

**AMENDED AND RESTATED BY-LAWS  
OF  
PLEASANT HEIGHTS BAPTIST CHURCH**

**PREAMBLE:**

We, the members of Pleasant Heights Baptist Church of Columbia, Tennessee, in order to 1) preserve the principles of our faith as a body of Baptist believers in the Lord Jesus Christ; 2) preserve the liberties of each individual member of the Church; 3) ensure freedom of action of independence from any religious body or organization; and 4) provide for orderly conduct of internal affairs, in dealing with others, and governing members, have adopted the following By-Laws. The original will be kept in a safe deposit box.

**Article I – Doctrinal Statement**

The church adopts The Baptist Faith and Message 2000 as its doctrinal statement. Copy attached.

**Article II – Membership**

Section I - Qualifications

The membership of this church will consist of such persons who confess Jesus Christ to be their Lord and Savior.

The church will receive members as follows:

- (a) By profession of faith in Jesus Christ followed by believer's baptism;
- (b) By letter of recommendation from other churches of like faith and order;
- (c) On statement of a personal experience of salvation and baptism or
- (d) By restoration. (With restoration defined as reinstatement of a previously dis-fellowshipped member. Restoration is accomplished by confession, repentance, and acceptance by the church membership).
- (e) Upon the objection of any member to receiving an individual as a member of this church, such matter will be referred to the Pastor and Deacons, who will report on the validity of the objection at the next business meeting.
- (f) As stated in the By-Laws, the term "members" means the members of the church as determined in accordance with these By-Laws.
- (g) It is the duty of every member to contribute financially to the support of the church and its missionary and benevolent enterprises.

## Section II - Members Liabilities

- (a) A member is not, as such, personally liable for the acts, debts, liabilities, or obligations of the church.

## Section III – Reconciliation

It shall be the practice of this church to emphasize that every reasonable measure, guided by scripture (i.e. Matthew 18:15-20; 1 Corinthians 5; Titus 3:1-11; etc.), will be taken to assist any member. The Pastor, other members of the church staff and the Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by concern for redemption and church unity.

It will be the duty of the Deacons to investigate carefully complaints against any individual member. Should the Deacons confirm, after investigation, that a complaint is warranted and needs attention, they should report such complaint to the church along with recommendations for action.

## Section IV – Termination of Membership

This church will dismiss members as follows:

- (a) Upon the death of the member;
- (b) By granting a letter of transfer to any church with which this church membership is in fellowship. Members who are moving from this church are encouraged to unite with a local body of believers and request such letter of transfer as soon as possible.
- (c) Upon the objection of any member to granting a letter of transfer from this church, such matter will be referred to the Pastor and Deacons, who will report on the validity of the objection at the next business meeting. No membership will be terminated until due notice and a hearing is provided to such member and all faithful efforts have been made to bring such member to repentance.
- (d) The church will place on inactive membership status any member who has not attended for a period of one (1) year. Inactive members will not have the privilege of voting in matters of church business.

### **Article III – Leaders and Officers**

President

Secretary and Assistant Secretary

Treasurer and Assistant Treasurer

Moderator and Vice Moderator

### **Article IV – Spiritual Leaders**

- a. Senior Pastor
- b. Associate Pastor and Ministry Staff Directors
- c. Deacons

### **Article V – Election of Spiritual Leaders**

The church members will elect the following spiritual leaders:

#### **(a) SENIOR PASTOR**

(i) Whenever a vacancy occurs in the pastorate, the members will elect by secret ballot, a Pastor Search Committee of no more than seven (7) members of whom at least two (2) will be women and at least two (2) will be men. The Deacon Body and the nominating committee together will submit a ballot of eighteen (18) prescreened members (twelve men and six women), who have confirmed they will serve if elected, to be considered by the church's members. Each member will vote for seven (7) individuals. An individual must receive a minimum of 50% of the votes cast to be on said committee. Following the first vote, the top twelve (12) (minus any receiving 50% or more of the vote) will be placed on the second ballot. The vote will continue until seven (7) total members have received 50% or more of the vote (of which two (2) women and two (2) men must be included).

