



Michael L. Mynatt, Senior Pastor

Dear Church Family,

As you open these proposed Bylaws, I want to thank you on behalf of the team. Our team consisted of Lynn Vick, Debbie Walters, J.C. Gant, Clyde Byrne, Steve Harrelson, and Sandy Mallory as our secretary. They have done an incredible job working and praying through each article and each function of HBC.

In order to be in line with the laws of the State of Alabama, we have been advised by attorneys from the State of Alabama and Alabama Baptists to make specifically required changes. As such, there has been a major shift in the content of the Bylaws as we were advised to ensure we included all and only that which was required "by law" to do.

Therefore, the changes were made to be in compliance with the laws of the State of Alabama in the following areas:

1. The Constitution has been eliminated.
2. Articles of Incorporation are presented as an appendix to the Bylaws instead of a separate document. Additional changes were made to the Articles of Incorporation to be in compliance with the law. These changes resulted in the new Articles of Incorporation creating a blend of the old Constitution and Articles into one cohesive document.
3. All procedures were removed from the Bylaws. According to the attorneys, procedures should not be included in the Bylaws but rather in the Church Operations Manual. Bylaws now contain only detailed policy.

As you read these prayerfully, please send any questions to [sandy@hbce.org](mailto:sandy@hbce.org). We have scheduled church-wide discussions on June 23, 30 and July 14 at 3:00pm in the Fellowship Hall. Please, plan to attend at least one of these discussions.

**HILLCREST BAPTIST CHURCH**  
**ENTERPRISE, ALABAMA**  
**BYLAWS**  
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# ARTICLE 1

## MEMBERSHIP

### 1.1 CANDIDATE

Any person may ask to be a candidate for membership in this Church;

(a) By baptism:

- For persons making a profession of faith and desiring to be baptized (Acts 2:38);
- For persons who are saved but have not been baptized by immersion (Mark 1:9-11);

(b) By letter:

- By transfer of membership letter from a Southern Baptist Church;

(c) By statement of faith:

- By statement of the fact that the person has accepted Christ and has been scripturally baptized by immersion in a church of like faith and no record is available.

### 1.2 CANDIDATE MEMBERSHIP REQUIREMENTS

- Candidates will complete an age appropriate Prospective Members Course;
- During or after the Prospective Members Course, a candidate may withdraw candidacy for membership;
- The Senior Pastor or Interim Pastor will recommend to the Church Clerk the names of candidates who complete the Prospective Members Course who want to continue in the process for church membership;
- The Church Clerk will present the names of candidates with the recommendation of the Senior Pastor or Interim Pastor for action at a regular business meeting. (Article 8.4, Approval of Motions)

### 1.3 REFUSAL OF MEMBERSHIP

Persons living in a lifestyle contradictory to God's Word will not be considered for membership in this Church due to the fact that it would be incompatible with Scripture.

### 1.4 ACTIVE AND INACTIVE MEMBERS

The Church will maintain separate membership records for active members and inactive members. Only active Church members are eligible to hold leadership positions, participate in all discussions and votes. Active members can expect to have access to all Church support services such as but not limited to weddings, funeral meals, etc...

1 (a) Active: (Acts 2:42-44)

2 An active Church member is one who has entered into a relationship with Hillcrest  
3 Baptist Church by completing all the requirements of becoming a member and is now  
4 demonstrating an intentional effort to be involved in the complete ministry of the Church  
5 by participating in the following:

- 6 • Worship;
- 7 • Bible Study;
- 8 • Missions;
- 9 • Service.

10

11 (b) Inactive:

12 An inactive Church member is one who no longer demonstrates a desire to participate  
13 in the current life of the Church. This member is characterized by actions such as, but  
14 not limited to:

- 15 • No longer participating in Worship or Bible study;
- 16 • Participating in another church.

17

18 (c) Reclassifying members to inactive:

19 (i) Goal

20 Keeping all members on the active member list and growing in obedient  
21 relationship with Christ:

- 22 • The Church will not move any member to the inactive list until church  
23 members, Bible Study classes, and the church office have made all  
24 reasonable effort to contact “missing” church members and encourage them  
25 to renew intentions to be involved in the ministry of the church.

26 (ii) Process

27 The Senior Pastor’s office will confirm the following attempts to contact these  
28 members by:

- 29 • Phone;
- 30 • Personal visit;
- 31 • Email (email address on file); or,
- 32 • As a last attempt if needed, certified letter.

33

34 After efforts to urge a member to once again be part of the active life of the Church, the  
35 Senior Pastor will inform the Church Clerk of a member who shows no desire to be an  
36 active member.

