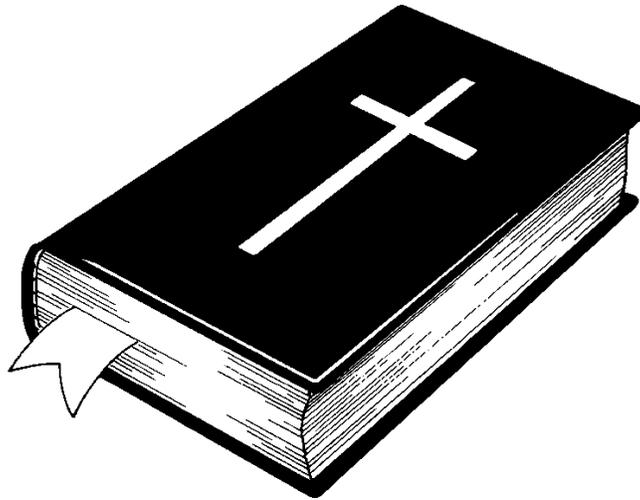
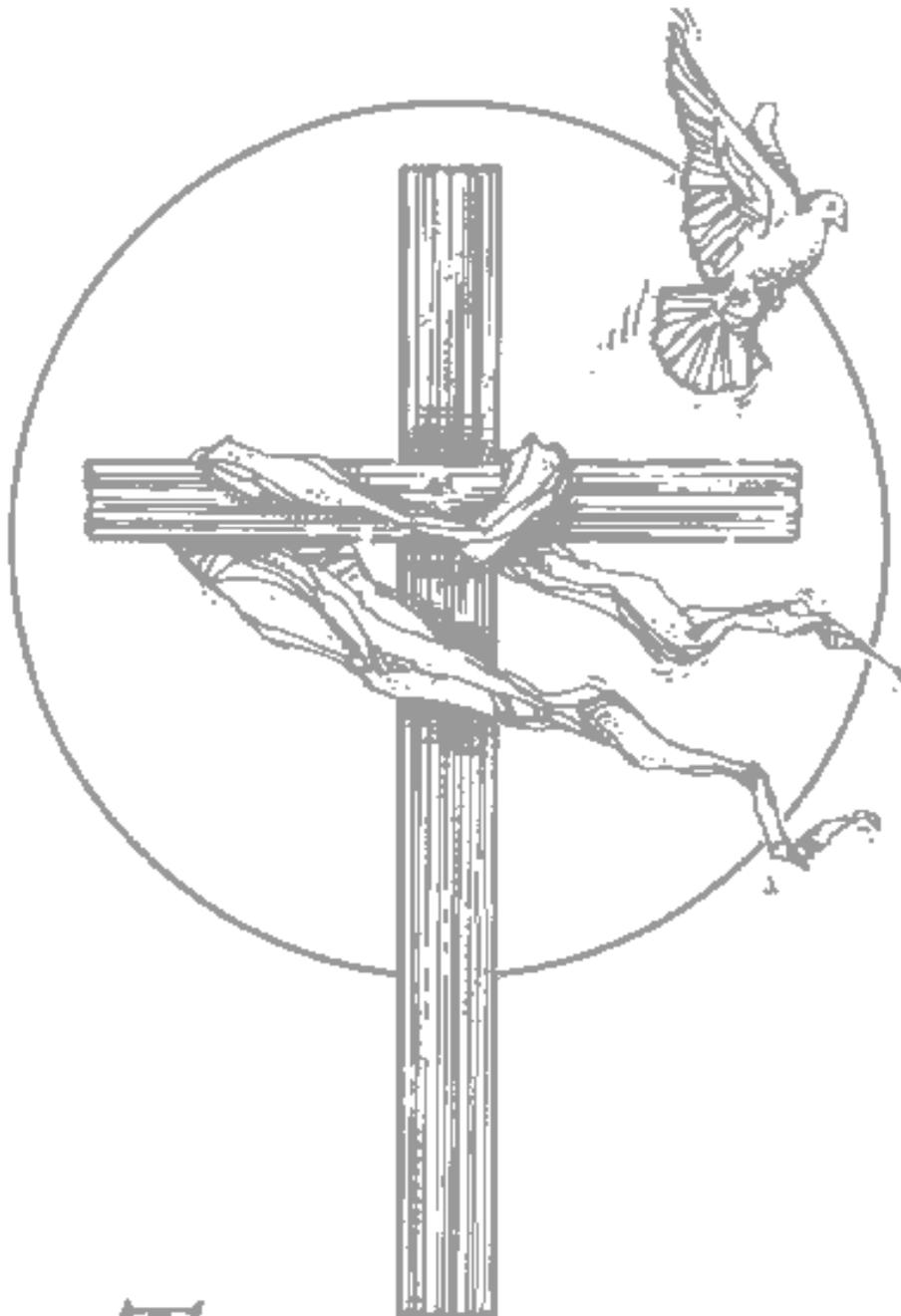


