v. 12). A deacon must be the spiritual leader of his home.

Section 7.04 Quorum. A simple majority of the body shall constitute a quorum. Deacon Emeritus are not counted in determining a quorum (Bylaw Article VII Section 7.06).

Section 7.05 Nominations and Election of Deacons. When the deacon roll lacks a sufficient number to fulfill the responsibilities of the Deacon Body, the Senior Pastor in consultation with the Deacon Body may choose to recommend to the Church that additional deacons be elected and ordained. The following procedure shall be used in the nomination and election process.

1. The Senior Pastor and Deacon Body shall determine the number of new deacons needed and present that number to the Church for approval.
2. The Senior Pastor, with the advice of the Deacon Body officers, shall nominate a Deacon Screening Committee consisting of five (5) Church members to be approved by the Church.
3. Church members who are eligible to vote may submit by secret ballot the names of those men whom they recommend to serve as deacons. The number of men recommended by each Church member may not exceed the number of deacons to be elected.
4. The secret ballots shall be submitted to the Deacon Screening Committee, who shall hold the ballot information in strict confidence. The Committee shall interview the nominees, beginning with the individual receiving the most votes and progressing toward the individual with the least votes. The committee shall seek qualified men who are willing to serve. When a number of qualified and willing men have been found which is equal to the number of deacons needed, the interviews shall cease. After the interviewing is complete the Screening Committee may choose to present to the Church fewer nominees than the number needed.
5. The Deacon Screening Committee shall, during a duly called Members’ Meeting, present the slate of qualified and willing candidates to the Church for approval. The vote shall be by secret ballot and shall be counted by the Screening Committee. To be elected a nominee must receive a vote of at least 85% of the ballots cast.

Section 7.06 Deacon Emeritus. A deacon duly elected by the Church , who has faithfully served the Capitol Hill Baptist Church until by reason of health, age, or infirmity is unable to continue to do so regularly may be a Deacon Emeritus. A Deacon Emeritus will be elected by the Church upon the recommendation of the Deacon Body, and he shall have all rights and privileges of a deacon. Attendance, however, will not be required for any of the meetings, the office will not count for purposes of a meeting quorum, and a Deacon Emeritus will not be a voting member of the Deacon Body.

Section 7.07 Active and Inactive Status. When an active deacon is habitually absent from deacon meetings and ministry work, the Deacon Chairman or his designee shall contact the deacon with the intent of encouraging and assisting the absent deacon. Any deacon who is absent from deacon ministry without cause for an extended period of time may be moved to inactive status upon action by the Deacon Body. Inactive deacons may request to be reinstated as an active deacon by delivering a written request to the Deacon Chairman. The Deacon Body may reinstate an inactive deacon to active status after a review of his qualifications and circumstances.

Section 7.08 Officers.

1. The officers of the Deacon Body shall be a Chairman, a Vice Chairman, a Secretary, a Parliamentarian, and such other officers as may be elected
2. All officers shall hold office for one year and shall have been members of the Deacon Body for at least one year prior to being elected. Deacon officers shall hold their position from January 1 to December 31.
3. At the January meeting of the deacons, the Vice Chairman for the previous year shall automatically assume the duties of the Office of the Chairman.
4. At the January meeting, the remaining officers for the ensuing year shall be nominated and elected by majority vote of the members present.

Article VIII - Financial Matters

Section 8.01 Fiscal Year. Unless otherwise determined by the Church, the fiscal year of the Church shall be January 1 through December 31.

Section 8.02 Policies and Procedure Manual. The Budget and Finance Committee in cooperation with the Senior Pastor and assigned Staff Member shall prepare and maintain a Financial Policies and Procedure Manual approved by the Church. The Personnel Committee in cooperation with the Senior Pastor and assigned Staff Member shall prepare, and maintain, a Personnel Policies and Procedure Manual approved by the Church.

Section 8.03 Financial Policies. The Budget and Finance Committee in consultation with the Treasurer, shall assure all monies and credits of the Church are deposited in the name of and to the credit of the Church in such accounts and depositories as may be designated by the Budget and Finance Committee. Full and accurate accounts of receipts and disbursements of the Church shall be maintained. Financial Policies and Procedures of the Church shall be fully and correctly followed, and financial reports shall be submitted to the members as the Church and these bylaws may require.

Section 8.04 Offerings. Members shall be given opportunity, and encouraged to give tithes and offerings to the Church each Sunday. The need for special offerings and the method used in receiving them shall be determined by the Senior Pastor in consultation with the Budget and Finance Committee, and in accordance with the Financial Policies and Procedures Manual.

Section 8.05 Disbursements. Each disbursement shall be charged against the appropriate accounts specified in the Financial Policies and Procedures Manual and cannot be disbursed without specific documentation. Disbursements, or commitments for disbursements, which are not included in the approved budget may be made only if, and when, properly authorized by the Budget and Finance Committee.