37

38 The Church Clerk will present the member’s name at a business meeting for action by  
39 the Church to move the member from the active list to the inactive list. (Article 8.4,  
40 Approval of Motions)

41

42 If a member on the inactive list should once again demonstrate active participation in  
43 the life of the church, the Senior Pastor will inform the Church Clerk to present the name  
44 of that member at a business meeting for action by the Church to reinstate the member  
45 to the active membership list. (Article 8.4, Approval of Motions)

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47

1 **1.5 DISCIPLINE (MATTHEW 18:15-20)**

2 Should any conflicts arise among members, the aggrieved member shall follow, in a  
3 tender spirit, the rules given by our Lord in the eighteenth chapter of Matthew.

4  
5 All such proceedings in dealing with termination of membership shall be pervaded by a  
6 spirit of Christian kindness and forbearance, but should an adverse decision be  
7 reached, the church may proceed to admonish or declare the offender to be no longer in  
8 the membership of the Church.

9  
10 Should a member become involved in an immoral or unchristian conduct or public  
11 scandal, the deacons shall endeavor to remove the offense. If this effort fails, the  
12 deacons shall report the case to the Church with a recommendation of action.

13  
14 **1.6 TERMINATION OR RESTORATION OF MEMBERSHIP**

15 (a) Membership shall be terminated in the following ways:

- 16 • Death of the member;  
17 • Transfer to another Southern Baptist church;  
18 • Erasure upon request or proof of membership in a church of another  
19 denomination;  
20 • Exclusion by the Church upon recommendation of the deacons.  
21 (Article 8.4, Approval of Motions)

22  
23 (b) Restoration:

24 Any person whose membership has been terminated may request restoration of  
25 membership:

- 26 • The Senior Pastor will counsel with the person requesting restoration and inform  
27 the deacons of the person's desire to be restored to membership;  
28 • If the Deacons determine the ex-member's request is scripturally sincere and  
29 appropriate, the Chairman of Deacons will ask the Church Clerk to schedule the  
30 request for restored membership before a regular meeting of the Church with a  
31 recommendation from the deacons.

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## ARTICLE 2 CORPORATE OFFICERS

### 2.1 Senior Pastor

(a) The Senior Pastor is a corporate officer as well as a church (ecclesiastical) officer.

(b) See Appendix A

(c) See Article 3.2

### 2.2 Trustees

The trustees shall choose from among themselves, corporate officers of president and vice president.

(a) Meetings:

- The Senior Pastor and Executive Pastor shall be non-voting ex-officio members of the trustees;
- A quorum shall be a majority of trustees. The ex-officio members shall not be counted in the determination of a quorum;
- The Church Clerk shall attend and also be recording secretary to the trustees;
- Minutes shall be kept and recorded by the Church Clerk.

(b) Authorization to Act:

The trustees shall act as agents of the Church when making and executing all contracts, deeds, bonds, notes, negotiable instruments, mortgages, trusts and all other instruments of indebtedness or conveyance of the incorporate church upon the order thereof, by resolution by the Church sitting in a duly called conference (business meeting), duly adopted for such purposes; provided, however, that all such documents be signed for and on behalf of the board of trustees by any three (3) of the trustees and attested by the clerk of the incorporate church.

Before the Trustees sign obligations to borrow money or execute mortgages or deeds of trust to secure such indebtedness, they will ensure the minutes for the Trustees authorizing the action are submitted to the Church Clerk as prima facie evidence of the authority of the Corporate Officers to enter into the transaction.

(c) Composition and Terms of Service:

Deacons shall nominate one (1) Trustee to the Church each year. Trustees will serve a five (5) year rotation, beginning January 1. After serving as Trustee, an individual shall be eligible for reelection after the lapse of at least one year.

(d) Conflict of interest:

To protect the Trustees from the appearance of a conflict of interest, the Trustees cannot serve as an active Deacon or as members of any committee or ministry team that would be involved in negotiating or brokering the terms of purchasing or sale of properties.

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# ARTICLE 3

## CHURCH (ECCLESIASTICAL) OFFICERS

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### 3.0 GENERAL

11 Church officers are not Corporate Officers. They are Spiritual and ecclesiastical leaders.  
12 The Church acting in a duly called and held conference (business meeting) shall be the  
13 final authority in all of its affairs. All Church officers must be active members of the  
14 Church.

15

### 3.1 DEACONS

16 (a) Responsibilities:

17 In accordance with the meaning of the work and practice in the New Testament,  
18 Deacons are to be servants of the church. Their tasks are to serve with Senior Pastor  
19 and staff in performing the pastoral ministries:

- 20 • Leading the Church in the achievement of its mission;
- 21 • Proclaiming the gospel to believers and unbelievers, and;
- 22 • Caring for Church members and other persons in the community.