WALL HIGHWAY BAPTIST CHURCH



CONSTITUTION & BY-LAWS

Established by the Church Body
December 6, 1989
Last Reviewed on 01/15/2017



*The Lord lift up
His countenance
upon you
and give you peace.*

—Numbers 6:26

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WALL HIGHWAY BAPTIST CHURCH

CONSTITUTION

PREAMBLE

For the preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist denomination, and for the purpose of preserving the liberties inherent in each individual member of the Church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

ARTICLE I. CHURCH NAME

This body shall be known as WALL HIGHWAY BAPTIST CHURCH, incorporated in Madison County, Alabama.

ARTICLE II. COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Lord and Savior, and on the profession of our faith, having been baptized in the name of the Father, and the Son, and of the Holy Ghost, we do now, in the presence of God, angels, 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 and 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 spreading of the gospel through all nations. We also engage to maintain family and personal 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 and use of drugs abusively or intoxicating drinks as a beverage, and 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 each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move 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.

ARTICLE III. DECLARATION OF FAITH

We believe in the verbal inspiration and inerrancy of the Bible. We believe the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages to come.

We believe God is revealed in three persons—the Father, the Son, and the Holy Spirit, each being God. We believe that Adam and Eve were created by a special act of God, and in the image of God. By their free choice they sinned, and thus, brought sin into the human race. Man is a sinner by nature and by choice.

We believe that Jesus Christ, the virgin-born Son of God, by his death, burial, and resurrection, purchased salvation by His blood. The conditions of salvation are repentance and faith. Salvation is by grace through faith, not by works. We believe the saved are kept eternally by the power of God.

We believe that the Church is a local body of baptized believers banded together in the faith and fellowship of the Gospel. The Church is an autonomous body, not being controlled by any other ecclesiastical or political organization, but making its own decisions by the leadership of the Holy Spirit. We believe the two Church ordinances are baptism by immersion and the Lord's Supper. The Church's duty is to make disciples of Christ and teach them to grow spiritually and minister to one another.

We believe in the personal, visible, and premillennial return of Jesus Christ to earth. We believe that heaven is the blessed eternal home of the saved and that hell is the eternal place of torment for the lost.

ARTICLE IV. CHARACTER

Section 1: Polity

The form of government of the Church shall be truly democratic with final authority over all matters vested in the body of believers comprising its membership. All programs and committees shall be subject to the authority and will of the Church. The Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation which are common among Southern Baptist Churches.

Section 2: Denominational Affiliation

This Church shall be a cooperative member of the Madison Baptist Association; the Alabama Baptist Convention; and the Southern Baptist Convention.

Section 3: Doctrine

The Holy Scriptures of the Old and New Testaments are the sole authority for faith and practice of the Church. No member is required to accept any doctrine not contained in, or that is contrary to, Scriptural authority.

ARTICLE V. MISSION STATEMENT

Mission Statement

The heartbeat of our Mission is to love and honor our Lord and Savior, Jesus Christ, and to fulfill the Great Commission by making disciples in Madison County and around the world.

Section 1: Vision Statement

We specifically believe God has called us to focus on reaching our surrounding areas with the Gospel of Christ. We desire to do this by mobilizing our Church's ministries to touch the untouched and build relationships with others by representing Christ well in our Community, our State, and our Nation.

Section 2: Philosophy of Ministry

A Commitment to Creative Bible Exposition

We are committed to equipping Christians, through the preaching and teaching of God's Word, to follow Christ in every sphere of life.

