



NEW HOPE

MISSIONARY BAPTIST CHURCH OF SOUTHFIELD
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THE BYLAWS

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MISSION STATEMENT

“To provide spiritual and practical teaching, preaching, and disciple training for the perfecting of the members of NHMBC so they can do the work of the ministry.”

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PREAMBLE

We the New Hope Missionary Baptist Church shall have no denominational test of fellowship, but shall be an institution of religion dedicated to right personal living, committed to the discipleship of Jesus Christ our Savior and to his commandments as the Christian way of life.

We seek fellowship in common service for the common good. Furthermore, this church shall be a church with an open mind and stand for freedom of thought and speech. Freedom of the individual conscience in all matters of Christian faith and practice shall be maintained.

We seek fellowship with the Father, the Son, and the Holy Ghost. This church shall follow the Word of God. We extend a hearty welcome to all people who wish to work with us in our effort to help make God real in all the activities of our community and life.

Biblical Reference(s) 1: Psalm 29:2; Romans 10:4; John 4:23-24; Hebrews 10:24-25

ARTICLE 1

THE NAME OF THE CHURCH

The name of this church shall be:

New Hope Baptist Church of Southfield

A/k/a NEW HOPE MISSIONARY BAPTIST CHURCH

ARTICLE 2

MEMBERSHIP

SECTION 1: GENERAL

Candidates for membership shall be received into the church on their confession of faith in Jesus Christ, baptism, letter or transfer from another church of the Body of Christ. They must also express their intention to follow the Christian way of life as stated in the Holy Bible, and their loyalty to support the purposes, and principles of the Bylaws and Covenant of the church.

Biblical Reference(s) 2: Romans 10:9-10

SECTION 2: WATCH CARE

Individuals may also be received under watch care. Watch care is designed for people who want to connect with the Body of Christ but are not of the age, are in transition, and/or not prepared to accept full membership at New Hope Missionary Baptist Church. Watch care allows the person to seek fellowship in the Body of Christ, the opportunity to honor God and invest their gifts in a local body of believers and still retain membership in their home church.

Biblical Reference(s) 3: Hebrews 13:7; Mark 10:13-16; 2 Corinthians 5:17

SECTION 3: BAPTISM

Baptism is an ordinance of the Lord Jesus Christ, obligatory upon every

believer, wherein one is immersed in water in the name of the Father and the Son, and the Holy Spirit, as a sign of fellowship with the death, burial, and resurrection of the Lord Jesus Christ, of remission of sins, and of giving oneself up to God, to live and walk in newness of life.

Biblical Reference(s) 4: Matthew 28; Romans 6:4-5; Galatians 2:20

SECTION 4: MARRIAGE

New Hope Missionary Baptist Church is the body that believes in the union of a man and a woman as the recognized union set forth in the Holy Bible.

Biblical Reference(s) 5: Mark 10:6-9

SECTION 5: DUTIES OF MEMBERS

Realizing that the success of our church depends upon the consecration of its individual members, we covenant together to be present at the worship service, to contribute of our time and money, as God has prospered in order that our church shall be able to carry on its programs.

An individual's church membership shall become inactive if they fail to sustain their worship, discipline, doctrines, or fail to support the expenses of the church for a period of six (6) Months. At which time they may be listed as an inactive member and may be removed from the active church roll by approval of the Deacon Board. A member may reinstate THEIR MEMBERSHIP from inactive status to active status by responding to the invitation to fellowship.

Biblical Reference(s) 6: Hebrews 10:25; Matthew 26:25-30; Acts 2:40-41, 8:12, 16:25-34; Malachi 3:10

SECTION 6: SURVEY OF THE CHURCH MEMBERSHIP

It is important to this Body of Christ to hear from the members on a

continuous and ongoing manner. Church members have many opportunities to consult with other believers, especially the leadership of this church. New Hope Missionary Baptist Church is dependent upon our faith, praise, worship and sharing with one another in a Christ centered way.

The church leadership may formally solicit direct feedback from the membership of their needs and opinions of how to further the church and the Commission given to us by Jesus Christ through a survey. A survey may also be initiated by the church membership and shall be requested through the Pastor, Deacon Board and/or Trustee Board or at the annual church meeting.

A survey may also solicit direct feedback on areas of church leadership, the goals, vision and temporal needs of the church. The church membership should receive no more than two (2) surveys per calendar year. Announcement of any survey of the church membership shall be communicated in the church bulletin and during services. Results and any actions from the survey will likewise be communicated to the membership.