23 (b) Composition and Terms of Services:

24 The Church will endeavor to elect, ten (10) men to serve as deacons each year.  
25 Deacons will serve on a three (3) year rotation, beginning October 1. After serving as  
26 Deacon, an individual shall be eligible for reelection after the lapse of at least one year.

27

### 3.2 SENIOR PASTOR

28 (a) Responsibilities:

- 29 • Proclaim the Gospel of Jesus Christ;
- 30 • Teach the Bible revelation;
- 31 • Discern and communicate God's vision for Hillcrest Baptist Church;
- 32 • Provide overall direction and administration of all church ministries;
- 33 • Provide leadership and nourishment to meet the needs of people in the Church  
34 and community.

35 (b) Calling:

36 When a vacancy occurs in the position of Senior Pastor, the Church will call a Godly  
37 man to serve as the Senior Pastor in the following manner:

- 38 • Church members may submit in writing a recommendation to the Deacons of  
39 individuals to be considered on the Senior Pastor Search Committee.
- 40 • During a regular or called business meeting, the deacons will recommend at  
41 least three men and two women to serve as the Senior Pastor Search Committee  
42 and one man and one woman to serve as alternate members of this committee.
- 43 • The Senior Pastor Search Committee will give the Church at least two weeks  
44 written notice of the call of a prospective Senior Pastor. His election shall take  
45 place at a business meeting called for that purpose. The vote of the calling shall  
46 be by secret ballot of active members present. The Deacons will announce to the  
47 Church the results in a timely manner.
- The Senior Pastor shall be called for an indefinite time. (Article 8.4 Approval of  
Motions)



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(c) Voluntary Resignation:  
The Senior Pastor may resign at his own pleasure by giving two weeks' notice.

(d) Involuntary Resignation:  
Deacons will take the following actions if there are unbiblical, immoral, unethical or lack of job performance. These are reasons to move towards an involuntary resignation.

- Initiate discussion with the minister;
- Issue notification to the minister of immediate administrative leave;
- Request a recommendation from the Personnel and Stewardship Ministry Teams of a compensation plan, if any is to be considered;
- Inform the Church of the administrative leave and the date of a business meeting to take action on a recommendation from the deacons to rescind the call of the minister. (Article 8.4, Approval of Motions)

(e) Interim Pastor:  
If the Senior Pastor position is vacated for any reason, the deacons will take the following actions:

- Notify the Personnel and Stewardship Committees to seek a candidate for Interim Pastor, and develop recommendations for a job description and a compensation plan;
- Notify the Church of the date for a business meeting to take actions on all matters necessary for calling an Interim Pastor.

**3.3 CHURCH STAFF**

When the Church Council, under the leadership of the Senior Pastor, determines a new ministerial staff position or a new support staff position is needed to accomplish the goals of the Church, the Church Council will do the following:

- Ask the Personnel Committee to develop a job description for the position;
- Make a recommendation to the Church to authorize the new position before recruiting to fill the position.

(a) Ministerial Staff:  
The callings or involuntary resignation of ministerial staff members will be in the same manner as the Senior Pastor.

(b) Support Staff:  
Support staff members approved by the Church shall be hired or terminated in accordance with the Personnel Policy section of the Church Operations Manual.

1 **3.4 CHURCH CLERK**

2 (a) Nomination:

3 Annually the Nominating Committee will nominate a Church member to serve as clerk.  
4 The nominee will be presented to the Church for election. The Church Clerk is eligible  
5 for re-election.  
6

7 (b) The Church Clerk shall be responsible for:

- 8 • Recording the minutes of all Church Business, Church Council, Trustees  
9 meetings;
- 10 • Keeping a record of all actions of the Church Business meetings;
- 11 • Maintaining all business records in the Administrative office; Church records are  
12 Church property and shall be kept in the Church Administrative office;
- 13 • Overseeing preparation of the Annual Church Profile (ACP);
- 14 • Serving as an ex-officio member of the History Committee;
- 15 • Maintaining minutes for all Committees, Ministry Teams, and Deacons.  
16

17 **3.5 CHURCH TREASURER AND VICE TREASURER**

18 (a) Nomination:

- 19 • The Church Treasurer and Vice Treasurer are nominated by the Nominating  
20 Committee and elected by the Church annually;
- 21 • The Church Treasurer and Vice Treasurer are eligible for re-election.  
22

23 (b) The Church Treasurer is responsible for:

- 24 • Keeping an itemized account of all receipts and deposits, and;
- 25 • Signing all checks. In the absence of the Treasurer or Vice Treasurer, the  
26 Trustees are authorized to sign checks.  
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28 (c) The Vice Treasurer is responsible for:

- 29 • Assisting the Treasurer as directed.  
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# ARTICLE 4

## CHURCH COUNCIL

### 4.1 PRIMARY FUNCTION

The primary function of the Church Council is to set and implement the ministry goals of the Church by:

- Reviewing and coordinating ministry plans;
- Establishing the yearly calendar;
- Submitting to the Stewardship Committee a written prioritized list of resources needed to support the ministries of the upcoming budget year;
- Submitting to the Church by the 4<sup>th</sup> Quarter Business Meeting the Annual Church Budget prepared by the Stewardship Committee, accompanied by the prioritized list;
- Verifying that a person will not serve concurrent terms on an Administrative Committee and/or Ministry Team;
- Exercising oversight of the Church Operations Manual.

### 4.2 THE CHURCH COUNCIL SHALL CONSIST OF THE FOLLOWING:

(a) Ministry Leaders:

- Senior Pastor (Chairman);
- Executive Pastor;
- Minister of Worship/Media;
- Disciple Life Pastor;
- Minister to Students;
- Director of Children's Ministries;
- Director of Sr. Adults/Activities;
- Lay Counseling Director;
- Missions Task Force Director;
- Deacon Chairman and Vice Chairman.

(b) Administrative Leaders:

- Chairperson of Stewardship Committee;
- Chairperson of Properties Committee;
- Chairperson of Personnel Committee;
- Chairperson of Nominating Committee;
- Chairperson of Committee for Ministry Teams;
- Church Clerk.

### 4.3 EXERCISING OVERSIGHT OF THE CHURCH OPERATIONS MANUAL

The Church Council will:

- Review any change or update that any committee or ministry team wants to make to its section of the Church Operations Manual;
- Decide if a change needs Church approval;
- Review each section of the Church Operations Manual on an annual schedule;
- Bring a quarterly report on the status of the annual reviews of the Church Operations Manual.

1 **ARTICLE 5**  
2 **COMMITTEES AND MINISTRY TEAMS**  
3

4 **5.1 GENERAL**

5 (a) Purpose and Duties:

- 6 • Purpose and duties of Administrative Committees and Ministry Teams are  
7 outlined in the Church Operations Manual;  
8 • All committees/ministry teams will keep minutes of their meetings/events and  
9 provide a copy to the Church Clerk and appropriate ministry assistant;  
10 • The year of service for all committees/ministry teams will be listed in the Church  
11 Operations Manual;  
12 • The goal for all administrative committees and ministry teams is to equip church  
13 members for leadership positions.

14  
15 (b) Membership:

- 16 • The Church Operations Manual shall list details of service and number of  
17 members;  
18 • The Senior Pastor and the Executive Pastor shall serve as ex-officio members of  
19 all church committees and ministry teams;  
20 • All committee/ministry team members will be elected by the Church and are  
21 responsible to the Church.

22  
23 (c) Election and rotation:

- 24 • Membership will rotate as per the Church Operations Manual;  
25 • After serving their terms, members will rotate off and will not be eligible for  
26 reelection to the same committee until the lapse of at least one year;  
27 • In the event it is necessary for a ministry team member to not rotate off, the  
28 Church Council shall be responsible for bringing the recommendation to the  
29 Church for approval.  
30

31 **5.2 ADMINISTRATIVE COMMITTEES**

32 (a) Stewardship Committee:

- 33 • The Stewardship Committee shall prepare an annual Budget in response to a  
34 prioritized ministry list from the Church Council;  
35 • Follow the policies, practices and procedures as set out in the Stewardship  
36 Policies Handbook; (See Church Operation Manual)  
37 • Annually review all financial policies and procedures.  
38

39 (b) Properties Committee:

- 40 • This Committee assists the Church in matters related to the administration and  
41 maintenance of Church properties. (See Church Operation Manual)  
42

43 (c) Personnel Committee:

- 44 • Annually review all policies, procedures and job descriptions;  
45 • Prepare and present the annual Personnel Budget to the Stewardship Committee  
46 each year;  
47

- Assist appropriate staff members in meeting all support staff needs;
- Follow the policies set out in the Personnel Policies Handbook. (See Church Operation Manual)

(d) Nominating Committee:

- The Nominating Committee shall assist pastoral staff in enlisting, recruiting, and verifying the eligibility of leaders for service in general ministry areas.