(ii) The Pastor Search Committee will recommend to the members the name of a Southern Baptist Minister to serve as Interim Pastor. Such recommendations will include the proposed salary, benefits and other terms of employment. Public Notice of such recommendation will be given to the members by the Pastor Search Committee at least two (2) weeks in advance of the day on which the recommendation will be presented to the members. Only one (1) name will be considered at a meeting and not until that name is acted upon by the members can another name be recommended. The Interim Pastor will not be eligible to be called as the full-time Pastor.

(iii) After the Pastor Search Committee has agreed on a proposed Pastor, and before a meeting of the church membership is held for the purpose of considering such proposed Pastor, the Committee will work out tentative terms of an agreement with the proposed Pastor. This tentative agreement will be in writing and will be read at the time the recommendation is placed before the members. This tentative agreement will state the proposed salary, benefits and other terms of employment. Public Notice of such recommendation will be given to the members by the Pastor Search Committee at least two (2) weeks in advance of the day on which the recommendation will be presented. Only one (1) name will be considered at a meeting and not until that name is acted upon by the members can another name be recommended.

(iv) The call of the Pastor will be by secret ballot, with an affirmative vote of at least eighty-five percent (85%) of the active members who are present and voting required to issue the call. The election will take place on a Sunday morning at a special business meeting called for the limited purpose of voting on a recommended Pastor. The tenure of office of the Pastor will be for such time as may be mutually agreeable to him and the church.

(v) A simple majority of the active members who are present and voting will be necessary to dismiss a Pastor. A Pastor will only be dismissed at a special called business meeting. At least two (2) weeks' notice of such meeting must be given to the members.

#### (b) ASSOCIATE PASTORS AND MINISTRY STAFF DIRECTORS

(i) Persons to fill such positions will be elected by the members from recommendations made by the Personnel Committee.

(ii) The Personnel Committee will recommend to the members the name of an Associate Pastor or Ministry Staff Director to serve as Interim Associate Pastor or Ministry Staff Director. Such recommendations will include the proposed salary, benefits and other terms of employment. Public notice of such recommendation will be given to the members by the Personnel Committee at least two (2) weeks in advance of the day on which the recommendation will be presented to the members. Only one (1) name will be considered at a meeting and not until that name is acted upon by the members can another name be recommended. Any Interim Associate Pastor or Ministry Staff Director will not be eligible to be called as the full-time Associate Pastor or Ministry Staff Director.

(iii) The Personnel Committee will recommend to the members the name of an Associate Pastor or Ministry Staff Director to serve as Associate Pastor or Ministry Staff Director. After the Personnel Committee has agreed on a proposed Associate Pastor or Ministry Staff Director, and before a meeting of the members is held for the purpose of considering such proposed Associate Pastor or Ministry Staff Director, the Committee will work out tentative terms of an agreement with the proposed Associate Pastor or Ministry Staff Director. This tentative agreement will be in writing and will be read at the time the recommendation is placed before the members. This tentative agreement will state the amount of the proposed salary, benefits and other terms of employment. Public Notice of such recommendation will be given to the members by the Personnel committee at least two (2) weeks in advance of the day on which the recommendation will be presented. Only one (1) name will be considered at a meeting and not until that name is acted upon by the members can another name be recommended.

(iv) The call of the Associate Pastor or Ministry Staff Director will be by secret ballot, with an affirmative vote of at least eighty-five percent (85%) of the active members who are present and voting required to issue the call. The election will take place on a Sunday morning at a special business meeting called for the limited purpose of voting on a recommended Associate Pastor or Ministry Staff Director. The term of office of the Associate Pastor or Ministry Staff Director will be for such time as agreed upon by the church.