ARTICLE 3**GOVERNMENT**

The government of this church is vested in the Holy Bible, and the body of its members who compose it. It is subject to the control of no other formal church organizing body of any kind. The Pastor, membership and officers of this church through collaboration shall build their own programs to meet the spiritual needs and demands of the membership and the community.

Although the exercise of all authority in the government of this church is vested absolutely in the Holy Bible and the church membership, certain administrative functions may be, and are hereinafter delegated to official representatives of the church as defined within the body of the Bylaws. All authority not herein expressly delegated to said representatives shall be reserved to the church membership exclusively.

SECTION 1: SPIRITUAL HEAD OF THE CONGREGATION

The Pastor, aided and advised by the Deacon Board, shall have spiritual oversight of the congregation, and shall have spiritual oversight in the pulpit and in directing services or worship; and the use of the pulpit shall be for the spiritual uplifting, edifying, warning and admonishing of the congregation. The Pastor shall perform such other duties as are incumbent on the Spiritual Head of the congregation. The Pastor shall be an ex-officio member of all ministries, boards, committees, and organized groups within the church.

The Pastor may aid and advise the Deacon Board and Trustee Board regarding temporal and financial matters of the church and the Pastor's input should be sought prior to temporal and financial decisions being made. The Pastor will not be a signatory on any of the Church's financial accounts or legal documents.

Biblical Reference(s) 7: Ephesians 4:11-16; Acts 2:39-41, 20:28-32

SECTION 2: QUALIFICATIONS

The Pastor shall be an ordained Baptist Minister of the gospel in good standing in the Christian Church.

Biblical Reference(s) 8: I Timothy 3:1-7

SECTION 3: TENURE

- A. The Pastor shall be chosen by the eligible members, (active members, eighteen (18) and over), of the church at a meeting called by the Pastoral Screening Committee for that purpose. A majority vote of eligible members in attendance and voting at such meeting shall be necessary

to select a Pastor for this church. Such vote shall be done by ballot and shall be taken after the membership has received the report of the Screening Committee, herein after mentioned and described. Ballots will be counted, in front of the membership, by at least four (4) voluntary eligible members in attendance. A cross check and balance system will be used with the results being given to the members in attendance at that time. The four (4) volunteers will be selected by the Moderator. No members of the Screening Committee will count the ballots.

B. The Pastor shall serve without time limitation, but either the Pastor or the membership may terminate the relationship upon not less than sixty (60) days written notice. The duties, salary and/or benefits will continue if the Pastor initiates termination and provides sixty (60) day notice. Should the termination be initiated by the church membership, during the sixty (60) day, the Pastor will cease all responsibilities and duties. The Pastor will receive salary and/or benefits during this time period, unless the dismissal is for malfeasance, misfeasance or nonfeasance. In the case of malfeasance, misfeasance or nonfeasance, the Pastor will cease all responsibilities and duties and will not receive salary and/or benefits.

C. If the church membership initiates the termination, the Pastor is entitled to a full hearing before the church membership prior to termination. (See Article 12, Section 4 “Business Meetings” and Section 7 “Voting”) the Hearing Process shall occur as follows:

1. The membership shall receive the specific allegations and/or information for dismissal. The allegations and/or information shall be read to the church membership by the meeting Moderator.
2. The Pastor will have the opportunity to provide information to address the allegations.

3. After receiving the allegations and/or information and hearing from the Pastor, a vote by ballot shall occur by all eligible members in attendance. A majority vote of eligible members in attendance and eligible to vote at such a meeting shall be necessary to dismiss the Pastor.

Ballots will be counted in front of the membership by at least four (4) volunteers, eligible members, in attendance. A cross check and balance system will be used with the results being given to the members in attendance at that time. The Chairman of the Deacon Board and Trustee Board Chair shall provide written notice to the Pastor of the outcome of the congregation's decision.

SECTION 4: MEETINGS

The Pastor or designee shall attend one (1) Deacon Board and one (1) Trustee Board meeting per month after receiving prior written notice. Additionally, the Pastor or designee shall attend all Joint Board meetings in order to assist in the operation, care of the membership and building up the body of Christ. Absences should be communicated to the Chair of either Board prior to the meeting if possible.

Biblical Reference(s) 9: Acts 6:2-24, 20:28; Matthew 28:19-20; I Timothy 2:1-2, 4:14-16; 2 Timothy 2:15, 4:2; I Thessalonians 5: 12; 1 Peter 5:1-3; 1 Corinthians 11:1, 4:16

SECTION 1: ASSISTANT PASTOR(S)

The Pastor may be aided by Assistant Pastor(s). The duties of the Assistant Pastor(s) as assigned by the Pastor and/or church leadership, may include:

- Ministering to the sick.
- Delivery of worship service message.
- Stand in as ex-officio member of committees and organized groups, in lieu or assigned by the Pastor.
- Other duties.