A Commitment to Prayer

The ministries and activities of the Church will be characterized by reliance on prayer in their conception, planning, and execution.

A Commitment to Creativity and Innovation

Our message will always remain the criteria for ministry. However, our methods must be continually evaluated and, if necessary, altered to meet the needs in people's lives. We are more concerned with effectiveness in ministry than with adherence to tradition.

A Commitment to Excellence

In the ministries of this Church, we seek to maintain a high standard of excellence to the glory of God. We are keenly aware that what represents our Lord must be bathed in a continuous pursuit for excellence.

A Commitment to Growth

We believe that God desires for us to reach as many people as possible with the life-changing message of Jesus Christ. We will, therefore, seek methods and policies which will facilitate numerical growth without compromising in any way our integrity of our commitment to biblical truth. Our ministry will seek to reach the entire family.

WALL HIGHWAY BAPTIST CHURCH BY-LAWS

ARTICLE I

PURPOSE

It is the purpose of these By-Laws to establish rules and procedures by which this congregation agrees to abide in all matters covered by these By-Laws. Upon adoption of these By-Laws, any business conducted at variance with these By-Laws (as interpreted by the By-Laws/Parliamentary Committee) shall be null and void. Such determination may be made and presented to the Church not later than the conclusion of the next regular business meeting.

ARTICLE II

CHURCH MEMBERSHIP

Section 1: REQUIREMENTS

The membership of this Church shall be composed of persons who meet one of the following requirements:

- a. Who have confessed Jesus Christ to be their personal Savior and Lord, and have followed Him in baptism by immersion at the hands of this Church.
- b. Who have been received upon receipt of a letter of dismissal from another Baptist church, having already received believer's baptism. *
- c. Who have once been a member of a Baptist church and having already received believer's baptism, but due to circumstances has no regular letter of dismissal, are received into our fellowship upon a statement satisfactory to the Church.
- d. Who have given evidence of their Christian experience and acceptance of believer's baptism at the hands of a church in agreement with the declaration of faith (CONSTITUTION ARTICLE III.).
- e. Who have given evidence of their Christian experience in a church other than Baptist, but having never received believer's baptism, receives it at the hands of this Church.

* BELIEVER'S BAPTISM

Two things are necessary for believer's baptism—a proper mode and a proper meaning. The mode is immersion in water and emersion from water, a symbolic meaning of death, burial, and resurrection. If the mode is changed, the meaning is lost, or if the meaning is changed, the mode loses its significance. Therefore, this Church does not accept as believer's baptism any baptism performed by a church which teaches a different meaning or uses a different mode.

Section 2: NEW MEMBERS

Adult new members will be provided a copy of the “Church Constitution and By-Laws” for their education and guidance on the beliefs, functions, and organization of this Church.

Section 3: TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways:

- a. By death.
- b. Any member in regular standing may be granted a letter of transfer to any other church of like faith and order upon request. Letters of transfer shall be granted to other churches and not to individuals.
- c. Any member may terminate his membership upon request to the Church or any of its constituted officers.
- d. The Church may, after due notice and hearing, terminate the membership of any Member for cause of unChristlike conduct. This should be limited to flagrant, notorious, and extreme circumstances. The principles of Matthew 18 and Galatians 6:1 must be observed in the discipline of any Church member.
- e. Any member whose membership has been terminated for cause may be reinstated by a majority vote of the Church members in attendance at a business meeting called for said purpose.

ARTICLE III

THE OFFICERS OF THE CHURCH

Section 1: OFFICERS

- a. The officers of this Church are the Pastor, other Ministerial Staff, Deacons, Trustees, and elected leadership as determined by the Church.
- b. The Church may provide for additional staff from time to time, as its needs shall determine, without amending these By-Laws.
- c. The Pastor and support personnel shall be elected in a meeting announced at least 7 days in advance. The election shall be by secret ballot, and a three quarter majority of votes cast shall be required for election.
- d. Immediately following the vote to call a pastor or staff member, a separate recommendation will be presented by the Personnel Committee regarding the salary and benefits of the elected candidate. The vote to call and the vote on salary and benefits shall be conducted within the same business meeting.
- e. Should the Church deem it necessary to seek the dismissal of the Pastor or a Staff Member, the action shall take place at a meeting called for that purpose,