Section 8.06 Budget Development. The Budget and Finance Committee shall, in accordance with the Financial Policies and Procedures Manual, prepare and present to the Church for adoption, a budget for each fiscal year.

Section 8.07 Bonds. Any officer or employee of the Church handling funds of the Church may be bonded, at the Church's expense, in such manner as outlined in the Policies and Procedures Manual.

Section 8.08 Examination of Accounts. The Budget and Finance Committee shall ~~cause~~ conduct a periodic examination (which may or may not be a full audit) of the Church's accounts to be made by a certified public accountant. The examination will be completed in accordance with the Financial Policies and Procedures Manual. The Budget and Finance Committee shall report to the Church findings of the examination. A written report of the examination shall be made available for inspection by the members of the Church.

Section 8.09 Financial Reports. A printed and verbal financial report shall be presented by the Budget and Finance Committee to the Church for approval on at least a quarterly basis.

Article IX - Licensing and Ordination

Section 9.01 Licensing. Any male member of the Church who gives evidence that he is called of God to the work of the ministry may, after investigation and recommendation of the Senior Pastor and the Licensing Committee, and by a vote of three-fourths of the members present and voting at any regular Members Meeting, be licensed by the Church to the gospel ministry. When the need arises, the Church shall elect a Licensing Committee to work with the Senior Pastor in screening and recommending any candidate for licensing to the ministry (refer to Section 6.03 of these Bylaws).

Section 9.02 Ordination of a Member or Former Member to the Ministry. When a male member, or male former member of the Church, who possesses scriptural qualifications for ordination to the work of the gospel ministry, is called to serve a church of like faith and order, and that church shall request in writing that he be ordained, the Church, on recommendation by the Senior Pastor and the Deacon Body, shall consider such a request. Likewise, when a member or former member enters a field of Christian ministry, such as chaplaincy, missions, etc. and requests ordination, the Church, on recommendation by the Senior Pastor and the Deacon Body, shall consider such a request. Such a request must be approved by a vote of three-fourths of the members present and voting.

Section 9.03 Ordination of a Staff Member. On recommendation from the Senior Pastor and the Deacon Body, this church shall consider any request for ordination of a male member of the Ministry Staff of this Church who possesses scriptural qualifications for ordination to the work of the gospel ministry.

Section 9.04 Ordination for Deacon Ministry. On recommendation from the Senior Pastor and the Deacon Screening Committee (Bylaw Article VII Section 7.05) the Church shall make provisions for ordaining men who have been elected as deacons, but have not been ordained.

Section 9.05 Ordination Council. When the Church approves ordination as requested in Bylaw Article IX Section 9.02, 9.03, or 9.04, the Senior Pastor shall assemble an ordaining council of ordained ministers and deacons of like faith and order, all of whom shall participate in the ordaining service of said person(s) in the name of and in the presence of the Church.

Section 9.06 Revocation of License and/or Ordination. A license or ordination granted by the Church may, for legitimate cause and after a thorough, careful, and prayerful investigation, be revoked at any regular Members' Meeting upon recommendation of

the Senior Pastor and the Deacon Body, and a three-fourths vote of those present and voting.

Article X - Ordinances

Section 10.01 Designated. The ordinances of the Church, as set forth in the Holy Scriptures, are Baptism and the Lord's Supper.

Section 10.02 Baptism. The ordinance of Baptism shall be by immersion of the professed believer in water in obedience to the command of Christ. The Senior Pastor shall administer the ordinance, or authorize any ordained minister of like faith and order or member of this Church to do so.

Section 10.03 Lord's Supper. The ordinance of the Lord's Supper shall be observed in accordance with the dictates of I Corinthians 11 at a regular worship service at least once each quarter and at such other time and place as the Church may sanction. The Senior Pastor and Deacons shall preside at the table.

Bylaw Article XI – Marriage

Section 11.01 Our doctrinal statement contained in The Baptist Faith and Message, expresses our belief about marriage.

1. We believe marriage was designed by God, and that the term "marriage" has only one meaning, and that meaning is derived from the Bible. The Bible defines marriage as the covenantal, spiritual, and legal union of one biological man and one biological woman for life (Genesis 1:26-28, Genesis 2:15-25, Matthew 19:4-6, Ephesians 5:22-32).
2. The Church will faithfully follow the scriptural definition of marriage, and will not solemnize, perform, or host a ceremony or marriage-like ceremony involving anything other than the union of one man and one woman as instituted by God. No same-sex marriage or marriage-like ceremony may be conducted on Church property.
3. No Pastor or Staff Member of the Church may officiate at or solemnize any marriage or marriage-like ceremony which violates these Bylaws. Any such activity shall be a basis for immediate termination of the ministerial relationship with the Church.
4. Any church member who lives in a same sex or sexual relationship the Church determines in its discretion to be contrary to a Biblical relationship shall be subject to Church discipline and their dismissal as a member of the Church.