SECTION 2: QUALIFICATIONS

Assistant Pastor(s) shall be ordained Baptist Minister(s) of the Gospel in good standing in the Christian Church.

Biblical Reference(s) 10: I Timothy 2:3-7

SECTION 3: TENURE

The Pastor, Deacon Board and the membership shall collaborate on the selection of an Assistant Pastor(s) when there is agreement of need, based on the demands of the membership.

- A. The selection of Assistant Pastor(s) shall be chosen by the eligible members, of the church at a meeting called by the Screening Committee for that purpose. A majority vote of eligible members in attendance and voting at such meeting shall be necessary to select an Assistant Pastor(s) for this church. Such vote shall be done by ballot and shall be taken after the membership has received the report of the Screening Committee, herein after mentioned and described. Ballots will be counted, in front of the membership, by at least four (4) voluntary eligible members in attendance. A cross check and balance system will be used with the results being given to the members in attendance at that time.

The four (4) Volunteers will be selected by the Moderator. No members of the Screening Committee will count the ballots.

B. The Assistant Pastor(s) serves at the behest of the Pastor, Deacon Board and church members. If the Assistant Pastor(s) initiates termination and provides not less than sixty (60) days written notice, the duties, salary and/or benefits will continue. Should the termination be initiated by the church membership, sixty (60) days prior written notice will be provided. The Assistant Pastor(s) will cease all responsibilities and duties and will receive salary and/or benefits during this time period, unless the dismissal is malfeasance, misfeasance or nonfeasance. In the case of malfeasance, misfeasance or nonfeasance, the Assistant Pastor(s) will cease all responsibilities and duties and will not receive salary and/or benefits.

C. If the church membership initiates the termination, the Assistant Pastor(s) are entitled to a full hearing before the church membership prior to termination. (See Article 12, Section 4 "Business Meetings" and Section 7 "Voting") the Hearing Process shall occur as follows:

1. The membership shall receive the specific allegations and/or information for dismissal. The allegations and/or information shall be read to the church membership by the meeting Moderator.
2. The Assistant Pastor(s) will have the opportunity to provide information to address the allegations.
3. After receiving the allegations and/or information and hearing from the Assistant Pastor(s), the termination shall occur after voting by ballot by all eligible members in attendance. A majority vote of eligible members in attendance and eligible to vote at such meeting shall be necessary to dismiss and Assistant Pastor.

Ballots will be counted, in front of the membership, by at least four (4) volunteers, eligible members, in attendance. A cross check and balance system will be used with the results being given to the members in attendance at that time. The Pastor, Chairman of the

Deacon Board and Trustee Board Chair shall provide written notice to the Assistant Pastor(s) of the outcome of the congregation's decision.

Biblical Reference(s) 11: Acts 6:2-4, 20:28; Matthew 28:19-20; I Timothy 2:1-2, 4:14-16; 2 Timothy 2:15, 4:2; I Thessalonians 5:12; Peter 5:1-3; I Corinthians 11:1, 4:16

ARTICLE 6 **ASSOCIATE MINISTER(S)**

Associate Minister(s) are appointed and/or removed at the behest of the Pastor.

SECTION 1: MEMBERSHIP

There shall be a Deacon Board consisting of seven (7) or more married or widowed men of the church. They shall serve upon ordination for life, unless they voluntarily resign or are dismissed for malfeasance, misfeasance or nonfeasance; however before dismissal a Deacon shall be entitled to a full hearing before the membership concerning the alleged malfeasance, misfeasance, or nonfeasance, and shall only be dismissed upon a majority vote. The voting will be done by ballot by all eligible members in attendance at a meeting called especially for that purpose.

SECTION 2: CHAIRMAN

The Deacon Board shall elect its own Chairman each year from its membership, and present the name to the Pastor.

SECTION 3: DUTIES

The duties of the Deacon Board shall be:

1. To aid and advise the Pastor in spiritual oversight of the church.
2. To minister to the spiritual needs of the membership and the community.
3. To assist in the preparation and administration of the Holy Sacrament.
4. To perform such other duties as may be assigned by the Pastor, and/or the membership.
5. To aid and advise the Trustee Board in matters of the church.
6. To verify status of members as identified as inactive on an annual basis.

SECTION 4: QUORUM

A quorum for all Deacon Board meetings shall be a majority of its members.