of which at least one-week notice has been given. The chairman of the deacons shall call the meeting to order and serve as moderator. Such action should be taken only in extreme circumstances of misconduct or failure to perform duties. If there is any accusation of wrongdoing, it shall be received only in the manner of I Timothy 5:19. Thorough investigation shall be made by the Deacon body and Personnel Committee to ascertain the truth, and the Pastor or Staff Member will be apprised of the problem and given opportunity to correct the situation. The dismissal will require two-thirds vote of those present to pass, and the vote will be by secret ballot. Should the vote for dismissal pass, severance pay in the form of current salary will not be paid in excess of 30 days, or until employment is obtained, whichever may come first.

Section 2: GENERAL QUALIFICATIONS

An officer of the church shall:

- a. Be a Christian;
- b. Be a “Servant of God” led of the Lord to service for this position;
- c. Possess a deep conviction concerning the principles of the Christian faith held by Southern Baptists;
- d. Be devoted to Christ in his personal life and in service through His Church;
- e. Be dedicated to the task of administering the program of this Baptist Church through his position;
- f. Be thoroughly acquainted with the plans and purposes of each of the Church organizations, programs, and program services;
- g. Possess a cooperative attitude and the capacity to work effectively and harmoniously to accomplish the goals and programs established by the Church;
- h. Be dedicated to the missionary purposes of Christ and His Church;
- i. Practice the Bible plan of giving in his own household and demonstrate sound fiscal responsibility in personal finance.

Section 3: PASTOR

A. Call

A Scripturally qualified Pastor shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week’s notice has been given.

The election shall be by secret ballot, and three-fourths of the votes cast will be required for election. The man to be considered for call as Pastor shall have been recommended by a Pastor Search Committee duly elected by the Church

according to these By-Laws. Should the candidate fail to be elected, or should he decline the call, the Pastor Search Committee shall proceed to find another candidate until a Pastor is obtained.

B. Term

The Pastor thus called shall serve until his death, retirement, resignation, or until dismissed by the Church. The Pastor is expected to give two week's notice of resignation. The relationship may be terminated immediately by mutual consent between the Church and Pastor. In the event the Church should have a need to select a replacement for the Pastor, a Pastor Search Committee shall be nominated. (See Committees)

C. Duties

The Pastor is in charge of the welfare and spiritual growth of the Church. As Christ's undershepherd, he is responsible for the spiritual leadership of the congregation, and will provide a spiritual haven for all members of the community. He is responsible for preaching the Word and seeing that the pulpit is filled in his absence. He will assure that the work of Christ's Church is done in an efficient and Christian manner and will oversee the work of the staff and all paid personnel. The Pastor is accountable to the Church body, through the Deacons.

D. Pulpit Vacancies

The Pastor shall be granted a minimum of two week's paid vacation each year. He will be in charge of the pulpit at all times and will appoint a qualified person to fill the pulpit in his absence. The total amount of time the Pastor will be absent for vacation or to conduct revivals away from the Church will be agreed to as part of the call.

Section 4: DEACON ELECTION COMMITTEE

The Deacon Election Committee shall consist of: (1) The Deacons who are rotating off the active Deacon body, (2) one layman, nominated by the Nominating Committee and elected by the Church members present and voting at a Church business meeting, (3) the Pastor, as an ex-officio member. The committee shall elect their own chairman.

Section 5: DEACONS

A. Number/Term

The Deacon body shall consist of a minimum of seven Deacons. A ratio of one Deacon to every 10 resident church families or a ratio deemed appropriate by the Deacon chair shall be established and approved by a majority vote of the church. Deacons will be elected for a three-year term with approximately one-third rotating off annually.

Deacons who rotate off will remain on inactive status for one year before being eligible for re-election. When necessity dictates, a Deacon's term may be extended for a period of one year by a majority vote of the Church members present and voting at a Church business meeting.

In case of a vacancy during the unexpired term of a Deacon, the Deacon Election Committee shall select and nominate an inactive Deacon to the Church to fill the un-expired term. A three-fourths majority vote of the Church members present and voting will be required for election.