(v) A simple majority of the active members who are present and voting will be necessary to dismiss an Associate Pastor or Ministry Staff Director. An Associate Pastor or Ministry Staff Director will only be dismissed at a special called business meeting. At least two (2) weeks' notice of such meeting must be given to the members.

### (c) DEACONS

(i) The church membership will have at least twelve (12) Deacons to serve on a three (3) year staggered rotation.

(ii) Qualifications. To be considered as a Deacon, the individual must meet the qualifications as described in 1<sup>st</sup> Timothy 3: 8-13 and Acts 6: 1-8 plus:

- a. Be at least 25 years of age and have been a member of the church for a minimum of two years;
- b. Reflect and demonstrate spiritual maturity, Godly wisdom, and a committed faith that evidences the Lordship of Jesus Christ;
- c. Demonstrate a consistency in stewardship with the tithe to the church;
- d. Be a faithful attendee of worship service, weekly Bible study, and a leader in other areas of ministry;
- e. Follow spiritual principles for conflict resolution, maintain confidentiality, and make decisions objectively, without bias; and
- f. Agree with the principles of "The Baptist Faith and Message 2000".

(iii) Church members will recommend up to four (4) individuals based on the above qualifications during the month of May. No current Deacon will be eligible for re-election until one (1) year after his term expires.

(iv) The Deacon Nominating Council will consist of five (5) individuals appointed by the Deacons. Two (2) will be current Deacons. They will be responsible for assuring that un-ordained prospects are qualified for ordination as Deacons and that prospects who were ordained by other churches meet the qualifications of this church. All prospects who are willing to serve will complete a qualifications questionnaire prior to being interviewed by the Deacon Nominating Council. If the prospect meets all qualifications to serve as Deacon and agrees to serve, his name will appear on the ballot. The ballot will be published a minimum of two weeks prior to the vote. On a Sunday morning, no later than the second Sunday in July, the members will vote by secret ballot for the required number of men as stated on the ballot.

(v) A committee consisting of the retiring Deacons will collect and count the ballots. After the ballots have been counted, vacancies will be filled, beginning with the individual who received the highest number of votes and continuing until the required number of men needed have agreed to serve. If a tie should occur for the last vacancy needed, this tie will be broken by a run-off election to be held on the third (3rd) Sunday in July. The men elected will then become the new Deacons for the upcoming Church Year and will be presented to the members as soon as possible, but no later than the fourth (4th) Sunday in July. The results of the Deacon election will be retained for one (1) year to fill any vacancies that may occur during the Church Year.

(vi) Any Deacon elected who has not previously been ordained will appear before an ordination counsel comprised of ordained men and will be ordained by the church before the September Deacon's Meeting.

(vii) New Deacons will begin service on September 1. The current Deacons who have fulfilled their term and rotate off will complete any assigned ministry responsibilities through September 30<sup>th</sup>.

(viii) The duties of the Deacons shall be to consider matters pertaining to the welfare of the members, spiritual and otherwise; to make recommendations to the members; to execute instructions given to them by the members; and to resolve all pastoral relations issues. They are to serve as counsel and advise and confer with the Pastor in all matters pertaining to the spiritual and material welfare and work of the members. They are to maintain personal oversight of all the membership of the Church and to seek to know the physical needs and the moral and spiritual struggles of the Church membership and shall serve the whole Church membership in relieving, encouraging, and developing all who are in such need. The Deacons shall also serve as the Lord's Supper Committee and shall be responsible for preparing the Lord's Supper Table to be served to the members.

#### **Article VI – Election of Officers**

The church will also elect the following officers:

(a) **PRESIDENT**

The Chair of the Trustees shall be President

(b) **SECRETARY AND ASSISTANT SECRETARY:**

The Secretary and Assistant Secretary will be elected by the members at the Annual Business Meeting. The Nominating Committee will recommend members to fill such positions. The Secretary and Assistant Secretary will serve for one (1) calendar year or until their successors are elected and take office. The Secretary and/or Assistant Secretary will keep a faithful record of all business transacted by the Church membership, receive all reports and place them on file, keep an up-to-date alphabetical list of members with necessary information concerning them, attend to all correspondence with other Churches and issue Letters of Transfer.