SECTION 5: MEETINGS

The Deacon Board shall regularly hold monthly meetings and other times as

may be designated by its membership. The Board shall provide prior written notice to the Pastor of their monthly meeting schedule as soon as practical for any other meetings.

SECTION 6: BOARD PROCEDURES

The Deacon Board shall establish their own rules and/or procedures not to be in conflict with the Holy Bible, Bylaws and Church Covenant and shall include the spiritual guidance from the Pastor as the overseer of the congregation.

Biblical Reference(s) 12: I Timothy 3:8-13; Proverbs 11:14, 15:2, Acts 6:2-4

ARTICLE 8**TRUSTEES (TRUSTEE BOARD)**SECTION 1: MEMBERSHIP

There shall be a Trustee Board which shall consist of nine (9) or more members of the church.

SECTION 2: TENURE

Newly appointed and re-appointed Trustee(s) shall be approved by a majority vote of the church membership at the Annual Meeting. Such Trustee(s) shall be appointed to serve for a period of three (3) years from the date of their approval; however, they may be reappointed for successive terms. A vacancy on the Trustee Board shall be filled by approval of a majority vote of the church membership for the unexpired term of the Trustee to be succeeded. A Trustee may be dismissed for malfeasance, misfeasance or nonfeasance; however, before dismissal a Trustee shall be entitled to a full hearing before the church membership concerning the malfeasance, misfeasance or nonfeasance and shall only be dismissed upon majority vote. The voting will be done by ballot by all eligible church members in attendance at a meeting called especially for that purpose.

The number of Trustee(s) added to the board over the previous year or rotated off the Trustee Board in any given year shall not exceed 25% of the number of Trustee(s) on the board during that year. At no time may the Trustee Board be expanded to the point more than 40% of the board positions will be new Trustee(s).

SECTION 3: CHAIRPERSON

The Board shall elect its Chair from its membership annually and shall present the name to the Pastor.

SECTION 4: DUTIES

The duties of the Trustee Board shall be:

1. To have charge of and be accountable for temporal affairs of the church.
2. To have custody and control of the real and personal property of the church.
3. To be responsible for all receiving and disbursing of the funds of the church.
4. Aid and advise the Pastor and Deacon Board regarding temporal affairs of the church.

SECTION 5: MEETINGS

There shall be regularly scheduled monthly meetings of the Trustee Board. The Trustee Board shall meet the end of each month on a day and at a time to be designated by its membership. The Board shall provide prior written notice to the Pastor of their monthly meeting schedule and as soon as practical any other meetings.

SECTION 6: QUORUM

A quorum for all Trustee Board meetings shall be the majority of its members.

SECTION 7: BOARD PROCEDURES

The Trustee Board shall establish their own rules and/or procedures and are not to be in conflict with the Holy Bible, Bylaws and Church Covenant and shall present them to the Pastor as the overseer of the Congregation. The Trustee Board procedures shall include language to identify signature authority of the Trustee Board Chair, Vice-Chair, and no more than three (3) other members of the Trustee Board for all financial and legal documents and include the names and length of term of all board members. The specifics of the authority including types of documents, amounts and duration of the authority shall also be included.

Biblical Reference(s) 13: I Corinthians 12:28, 14:40

All members by virtue of their faith are to bring forth issues to the person(s) with whom they are in conflict. For the purposes of the administration of the church, church member(s) may bring issues directly to the Pastor, the Deacon Board and/or the Trustee Board. The Leaders will work with the church member(s) and with each other to resolve issue(s) and/or concern(s). In the event the issue(s) and/or concern(s) are not resolved, members may present them to the church membership as outlined in Article 12, "Services and Meetings."

In the event of an unresolved conflict between the Pastor, the Deacon Board and/or the Trustee Board outside of personnel issues and other provisions contained in these Bylaws, the conflict will be resolved as follows:

SECTION 1: INITIAL RESOLUTION PROCESS

The issue should be first discussed by the Chair and Vice-Chair of the Deacon Board and the Trustee Board along with the Pastor and a member of the Ministerial staff or another Advisor from the church body identified by the Pastor.

- A. The Conflict Resolution Process will begin with the written presentation of the issue(s) identifying the nature of the conflict and requested resolution. Subsequent to receipt of the written statement a meeting shall convene to address the conflict and present a resolution as soon as possible but not more than fourteen (14) calendar days.
- B. If the issue is not resolved, then a second attempt to resolve the conflict will include a meeting of the Pastor, Deacon Board and Trustee Board. The Pastor may also have a member of the Ministerial staff participate or

another Advisor from the church body identified by the Pastor. Copies of the written statements from all three (3) parties will be provided and the meeting shall convene as soon as possible but not more than fourteen (14) calendar days after the previous step.