B. Requirements

- a. He shall have been an active male member of the local Church for at least 2 years, who is at least 25 years old and has been a Christian for at least 3 years. (Age 25 is recognized as adult age in the various organizations of a Baptist Church.)
- b. He shall be of “Good Reputation” (Acts 6:3) and “Blameless” (1 Timothy 3:10). His social and moral standards should be above question. He should be “Full of the Holy Spirit” (Acts 6:3). In other words, he should have the fruit of the Spirit in his life (Galatians 5:22-23). He should practice the Spirit-filled life daily (Ephesians 5:18), and he should be a witness for Christ (Acts 1:8). Wisdom comes from a regular daily study of the Bible. He should be “full of faith” (Acts 6:5) and demonstrate a walk of faith. “Holding the mystery of the faith with pure conscience” (1 Timothy 3:9). He should be sound in his doctrine, knowing what he believes and why. He should be “Grave, not double-tongued” (1 Timothy 3:8). He should be “Not given to much wine” (1 Timothy 3:8). ANY wine would violate the Church covenant! He should be “Not greedy for money” (1 Timothy 3:8). Not a stingy or materialistic man. He should be “Tested” (1 Timothy 3:10). A man whom the Church has already “seen in action,” faithfully discharging the Lord’s work, and meeting the Biblical qualifications. He should be “the husband of one wife,” and a spiritual leader in his home (1 Timothy 3:12). In other words, married deacons should have no more than one living wife. Their wives must be “Grave, not slanderers, sober, faithful in all things” (1 Timothy 3:11). He should have “Great boldness in the faith” (1 Timothy 3:13). He should be a verbal witness for Christ, boldly telling others about Jesus, as did Stephen, Phillip, and other New Testament Deacons.
- c. He should be able, and unless providentially hindered, should attend all of the regular and called meetings of the Deacons.
- d. He should be a faithful and loyal supporter of the entire Church program and be regular in attendance, not only at the morning and evening worship services and the mid-week prayer service, but also at Sunday school, Church Training, and other general meetings within the Church program.
- e. He should be a faithful and loyal supporter of the missionary program of the Church and denomination.
- f. He should be a tither in belief and practice.
- g. He should be a man of vision and progressive disposition concerning the affairs of the Kingdom of God and the local Church, always faithful and eager to consider any worthy proposal for an improved, enlarged, and efficient Church program.

- h. A Deacon should set a good example by faithfully discharging the duties of any additional Church office or committee to which he may be elected.

C. Selection

The Deacon Election Committee, along with the Pastor, shall discuss and pray about each man nominated to serve as an active Deacon. For each man who is nominated, if the Committee feels that he meets the Requirements for Deacon as adopted by our Church, one or more members of the Committee will contact the nominee about serving as an active Deacon.

If the majority of the Committee feels that a nominee does not meet one or more of the Requirements for a Deacon, the Committee must agree as to which requirement(s) he does not meet. If they are personally contacted by anyone concerning this nomination, the Election Committee should state the requirement(s) which the nominee does not meet.

The Election Committee will compose a letter to each nominee whom they feel meets the requirements for Deacon. This letter should include a copy of the Requirements for a Deacon, and a place for the nominee to indicate whether or not he would serve as a Deacon if elected. The nominee must return the letter to a member of the Committee, after signing it and checking whether or not he would serve. All nominees who indicate that they would serve as Deacon if elected who have never served as Deacons at Wall Highway (whether ordained or not ordained) will be interviewed by the Election Committee. The Election Committee may also, in certain special cases, interview a man who has already served as a Deacon at Wall Highway Baptist Church. After the interviews, the Election Committee will then compile a list of all eligible men who have agreed to serve if elected. The Church will be presented a list of these men from which each member could select by secret ballot the men that he/she chooses. A three-fourths majority vote will be required for election. Those men selected would serve in the vacant positions. If there are not enough eligible men to serve as are needed, the Church will be given a list of Deacons who are rotating off of active status that are willing to serve for one more year. The Church members will vote from that list for as many Deacons as are needed to fill the remaining positions. Those elected in this manner will only serve a one-year term before rotating off.