Bylaw Article XII – Sanctity of Life and Human Sexuality

Section 12.01 Regarding the sanctity of life and human sexuality, we believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

1. We are called, therefore, to defend, protect, and value all human life (Psalm 139).
2. We believe sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polygamy, and bestiality are forbidden by the teachings of the Bible. Lewd conduct, transgender behavior, and pornography violate God’s plan for the human race and violate the teachings of the Bible (I Corinthians 6:9-11, Romans 1:18-32). Any member who is known to openly engage in such activities, without sorrow and repentance, and admission that they understand such behavior is contrary to God’s will, is sinful and should be repented of, shall be subject to Church discipline.
3. We believe that every person must be afforded love, compassion, kindness, respect, and dignity.
4. We believe that God offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through Jesus Christ.

Bylaw Article XIII – Facility Use

Section 13.01 As the result of the Church’s doctrinal statement on marriage, and because we believe that the Church’s property, facilities, and equipment are provided through God’s benevolence and the generosity of Church members, and have been set apart for God’s service, we believe the Church is accountable to God when determining how its facilities are used. Therefore, we establish the following policies about the use of the Church’s facilities.

1. The Church is committed to allow the use of its facilities only in ways that glorify God, advance the mission of the Church, and do not compromise the beliefs of the Church as expressed in the Constitution and Bylaws.
2. The Church’s facilities are private property and decisions about the use of Church property are protected under the First Amendment rights afforded in the Constitution of the United States.

3. All Facility use policies apply to all Church property, facilities, and equipment.
4. The Senior Pastor, or his designee, shall have authority to approve or reject requests for the use of Church property, facilities, and equipment, in accordance with these bylaws.

Article XIV - Policies and Procedures

Section 14.01 Church Policy and Procedure Manual. All actions by the Church which establish policy or procedural guidelines shall be incorporated in an official Church Policy and Procedure Manual. The manual shall be maintained by the staff person(s) designated by the Senior Pastor, and copies of appropriate content shall be made available to the proper staff persons and Church committees, Teams, and Officers.

Section 14.02 Establishment of Policies and Procedures. Except as specifically revised , added, or deleted with the adoption of these Bylaws, policies and procedures in existence at the time of the adoption of these Bylaws are hereby re-adopted and shall be incorporated in the Church Policy and Procedure Manual.

Section 14.03 Change of Policies. Policies and Procedures not established by the Constitution and/or Bylaws may be revised periodically, as necessary, by majority vote of members present and voting. All such policies and procedures are subordinate to and subject to the Church Constitution and Bylaws and cannot be in conflict therewith.

Article XV - General Provisions

Section 15.01 Amendment to Bylaws. Upon the affirmative vote of two-thirds of the members present and voting, these Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted. Such shall only occur at a regular Members' Meeting or a special Members' Meeting called for the purpose, after notice of the meeting has been given to the members at least two (2) weeks prior to the meeting and copies of the proposed amendment have been made available to the members for at least two (2) weeks prior to the meeting.

Section 15.02 Prior Bylaws. The prior Bylaws are repealed as of the adoption of these Bylaws, but action validly taken under the prior Bylaws remains valid.

Section 15.03 Definitions.

1. "Members" throughout these Bylaws means members of the Capitol Hill Baptist Church unless the Bylaw states otherwise (see Bylaws, Section 2.01).

2. "Meeting(s)" in these Bylaws refers to meetings of the members, such as worship services , Members' Meetings, and committee or team meetings, unless the Bylaw states otherwise.
3. Gender. Words of the masculine gender include the feminine (except in Article VII - Deacon Body, and Article IX – Ordination and Licensing, and Article XI - Marriage) and words in the singular include the plural and words in the plural include the singular.

Section 15.04 Article and Section Headings. Article and section headings are used in these Bylaws for convenience and shall not be construed as limiting the affect of any provision.

Section 15.05 Robert's Rules of Order. The Moderator is directed to conduct all Members' Meetings held by the Church, generally under the guidance of, and in accordance with, Robert's Rules of Order, as stipulated in Bylaw Article I Section 1.04, but the actual or alleged failure to strictly comply with the same shall never serve as a basis to challenge the action or decision of the Church gathered at any such meeting, and no Court shall be authorized to overturn any action of this Church based on any actual or alleged failure to comply with these bylaws.

These bylaws, hereinabove set forth, as amended and restated, have now been adopted by official action of the required majority of members of the Church at a duly authorized meeting on this 11th day of September, 2016, and shall govern the ministerial operations of the Church until hereinafter amended or modified by the Church.

CAPITOL HILL BAPTIST CHURCH

By: MARK DeMOSS, Senior Pastor / Moderator

Verified & Witnessed:

Cindy Vaughan, Church Clerk