SECTION 2: FINAL RESOLUTION PROCESS

Conflict(s) or issue(s) not otherwise addressed in these Bylaws shall be resolved as set forth below by the church membership. The Pastor and each Board must submit a written position statement clearly identifying their position on the issue(s), the facts as they perceive them and recommend resolution(s). Written position statements are to be made available to the Pastor, the Deacon Board and Trustee Board within seven (7) calendar days from the previous meeting. Upon receipt, it will be the responsibility of the Trustee Board Chair to schedule a Special Church Meeting for the specific purpose to hear and resolve the conflict at issue by majority vote.

Biblical Reference(s) 14: PROVERBS 17:13-15; MATTHEW 7:4-5, 15:18, I CORINTHIANS 1:10, 6:1-3; Galatians 6:1-3; Psalm 133:1

SECTION 3: PROCEDURES

- A. Any party (the Pastor, Deacon Board and/or Trustee Board) who fails to participate in the earlier conflict resolution steps related to the issue is prohibited from participating in the subsequent attempts to resolve the conflict. If it is the moving party who does not participate at any of the steps, the issue is resolved based on the decision of the remaining parties. The moving party may designate a Representative if they are unable to participate in any meeting within this process. If the moving party becomes incapacitated and cannot participate in the process, the issue will be tabled for 60 days.

- B. All written position statements must be submitted as follows:

1. Each party must submit four (4) sealed envelopes containing their written statement to the Church Secretary within the specified time frames above. The sealed envelopes must contain the submitting party's signature across each envelope closure.
 2. The Church Secretary will sign and date receipt each of the sealed envelopes across the seal closures.
 3. Internal service will be delivered to the Pastor, Chairman of the Deacon Board and the Chair of the Trustee Board by the Church Secretary and retain one (1) sealed envelope until there is resolution and will be provided written instructions from the Joint Board to produce the envelope for the purpose of shredding or to provide to a third party for the purpose of resolution.
- C. Resolution of the conflict at any step must be reduced to writing and signed by all parties acknowledging their receipt.

ARTICLE 10

LEADERSHIP MEETINGS/WORKSHOPS

SECTION 1: MEMBERSHIP

There shall be leadership meetings/workshops composed of all boards, officers and Ministry leaders of the church and shall meet at least twice a year with the Pastor and Deacon Board, with at least one (1) meeting in November or December to prepare a church calendar for the upcoming year. Other meetings, trainings and workshops may be scheduled as deemed necessary by the Pastor, Deacon Board and Trustee Board.

SECTION 2: DUTIES

The responsibilities of these leadership meetings, trainings and/or workshops will be to review the entire Church Program as a means of improving and coordinating all activities of the church to avoid overlapping and conflicting activities. Church Programs shall have the intent of increasing the faith through addressing the spiritual and other needs of the church body and community while and bringing others to Christ.

ARTICLE 11 **OTHER MINISTRY LEADERS AND COUNCILS**

SECTION 1: MINISTRY LEADERS & DUTIES

- A. Agent of the Church- The agent will represent the church in filing the Bylaws, amendments and other appropriate required documents with government officials. The agent shall be either the Chairman of the Deacon Board or the Chair of the Trustee Board, whichever has more tenure in the position as Chair. Documents relating to real estate transactions must be approved by the church membership with prior notice to the Pastor and Deacon Board. Personnel contracts must be approved by the Church Leadership.

- B. Superintendent of Sunday School-Appointed by the Pastor to establish and administer a complete Sunday School curriculum. Responsibilities of this position may include the appointment of teachers and other assistants with approval of the Pastor in carrying out such a program.

- C. Assistant Superintendent(s)-To aid and assist the Superintendent of the Sunday School and to act in the absence or disability of the Superintendent.

- D. Council of Christian Education-The Council of Christian Education shall be approved each year at the Annual Meeting and shall consist of seven (7) members of the church, one of whom shall be a Deacon, the Superintendent of Sunday School, Youth Department Director and Biblical Counseling Director with the remaining members appointed by the Pastor and inclusive of representatives of any other teaching ministries. The Director of the Christian Education Council is appointed by the Pastor. The responsibility of the Council of Christian Education is for the establishment and administration of a religious education

program for the church under the direction of the Pastor. The Council shall meet together as least twice (2) a year to communicate, coordinate and calibrate the curriculums.