(c) **TREASURER AND ASSISTANT TREASURER:**

The Treasurer and Assistant Treasurer will be elected by the members at the Annual Business Meeting. The Nominating Committee will recommend members to fill such positions. The Treasurer and Assistant Treasurer will serve for one (1) calendar year or until their successors are elected and take office. The Treasurer or Assistant Treasurer shall sign all checks. Assisting the Treasurer and Assistant Treasurer shall be the secretarial staff. The Financial Secretary shall prepare monthly and annual financial reports, to be reviewed and approved by the Treasurer or Assistant Treasurer; copies of which go to the Church Secretary for a permanent record. Copies of such reports are to be prepared and made available to each member of the Church. Quarterly reports will be prepared and made available for those attending the business meeting and filed with the corresponding business minutes. The Treasurer or Assistant Treasurer shall use bank accounts in the name of the Church, with a bank or banks so designated by vote of the Church membership; make all disbursements by check; and keep regular account showing all receipts and disbursements.

(d) **MODERATOR AND VICE MODERATOR**

The Moderator and Vice Moderator will be elected by the members during the Annual Business Meeting from nominations by the Nominating Committee. They will serve for one year or until their successor has been elected.

For all business meetings for the members, if the moderator and vice moderator are not available, the Chairman of the Deacons may moderate the business meeting.

## **Article VII – Trustees**

The Trustees will act as the Corporate Board of Directors and it will be six (6) individuals nominated by the Nominating Committee at the Annual Business Meeting and elected by the members. They will serve on a three (3) year staggered rotation. The Trustees will serve as the governing body and be responsible for compliance of Pleasant Heights Baptist Church Inc. The Trustees will serve as the designated legal representative of the Church for the purpose of executing any documents necessary to purchase, mortgage, or sell any real property owned by the members as instructed by a vote of the membership. An assigned Deacon and an assigned Pastor will serve as Ex-officio members of this committee. If any member should resign before his or her term is fully expired, the Nominating Committee will recommend to the members someone to serve the unexpired term of office, and the members will elect the person to fill such vacancy at the next business meeting. Following the election of the new Trustees, they will convene and select a Chairman.

## **Article VIII – Three (3) Year Staggered Rotation**

Three (3) year staggered rotation will apply to standing and all other committees needed to carry on the ministry of the church. This refers to the individuals nominated to serve on a three (3) year staggered rotation only.

Three (3) year staggered rotation – This applies to all current and future committees. In order to establish a three (3) year staggered rotation, the three (3) individuals elected to serve on newly formed committees will serve for one (1) year; two (2) years; and three (3) years respectively. Thereafter, each succeeding member will be elected to serve a three (3) year term, unless fulfilling an unexpired term. The individual rotating off a three (3) person committee will serve one (1) year as a non-voting ex-officio member.

## **Article IX – Standing Committees**

- (a) Unless otherwise stated in a specific committee description, each Standing Committee will consist of three (3) members elected by the membership from nominations by the Nominating Committee, to serve on a three (3) year staggered rotation. Alternate guidelines are listed for the Capital Funds Committee and the Nominating Committee in their specific sections.
- (b) New Standing Committee members will be elected at the November Business Meeting. Following the election of all committee members, each committee will convene and select a chair for the committee. Committees will report their selected chairs to the Nominating Committee no later than January 31 each year.
- (c) Ex-officio members - Unless otherwise stated in a specific committee description, all ex-officio members shall be non-voting members and not be counted towards a quorum. Ex-officio members may not chair a committee. Ex-officio Deacon members of committees below will be assigned by the Deacon Body. If a Deacon presently serves on a standing committee, he may additionally be considered the Deacon ex-officio member of that committee. Ex-officio pastoral members of committees will be assigned by the pastoral staff.