(e) Committee on Ministry Teams:

- The Committee on Ministry Teams is responsible for selecting, enlisting, and recommending persons to serve on church ministry teams and nominating the Chairperson on each church ministry team. (See Church Operation Manual)

(f) Nominations and elections:

- The Church Council will present names to the Church for replacing the rotating members of the Administrative Committees;
- The Church Council will appoint the Chairperson for each committee from the elected rotating members;
- If, for any reason, a committee member cannot fulfill their term, the Church Council will recommend a replacement;
- Members who serve a partial term of two years or less will be eligible to serve a full term without a lapse of one year.

### 5.3 MINISTRY TEAMS

(a) Ministry Teams shall be specified by the Church Operations Manual.

(b) Ministry Teams shall seek to support and accomplish the functions of the Church through serving others.

(c) Membership:

The Church Operations Manual shall list details of service and number of members.

(d) Election and rotation:

- After serving their terms, members will rotate off and will not be eligible for reelection to the same committee until the lapse of at least one year;
- Members who serve a partial term of one year or less will be eligible to serve a full term without a lapse of one year;
- In the event it is determined that it is necessary for a ministry team member to not rotate off, the Church Council shall be responsible for bringing the recommendation to the Church for approval;
- The Committee for Ministry Teams shall develop a recruiting method for filling positions as appropriate. They will present their recruiting plans to the Church Council for comment and concurrence/non-concurrence.

1 **5.4 “AD HOC” MINISTRY TEAMS**

2 (a) Creating new teams:

3 The Church shall authorize special ministry teams when deemed necessary (such as  
4 Senior Pastor/Staff Search, Construction, Anniversary Committees, etc.). The “ad hoc”  
5 ministry teams shall be recommended by the Church Council or Deacon body.

6  
7 (b) Disbanding:

- 8 • The “ad hoc” ministry team will be disbanded when their task is completed and a  
9 final report submitted;
- 10 • An “ad hoc” Ministry Team may also be disbanded by a majority vote of the  
11 Church (Article 8.4, Approval of Motions)
- 12  
13

14 **ARTICLE 6**

15 **DISCIPLESHIP MINISTRIES**

16

17 **6.1 GENERAL**

18 All discipleship ministries of the Church shall be under leadership and direction of the  
19 called Ministry Staff. The Ministry Staff working in unison with the Senior Pastor and  
20 Church Council will set a direction for the discipleship ministries of the Church.

21  
22 Each of the discipleship ministries will have a comprehensive, age appropriate, and full  
23 outline of their ministries, which will be kept current in the Church Operations Manual.  
24 All plans will align with the direction of the discipleship ministries of the Church.

25

26 **6.2 WORSHIP**

27 (a) Direction:

28 The Worship Ministry of the Church shall be under the direction of the Minister of  
29 Worship/Media.

30

31 (b) Responsibilities:

- 32 • The Minister of Worship will work closely with the Senior Pastor in preparing for  
33 weekly services and special emphases worship times;
- 34 • The Minister of Worship/Media will plan, develop, and implement an  
35 age-appropriate comprehensive worship ministry for the Church.
- 36

37 **6.3 BIBLE STUDY**

38 (a) Leadership:

39 The Bible study ministry of the Church shall be under the direction of the Disciple Life  
40 Pastor.

41

42 (b) Responsibilities:

- 43 • The Disciple Life Pastor shall lead all other called age-group Ministry Staff to  
44 ensure that it is a comprehensive Bible Study ministry;
- 45 • This will include but is not limited to: Sunday morning Bible studies, small group  
46 Bible studies, and age-appropriate Bible studies;

- The curricula and resources utilized will be in agreement with the Southern Baptist Faith and Message. (See Appendix B)

#### **6.4 MISSIONS**

(a) Leadership:

- The Missions Ministry of the Church will be under the oversight of the Senior Pastor with implementation by the Missions Task Force;
- The Senior Pastor shall lead all other called Ministry Staff to ensure there is a comprehensive Missions Ministry that is accessible for all ages.

#### **6.5 SERVICE**

Service teams of the Church shall be under the direction of the Executive Pastor and the called Ministry Staff. These ministries will offer an opportunity for members to have places of service within the life of the Church (See Church Operations Manual).

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# ARTICLE 7 CHURCH ORDINANCES

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## **7.1 BAPTISM**

10 The Church shall receive for baptism any person who has received Jesus Christ as Lord  
11 and Savior by personal faith, who professes Him and who indicates a commitment to  
12 follow Christ as Lord.

- 13
- Baptism shall be by immersion in water.
  - The Senior Pastor, or his designee, shall administer baptism.
  - Any person who professes Christ and is not baptized after a reasonable length of  
14 time shall be counseled by the Senior Pastor, a member of the staff, and/or a  
15 deacon.