SECTION 2: TENURE

The above-mentioned leaders shall be approved for a term of one (1) year at the Annual Meeting of the church, after being presented by the Pastor.

SECTION 3: OTHER MINISTRY ELECTIONS

All other ministries shall elect their own officers annually and present the names to the Pastor, to be submitted for approval at the Annual Meeting.

Biblical Reference(s) 15: I Corinthians 12:1-31

SECTION 1: SUNDAY MORNING WORSHIP

Sunday morning worship shall be conducted each and every Sunday morning at such hour(s) as the membership may determine. There shall be Church School each and every Sunday morning.

SECTION 2: COMMUNION

Communion shall be administered by the Pastor, Assistant Pastor(s), Associate Minister(s), and the Deacon Board.

Biblical Reference(s) 16: 1 Corinthians 11:23-30

SECTION 3: OTHER RELIGIOUS MEETINGS

Other religious meetings shall be determined by the Pastor and the Deacon Board.

SECTION 4: BUSINESS MEETINGS

There shall be an Annual Business Meeting of the church which shall be held on a designated Saturday in January each year. There shall be Quarterly Business Meetings of the church which shall be held on a designated Saturday in April, July and October. Notification of all church business meetings shall be posted on the church bulletin board(s) and announced from the pulpit at least two (2) weeks prior to the meeting.

At such Annual Meeting there shall be an approval of newly appointed and reappointed Trustees, Council of Christian Education, Superintendent of Sunday School, Assistant Superintendent(s) of Sunday School, Treasurer and such other officers as the membership may determine. At the Annual Meeting ministry heads shall be presented to the membership. There shall be installation of officers and ministry heads the Sunday following approval.

The church business year begins January first (1st).

- A. The Annual Business Meeting of the church shall be open to all active members, each having the right to give expression of opinion on matters concerning the church body.

- B. The Quarterly Business Meetings shall be open to all active members. Each member may submit a request to the Pastor, Deacon and/or Trustee Board to include an item on the Quarterly Meeting agenda. This request must be made in writing and include the member(s) name and any specific and relevant information. The request is to be submitted at least two (2) weeks prior to the quarterly meeting date and prior to the Joint Board meeting. If the item is not included on the agenda the member may bring the issue to the annual or special meeting.

Biblical Reference(s) 17: Psalm 119:133; Proverbs 3:5-6

Only eligible members, have the right to vote. The Chair of the Trustee Board shall preside at all business meetings of the church. In the absence, the Vice-Chair of the Trustee Board, and in the absence of both, the Chairman of the Deacon Board, and then the Vice-Chair of the Deacon Board shall preside at said meeting. In the absence of all four, church members present shall elect a Moderator to chair the meeting.

SECTION 5: SPECIAL MEETINGS

Special meetings of the church membership may be called by the Pastor, Deacon Board or upon petition of seventy-five (75) eligible members of the church body to the Deacon Board requesting a special meeting of the membership. The petition needs to be on the identified church form that may be obtained from the church office and specifically state what is to be discussed at the Special Meeting. The petition form must be returned to the church office within fourteen (14) calendar days for review and recording prior

to seeking any petition signatures of the eligible church body. The church office will return the finalized petition to the requestor within fourteen (14) calendar days. All petitions will be reviewed by the Pastor, Deacon Board and Trustee Board Chairs for language clarification. The Deacon Board shall assure that written notice in the church bulletin and the Pastor shall ensure announcements from the pulpit shall be given for two (2) weeks prior to the meeting; stating the date, the time, the place and the purpose of such special meeting.

Special emergency meetings may be called by the Pastor or the Deacon Board by announcement from the pulpit at the Sunday morning services immediately before such a meeting.

SECTION 6: QUORUM

A quorum for conducting business at an Annual or Quarterly Meeting shall consist of twenty-five (25) adult members, eighteen (18) years of age or over, in good standing. A quorum for conducting business at a Special Meeting of the church shall consist of fifty (50) adult members, eighteen (18) years of age or over, in good standing. A quorum for conducting a Special Meeting of the church shall consist of fifty (50) adult members, eighteen (18) years of age or over, in good standing.

SECTION 7: VOTING

The membership present shall determine if the vote is done openly or by ballot. Except as indicated in the following Articles which are expressly done by ballot:

- Article 4- Minister (Pastor)
- Article 5 – Minister (Assistant Pastor[s])
- Article 7 – Deacons (Deacon Board)
- Article 8 – Trustees (Trustee Board)
- Article 11 – Other Ministry Leaders and Councils

Members under eighteen (18) years of age or members under Watch Care, shall not be eligible to vote on matters presented at church meetings.