**Standing Committees consist of the following:**

1. Finance/Budget
2. Capital Funds
3. Personnel
4. Property
5. Nominating
6. Weekday Pre-School
7. Constitution and By-Laws
8. Missions

**1. Finance/Budget Committee**

The Finance/Budget Committee will consist of three (3) members elected by the membership, as specified in Article IX (a). Additionally, the Treasurer and Chairman of the Deacons will be voting members on this committee. The Pastor and the Assistant Treasurer will be non-voting members of this committee.

The Finance/Budget Committee will prepare an annual proposed church budget to be made available in print to the church body at least thirty (30) days prior to being presented and recommended at the November Business Meeting, and to be voted on by the members on a Sunday morning in a Special Called Business Meeting. They will advise the Treasurer, Assistant Treasurer and any clerical staff assisting them in financial matters; and will assist the Treasurer in presenting Financial Reports at business meetings. In the absence of the Treasurer, the Assistant Treasurer, Financial Chair or the Chairman of Deacons may give the Financial Report. The Finance Committee will oversee the Galatians 6:2 Fund or similar fund established by the members. They will also be responsible for reviewing financial policies, recommending new financial policies and developing stewardship emphases. All financial and budget matters will be under the watch care of the Committee.

A financial audit or review by an outside firm not associated with the Church will be conducted annually. The Finance/Budget Committee will select the firm to perform such audit or review.

**2. Capital Funds Committee**

The Capital Funds Committee will consist of three (3) members elected by the membership from nominations from the Finance/Budget Committee to serve on a three (3) year staggered rotation. Additionally, the Treasurer and the Chair of the Finance Committee will be voting members of this committee. An assigned Deacon and an assigned Pastor will serve as ex-officio members.

The purpose of the Capital Funds Committee will be to evaluate bids, review Property Committee's requests, and approve funding for building projects needed to maintain the church facilities, while maintaining Capital Funds adequate to handle emergency expenses.

**3. Personnel Committee**

The Personnel Committee will consist of the three (3) members elected by the membership, as specified in Article IX (a). Additionally, an assigned Deacon and an assigned Pastor will serve as ex-officio members. The Committee will recommend to the church members all employed personnel, except the Senior Pastor.



The Personnel Committee, at its discretion, may nominate five (5) members to serve on a sub-committee for the limited purpose of searching for an Associate Pastor or Ministry Staff Director. Those proposed members of such sub-committee shall be elected by a majority vote of the active members at a business meeting.

#### **4. Property Committee**

The Property Committee will consist of the three (3) members elected by the membership, as specified in Article IX (a). An assigned Deacon and an assigned Pastor will serve as ex-officio members. The Property Committee will oversee the maintenance of the church building (s) and attached grounds and will be the direct interface on all maintenance related issues. They will determine priorities based on the needs of the church and will approve projects that are covered by the Property Committee budget. For projects that cannot be funded through the Property budget, they will provide bids to the Capital Funds Committee for evaluation and approval.

#### **5. Nominating Committee**

The Nominating Committee will consist of the three (3) members elected by the membership, from nominations by the Deacon Body, to serve on a three (3) year staggered rotation. Additionally, the Sunday School Director, a Deacon assigned by the Deacon Body and a member assigned by the Pastor will be voting members of this committee. An assigned Pastor will serve as an ex-officio member.

The Nominating Committee will recommend to the membership nominations for standing committees as well as other committees needed to carry on the ministries of the church as outlined in Article VI – Election of Officers; Article VII – Trustees; Article IX – Standing Committees; and Article X – Annual Business Meeting. All terms will be effective January 1 of the following calendar year, or as needed throughout the year as specified in Article X.