16

## **7.2 THE LORD'S SUPPER**

17 The Church shall observe the Lord's Supper during regular and/or special worship times  
18 as designated by the Senior Pastor. The Senior Pastor and Deacons shall be  
19 responsible for scheduling and administering the Lord's Supper.  
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# ARTICLE 8

## CHURCH MEETINGS

### 8.1 BUSINESS

- The Church will meet in regular business meetings on a quarterly basis, unless changed by the deacons and Church Council because of the Church schedule. The Senior Pastor and Church Council will schedule Quarterly Business meetings.
- All reports and proposals must be available to the Church members one week prior to a scheduled business meeting.
- A notice shall be given two (2) weeks in advance by e-mail, mail and announcements from the pulpit, when the business to be conducted includes:
  - (i) sale or purchase of Church property;
  - (ii) additions to Church buildings;
  - (iii) calling of Church staff members.
- At any regular meeting of worship, the Church may, without special notice, act upon appointment of messengers to the Association Annual Meeting, the State Convention, or the Southern Baptist Convention, but not upon other business.
- Senior Pastor may call a Business Meeting at his behest or at the request of Deacons or Church Council. The specific purpose and time of the meeting must be clearly stated. Minimum notice is one week.

### 8.2 QUORUM

For all business of the Church, a quorum shall consist of the number of active members equal to the number of active deacons and the number of persons on the Church Council.

### 8.3 DECORUM

For all business of the Church we will conduct ourselves in a Christ-like manner. We will follow an abbreviated format of parliamentary procedure for all business meetings, committees, ministry teams, and group meetings. (See Church Operation Manual for outline and templates)

### 8.4 APPROVAL OF MOTIONS

(a) The following require an affirmative vote of three-fourths active Church members present and voting:

- The acceptance of candidates for Church membership (Article 1.2);
- Moving a member from active to inactive membership roster (Article 1.4 (c) );
- The disciplinary termination of Church membership (Article 1.6);
- The sale of or purchase of real estate (Article 2.3);
- The calling or rescinding the call of Church staff members (Article 3.2);
- Additions to Church buildings (8.1);

- Amendments to the bylaws (12.1).

(b) All other motions before the Church will pass with a simple majority of active membership present and voting.

## **ARTICLE 9 CHURCH FINANCES**

### **9.1 Financial Integrity**

To protect the financial integrity of the ministry of the Church, principles of sound financial management will be followed. The Stewardship Committee will develop overall plans and procedures for budgeting and for the receiving and expenditures of funds. The Stewardship Committee will oversee and present the end-of-year fiscal report for approval by the Church. The Church Clerk will file the reports as a permanent part of the Church records. (See Church Operations Manual)

## **ARTICLE 10 CHURCH OPERATIONS MANUAL**

There shall be a Church Operations Manual.

### **10.1 PURPOSES OF THE OPERATIONS MANUAL**

(a) Repository:

Be a single repository for all documents approved by the Church or Church Council establishing the Church's procedures.

(b) Unified Reference:

Be a unified reference for all Church members, Staff, Trustees, Deacons, Church Council and members of Committees and Teams to know what processes are used and what outcomes are expected from all organizational groups of the Church.

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# ARTICLE 11 BYLAWS COMMITTEE

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## 11.1 PURPOSE

This committee will give oversight to the following and updating of the Bylaws of the Church.

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## 11.2 COMPOSITION

This committee will be made up of the Deacon Officers and two female members of the Church. The Church Council will make recommendations to the Committee for Ministry Teams regarding two female members. The female members will serve a five-year term, while the Deacon Officers will rotate as stated in the Church Operations Manual.

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## 11.3 PROCEDURE

- (a) The committee will make recommendations first to the Church Council.
- (b) Changes to the Bylaws that are necessary due to changes within the Southern Baptist Convention, Alabama Baptist or Coffee County Baptist Associations will go to the Church for approval.
- (c) The committee will consider any amendments recommended by an active Church member, committee, or ministry team.

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# ARTICLE 12 AMENDMENTS TO BYLAWS

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## 12.1 AMENDMENTS TO BYLAWS

Any active Church member or Church Ministry can propose amendments to the Bylaws. The procedure for any proposed amendments is as follows:

- (a) Propose all amendments in writing, with background and supporting documentation, to the Bylaws Committee for review. The committee will present all proposals to the Church Council and Deacons with a recommendation from the committee for approval or disapproval for the proposed change.
  - (b) The Church Council and Deacons will submit the proposal with recommendation for approval or disapproval to the Church at a Business Meeting. A copy will be available for each Church member present. The amendment will be discussed and acted upon at any scheduled or called Business Meeting.
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# ARTICLE 13

## MARRAIGE

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### 13.1 MARRIAGE

(a) Our belief:

- We believe that marriage is a union between one man and one woman, following biblical principles. (See Baptist Faith and Message 2000, Article 17);
- We believe that God sanctions only the union in marriage of a man to a woman;
- We believe that God sanctions only a ceremony compatible with His standard;
- Ministers of the Church will not perform any same-sex marriages. Doing so would be grounds for termination.