SECTION 1: DUTIES OF THE PASTORAL SCREENING COMMITTEE

The function of the Pastoral Screening Committee shall be to screen and submit to the membership at a meeting, called solely for that purpose, the names of the Minister(s) to be considered as Pastor of this church. A Pastor shall be elected in the manner set forth in Article 4 “Minister (Pastor)”, in these Bylaws.

SECTION 2: MEMBERSHIP OF THE PASTORAL SCREENING COMMITTEE

There shall be a Pastoral Screening Committee consisting of the Chairman of the Deacon Board, and one (1) member thereof, Chair of the Trustee Board and one (1) member thereof, and three (3) from the church membership. The above mentioned Boards shall select their members to the Screening Committee and the membership shall approve by majority vote its three (3) members to the Screening Committee, at any church meeting.

SECTION 3: DUTIES OF THE ASSISTANT PASTORAL SCREENING COMMITTEE

The function of the Assistant Pastor(s) Screening Committee shall be to screen and submit to the membership at a meeting, called solely for that purpose, the names of the Minister(s) to be considered as Assistant Pastor(s) of this church. An Assistant Pastor(s) shall be elected in the manner set forth in Article 5 “Minister (Assistant Pastor[s])”.

SECTION 4: MEMBERSHIP OF THE ASSISTANT PASTORAL SCREENING COMMITTEE

The Screening Committee for the Assistant Pastor(s) shall consist of the Pastor, two (2) members appointed by the Pastor, two (2) members selected by the Deacon Board, two (2) members from the Trustee Board and two (2) from the church membership.

SECTION 5: CRITERIA AND QUALIFICATIONS

The Screening Committee for the Pastor and Assistant Pastor(s) shall establish the screening criteria and qualifications for the position not otherwise required by these Bylaws at the beginning of the selection process and have them presented to the church membership and voted on at a regular or special meeting called for this purpose.

SECTION 1: MEMBERSHIP

There shall be an ad hoc Bylaws Committee appointed, consisting of the Chairman of the Deacon Board, and one (1) member thereof, the Chairperson of the Trustee Board and one (1) member thereof, and three (3) from the church membership. The above-mentioned Boards shall select their members to the Bylaws Committee and the membership shall approve by ballot vote its three (3) members to the committee, at any church meeting.

SECTION 2: DUTIES

This ad hoc committee shall serve upon the request of the membership to assist the Church:

1. Review the subject document for accuracy purpose.
2. Present revised draft to the Church Leadership for input and ultimately the membership for input and approval at any church meeting, provided that notice of the meeting including time, place and the intent of the meeting have been announced from the pulpit at the Sunday morning services for two (2) weeks prior to the meeting.
3. Make final copies available to the membership for distribution within thirty (30) days of ratification.

There shall be a Church Treasurer who shall be a member of the church, selected by the Trustee Board and who shall be presented each year at the Annual Meeting of the church.

The Treasurer shall account for all monies on behalf of the church. The Treasurer shall ensure bank deposits are promptly made and monitor all funds. The Treasurer shall keep accurate record of all revenues, expenses and assets of the church. The Treasurer shall have a demonstrated knowledge and background in Finance and/or Accounting and submit a monthly financial report to the Trustee Board. The Treasurer shall make a regular report at all church meetings, other than meetings called for a special or other specific purpose. The Treasurer shall be bonded for an amount deemed appropriate by the members of the Trustee Board.

The Treasurer shall meet with and be an ex-officio member of the Trustee Board, with the right to voice opinions and vote in the meeting of the Trustee Board. There shall be an annual audit of the records of the church by an outside Auditor.

SECTION 1: RIGHT OF INDEMNIFICATION

Each individual who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal (hereinafter a “proceeding”), by reason of the fact that such individual:

- A. is or was a Trustee, Officer, Joint Board Member, Spiritual Head or ex-officio of the church or
- B. is or was serving (at such time as such individual is or was a trustee or officer of the church) at the request of the church as a director, officer, trustee, ministry leader, employee, non-director volunteer or the agent

shall be indemnified and held harmless by the church to the fullest extent authorized by the law of this state against all expenses (including actual and reasonable attorneys’ fees), judgments, penalties, fines and amounts paid in settlement incurred by such indemnitee in connection therewith. The right to indemnification conferred under this Section shall be a contract right and shall apply to services of a trustee or officer as an employee or agent of the church as well as in the person’s capacity as a trustee or officer of the church. The church shall indemnify any such indemnitee seeking indemnification in connection with a proceeding (or part thereof) initiated by such indemnitee only if such proceeding (or part thereof) was authorized by the Trustee Board of the church.