#### **6. Weekday Pre-School Committee**

The Weekday Pre-School Committee will consist of the three (3) members elected by the membership, as specified in Article IX (a); plus a member of the Personnel Committee, a member of the Finance Committee, a member of the Deacon Body, as assigned by each respective committee/body, and an assigned Pastor.

The Committee will meet at least quarterly and be responsible for overseeing the weekday pre-school. The Committee will recommend to the Personnel Committee a Director of Pre-School. The Pre-School Committee will set policies, ensure such policies are followed, determine salaries and oversee the paid personnel in the Weekday Pre-School Program. They will review financial reports and provide information to the members at the Quarterly Business Meeting.

#### **7. Constitution and By-Laws Committee**

The Constitution and By-Laws Committee will consist of the three (3) members elected by the membership, as specified in Article IX (a). An assigned Deacon and an assigned Pastor will serve as an ex-officio member of the committee. The committee will review the Constitution and By-Laws and make recommendations to the members. Any recommendations for amendments or modifications to the Constitution will be voted on only at the Annual Business Meeting. Any recommendations to the By-Laws can be voted on at any regular quarterly business meeting. All modifications or recommendations must be presented in writing to the members at least thirty (30) days prior to the

members vote. An active member may submit a proposed change or amendment in writing to such committee for its review or such committee may review the Constitution or By-Laws on its own initiative.

The Constitution or By-Laws can be amended only by an eighty-five percent (85%) affirmative vote of the active members who are present and voting.

### **8. Missions Committee**

The Missions Committee will consist of the three (3) members elected by the membership, as specified in Article IX (a); plus a member assigned by the Pastor, a member of the Finance/Budget Committee, a member of the Deacon Body, as assigned by each respective committee/body, and an assigned Pastor.

The Committee will meet as needed to fulfill its responsibilities and shall report regularly to the church in business meetings. The Committee will 1) develop an annual plan for Mission Projects and Mission Education; 2) *recommend* annually a local mission project for the Columbia/TN Missions Project; 3) *recommend* goals for approved Mission Offerings (*Annie Armstrong, Lottie Moon, Tennessee State Golden Missions Offering*); 4) *recommend* an annual Missions Budget to the Finance/Budget Committee and be responsible for its administration in compliance with church financial policy; and 5) enlist and train leaders and members to carry out approved Mission Projects. As with all other standing committees involving financial concerns of the church, these financial and budget matters will be under the watch care of the Finance/Budget Committee.

### **Article X– Annual Business Meeting**

The Annual Business Meeting of Pleasant Heights Baptist Church will be held the fourth Sunday evening in August. At the Annual Business Meeting, the Nominating Committee will recommend for election leaders and officers for the coming year, as specified in Article VI – Election of Officers, and Article VII – Trustees, to serve for one (1) year or until their successor has been elected. Additional committee members, leaders, etc. may be recommended by the Nominating Committee at any other regular business meeting during the year, as needed. For example, Sunday school leaders or helpers will be recommended for the upcoming Sunday school year at the regular quarterly business meeting *prior to* “Promotion Sunday.”

### **Article XI – Quarterly Business Meetings**

Quarterly business meetings shall be held on the fourth (4<sup>th</sup>) Sunday evening of January, April and August. The November meeting will be held on the second (2<sup>nd</sup>) Sunday evening.

### **Article XII – Special Business Meetings**

Special business meetings may only be called by the Pastor, Chairman of the Deacons, Chair of the Personnel Committee or Chair of a Search Team. At least two (2) weeks’ notice announcing the special matter, for which the meeting is called, shall precede such meeting. No business other than that for which the meeting was specially called may be transacted at such special business meeting.


**Article XIII – Quorum**

Ten percent (10%) of resident members must be present to constitute a quorum for any business meeting.

**Article XIV – Parliamentary Authority**

Robert's Rules of Order will govern all procedures except where the Constitution or By-Laws order otherwise.

Dated this the 12<sup>th</sup> day of November, 2017

  
Secretary