1  
2 STATE OF ALABAMA  
3 COFFEE COUNTY  
4

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6 **RESTATEMENT OF AND AMENDMENT TO**  
7 **CERTIFICATE/ARTICLES OF INCORPORATION/FORMATION OF**  
8 **HILLCREST BAPTIST CHURCH, INCORPORATED**  
9

10 KNOW ALL BY THESE PRESENTS, that after duly presented and properly voted upon  
11 Amendment to Certificate/Articles of Incorporation/Formation on the \_\_\_\_\_ day of  
12 \_\_\_\_\_ 2019, the Members of HILLCREST BAPTIST CHURCH (HILLCREST) do  
13 hereby amend and restate the Articles under Code of Alabama 1975 Title 10A Chapters 1 and 3.  
14 The original Articles/Certificate ratified and filed October 6, 1980 and recorded in Coffee  
15 County Alabama Probate record book 7 page 247-250 are hereby amended as follows:  
16

17 **ARTICLE I. Name**  
18

19 The name of the entity will remain Hillcrest Baptist Church (HILLCREST) and the  
20 location will continue at 500 Alberta Street Enterprise, Alabama 36330.  
21

22 **ARTICLE II. Purpose**  
23

24 The purpose of the entity will remain as a non-profit religious, educational and  
25 benevolence organization. HILLCREST is a local body of baptized believers, who unite to carry  
26 out the commission of Jesus Christ.  
27

28 **ARTICLE III. Statement of Faith**  
29

30 HILLCREST affirms the Holy Bible as the inspired word of God and the basis of our  
31 beliefs. HILLCREST subscribes to the doctrinal statement of The Baptist Faith and Message as  
32 adopted by the Southern Baptist Convention (see appendix B).  
33

34 **ARTICLE IV. Membership**  
35

36 This is a sovereign, democratic, autonomous Baptist church under the Lordship of Jesus  
37 Christ. The membership retains unto itself the right of exclusive self- government in all phases of  
38 the spiritual and temporal life of this church. The membership reserves the exclusive right to  
39 determine who shall be members of this church and the conditions of such membership.  
40

41 **ARTICLE V. Polity and Relationships**  
42

43 The government of this church is vested in the body of believers who compose it. It is  
44 subject to the control of no other ecclesiastical body, but it recognizes and sustains the  
45 obligations of mutual counsel and cooperation which are common among Southern Baptist  
46 churches. Insofar as is practical and supported biblically, this church will cooperate with and  
47 support the Coffee County Baptist Association and the Alabama Baptist State Convention  
48 affiliated with the Southern Baptist Convention.

1 All internal groups created and empowered by the church shall report to and be  
2 accountable only to the church, unless otherwise specified by church action.

3 The legal officers of this church under the Code of Alabama 1975 (as amended) shall be  
4 the pastor, trustees and may include other officers as provided by the Bylaws of the church.

5 The senior pastor is responsible for leading the church to function as a New Testament  
6 church.

7 The church sitting and acting in a duly called and held business meeting shall be the final  
8 authority in all of its affairs. The material and business affairs of the corporation are to be  
9 administered by the following officers of the church under direction of the church membership:

- 10 1. By a body of Trustees composed of five (5) members, who shall make and execute all  
11 contracts, deeds, bonds, notes, negotiable instruments, mortgages, trusts and all other  
12 instruments of indebtedness or conveyance of the incorporated church upon the order  
13 thereof, by resolution by the church sitting in a duly called business meeting, duly  
14 adopted for such purposes; provided, however, that all such documents be signed for  
15 and on behalf of the board of trustees by any three of the board of trustees and  
16 attested by the clerk of the incorporated church (who shall also be secretary to the  
17 trustee - board of directors).
- 18 2. The initial Board of Trustees, pending a vote from the membership, shall be:  
19 **a. Steven Harrelson**  
20 **b. Gary Bradshaw**  
21 **c. Danny Meeks**

22 3. The board of trustees shall have such other duties and authority as provided by the  
23 Bylaws of the church.

24 4. In the absence of availability of the requisite number of officers of the trustees, and/or  
25 the church clerk (secretary of the board of directors), the church sitting in a duly called and held  
26 business meeting may designate another member or members of the board of trustees and/or  
27 other officers of the church to execute and attest the instruments outlined above.