SECTION 2: INSURANCE

The church shall purchase and maintain insurance, at its expense, to protect itself, all assets and any person who is or was a trustee, officer, Joint Board member, Spiritual Head or ex-officio of the church, non-director volunteer or

agent of the church or is or was serving at the request of the church as a director, officer, employee, ministry leader, non-director volunteer or the agent.

The church shall maintain proper insurance on the building and all contents of the church and properties at all times so to ensure replacement of the structure and all contents within at the time of loss. The Treasurer shall provide a written report with copies of the receipts, invoices, purchase orders or proof of purchases to the agent each quarter so proper coverage will be on the church's assets at all audit times. The coverage shall be at a minimum consistent with the reported assets of the church that is provided in the church's annual audit report.

ARTICLE 17

AMENDMENTS OF THE BYLAWS

SECTION 1: BYLAWS

The Bylaws may be amended, repealed or altered by the membership calling for an ad hoc Bylaws Committee to be appointed, according to Article 14, “Bylaws Committee”, herein and charging them with the responsibility to recommend changes.

SECTION 2: AMENDMENTS AND/OR CHANGES

The church Bylaws will be reviewed within the fifth (5th) year of the ratification of this document and there after every fifth (5th) year, the church at the Annual Church meeting shall determine if a review of the current Bylaws is necessary. At any other time, if a church member wishes to have the Bylaws reviewed they may:

- A. Request the issue to be placed on the Agenda of a regular church meeting through a member of the Joint Board, or
- B. Upon petition for a special meeting for this purpose.

Notification to the membership of any upcoming review will be done at a minimum of sixty (60) days prior to the church meeting.

SECTION 3: APPROVAL AND ACCEPTANCE OF REVISIONS

Approval and acceptance of revisions and changes to the Bylaws will be done by majority vote at the church meeting for this purpose.

ARTICLE 18

BYLAWS

All business meetings of this church shall be governed by Parliamentary Procedure as set forth in Robert’s Rules of Order, unless modified by these Bylaws. Any member upon request may receive a copy of the Bylaws from the church office.

<i>ACTIVE</i>	<i>a member who sustains the church's worship ordinances, discipline, doctrines, and who has supported the expenses of the church within the last six (6) months or who has been maintained as active by the Deacon Board.</i>
<i>CHURCH LEADERSHIP</i>	<i>as used in these Bylaws is to refer to the Pastor, Deacon Board and Trustee Board.</i>
<i>CHURCH MEMBERSHIP</i>	<i>as used in these Bylaws is to refer to members of the congregation and/or body in good standing to vote and participate in the temporal matters, church meetings, etc. of New Hope Missionary Baptist Church.</i>
<i>CONGREGATION</i>	<i>as used in these Bylaws is to refer to members, nonmembers, visitors, etc. participating and/or attending the spiritual services and matters of New Hope Missionary Baptist Church.</i>
<i>VOTING ELIGIBILITY</i>	<i>a member of New Hope Missionary Baptist Church in attendance who is active, eighteen (18) years of age or older, and not under watch care, must be present to vote on issues presented at church meetings.</i>
<i>EX-OFFICIO</i>	<i>a member of a committee by virtue of or because of an office (e.g.; the office of Pastor). An ex-officio has all rights and privileges of any other member.</i>
<i>INDEMNIFICATION</i>	<i>to secure against future loss, damage or liability of the church.</i>

<i>JOINT BOARD</i>	<i>the Pastor, Deacon Board and Trustee Board comprise the Joint Board.</i>
<i>MALFEASANCE</i>	<i>the commission of some act which is unlawful, or any wrong doing that affects, interrupts or interferes with the performance of official duties.</i>
<i>MISFEASANCE</i>	<i>the improper performance of some act which a person may lawfully do.</i>
<i>NONFEASANCE</i>	<i>the omission of some act which a person should do or neglect of duty.</i>
<i>SPIRITUAL HEAD</i>	<i>the Pastor, the Spiritual Overseer, having leadership over sacred matters of the church.</i>
<i>SPIRITUAL MISALIGNMENT</i>	<i>when a leader has a different spiritual interpretation or spiritual goals than the Pastor with whom he must work closely or with the membership as a whole.</i>
<i>TEMPORAL AFFAIRS</i>	<i>affairs of the church which are related to earthly, lay, or secular concerns.</i>

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one Body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger, to abstain from the sale of, and use of, intoxicating drinks as a beverage; to be zealous in our efforts to advance the kingdom of our savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer, to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.