## 28 **ARTICLE VI. Church Conference (Business Meeting)**

29 The Bylaws of the church shall provide for regularly scheduled meetings, publication of  
30 the transactions of business, and for the calling of special meetings for the transaction of special  
31 business. The quorum required for the transaction of business shall be as provided in the Bylaws  
32 of the church.  
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## 35 **ARTICLE VII. Bylaws**

36 Bylaws of the church may be adopted by a majority vote of those present and voting  
37 when the church is sitting in duly called and held conference. The Bylaws may be amended or  
38 rescinded by the church sitting in a business meeting as provided in the Bylaws.  
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1                   **ARTICLE VIII. Amendments to Articles of Incorporation/Formation**  
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3                   Amendments to the Articles can be proposed by any church member or ministry. The  
4 procedure for any proposed amendment is as follows:

5                   Changes in the Articles of Incorporation may be proposed at any regular business  
6 meeting of the church by presenting copies of the proposed amendment to each member present.  
7 No vote may be taken until the next regular business meeting.

8                   At the next regular business meeting the vote shall take place provided each amendment  
9 shall have been presented in writing at the earlier business meeting. Amendments to the Articles  
10 of Incorporation shall be by three-fourths vote of church members present and voting.  
11

12   **ARTICLE IX. Elections**  
13

14                   The church shall hold elections at such time and in such manner as designated in the Bylaws.  
15 All officers shall be elected or appointed in accordance with the Bylaws of the church. Vacancies  
16 shall be filled as provided in the Bylaws.  
17

18   **ARTICLE X. Discharge of Trustees and Officers**  
19

20                   Any trustee (director), active deacon, officer or committee person may be discharged by a  
21 three-fourths vote of the church sitting in a duly called and held business meeting for any cause  
22 the church deems advisable; provided, however, any trustee, deacon, officer or committee  
23 member shall be given an opportunity to defend himself either before or during such meeting.  
24 Further details may be set out in the Bylaws of the church.  
25

26   **ARTICLE XI. Church Year**  
27

28                   The church year shall extend from the first day of January for a period of twelve months,  
29 and each twelve-month period thereafter.  
30

31   **ARTICLE XII. Transfer of Assets in The Event of Dissolution**  
32

33                   The organization to receive the church's assets in the event the church ceases to exist is  
34 the Coffee County Baptist Association or similar entity in kind if said Coffee County Baptist  
35 Association is nonexistent at the time.

36                   No assets of any substantial value of said church shall be distributed to any member,  
37 officer or trustee of this church. Any non-profit corporations or organizations designated to  
38 receive assets shall be affiliated with the Southern Baptist Convention and the Alabama Baptist  
39 State Convention and/or a Baptist Association.  
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1 **ARTICLE XIII. Initial Registered Agent**

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3 The name of the initial registered agent is **Michael Mynatt (Senior Pastor)** and the  
4 address of the agent for process service is 500 Alberta Street Enterprise, Alabama 36330.  
5

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7 **ARTICLE XIV. Incorporators**

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9 The Incorporators of the amended/restated Articles are:

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12 **Steven Harrelson - Chairman of Deacon Body**  
13 **Gary Bradshaw – Vice Chairmen of Deacon Body**  
14 **Danny Meeks – Secretary of Deacon Body**  
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17 \_\_\_\_\_  
18 **Steven Harrelson** \_\_\_\_\_  
19 **654 County Road 541** **Date**  
20 **Enterprise, AL 36330**  
21

22 \_\_\_\_\_  
23 **Gary Bradshaw** \_\_\_\_\_  
24 **113 Club Way** **Date**  
25 **Enterprise, AL 36330**  
26

27 \_\_\_\_\_  
28 **Danny Meeks** \_\_\_\_\_  
29 **201 E. Kingswood Dr.** **Date**  
30 **Enterprise, AL 36330**  
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32  
33 **GENERAL ACKNOWLEDGMENT**

34  
35 STATE OF ALABAMA  
36 COFFEE COUNTY  
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38 I, the undersigned authority, a Notary Public in and for said County, in said State,  
39 hereby certify that **Steven Harrelson, Gary Bradshaw,** and **Danny Meeks** whose name(s)  
40 is/are signed to the foregoing conveyance, and who is/are known to me, acknowledged  
41 before me on this day, that, being informed of the contents of the conveyance he/she/they  
42 executed the same voluntarily on the day the same bears date.  
43

44 Given under my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_.

45  
46 \_\_\_\_\_  
47 NOTARY PUBLIC

48 Commission Expires: \_\_\_\_\_