D. Duties

It shall be the duty of the Deacons:

- (1) To cooperate with the Pastor in furnishing spiritual leadership to the Church, especially in promoting soul-winning and revival programs.
- (2) To so organize themselves as to keep constant and vital contact with the membership of the Church with a view of holding and strengthening their loyalty to Christ and the Church.
- (3) To inform themselves as to the needs, both physical and spiritual, of the whole membership that they may lead the Church to serve effectively its own people by ministering to those who may be in need either physically or spiritually.
- (4) To assist the Pastor and serve the Church in the administration of the Lord's Supper.
- (5) Meet at least once a month for ministry reports, and more often as they deem

necessary. Although the Deacon Body's main function is to minister, they may also function on the same level and in the same capacity as any other committee in the Church. They may act on matters that are not under the jurisdiction of any other committee and which are subject to approval by the Church at a business meeting.

(6) All men who accept a position as an active Deacon should begin working in the Church's Deacon Family Ministry program, if they are not already involved in this program. If a man is already participating in the Family Ministry program as an "inactive" Deacon, he should continue to be involved in this ministry after assuming active status.

(7) He should take, at least one time, a study course as offered by the Church, on the office of a Deacon, its obligations and responsibilities

(8) To be accountable to the Church body through the Pastor.

E. Dismissal

Should a situation occur in which the dismissal of a Deacon is in question, this matter should be first addressed in a Deacon's meeting. Should this fail to resolve the situation, the Deacon body should then place the matter before the Church for appropriate action. If a Deacon is dismissed from the Deacon body, this will in no way cancel his ordination.

Section 6: TRUSTEES

a. The Trustees shall consist of three (3) adult Church members and the Church Treasurer.

b. The Trustees at large shall be recommended by the Nominating Committee and elected by the Church via a majority vote. Trustees at large will serve on a one-year basis. They shall elect a chairman from among their members. The Church may decide to re-elect the same Trustees following their yearlong service, if nominated by the Nominating Committee.

c. In the event a Trustee is elected to fill an unexpired term of office, his term will be the remaining time period of the Trustee he replaced.

d. The purpose of the Trustees is to hold in trust the Church property. They shall make and execute all contracts, deeds, bonds, promissory notes, negotiable instruments, mortgages, trusts, and all other instruments of indebtedness or conveyances of the Church or corporation, by resolution duly authorized in the By-Laws of the Church or its corporation. The Trustees shall have no power to buy, sell, lease, mortgage, or transfer any property without a specific vote of the Church authorizing such action. The Trustees shall assure that the financial investment of the Church in its buildings, furnishings, and equipment is protected through a well-planned and managed insurance program

Section 7: TREASURER

The Treasurer shall be recommended by the Nominating Committee and elected to serve for a period of three years, via a majority vote of the Church members present and voting. The Treasurer shall be a Trustee of the Church.

The Treasurer shall be responsible for the financial program of the Church, and the Treasurer shall insure all funds are deposited in a local bank for credit to the account of Wall Highway Baptist Church.

The Treasurer shall provide for and supervise the payment of all authorized obligations of the Church, establish and schedule a Counting Committee, and provide guidance and instruction in all counting procedures to be used. The Treasurer shall insure clear and accurate records of all receipts and disbursements are maintained and see that a report is prepared for presentation at each monthly business meeting. In addition, an annual report shall be compiled and retained as a permanent record of the Church.

Section 8: COMMITTEES

Committees may be established as the Church deems necessary. All committees shall have equal status before the Church. Service by two or more committees working together shall be considered as a joint action of the committees involved. The Pastor and Ministerial Staff are ex-officio members of all committees, with the exception of the Pastor Search Committee. No church member may serve on the following committees who are employed, or has a family member employed (full- or part-time) by the Church: Pastor Search Committee, the Constitution and By-Laws Committee, the Personnel Committee, the Nominating Committee or the Finance Committee. "Family members" for the purpose of this section shall be defined as any person related by blood, marriage, adoption, or any other person residing in the household of an employee. Each committee shall maintain their portion of the Policy and Procedures manual for the Church and review it with the By-Laws Committee. When committee membership falls below the required number, the committee chairman will request the Nominating Committee to seek a suitable replacement.

The various Church committees will be broken down into two (2) distinct categories: Administrative and Service. Administrative Committees, which the majority of committees within the Church fall under, are designed to "administer" the church business and educate the members so that informed decisions can be made. Administrative Committees will consist of personnel that are faithfully attending and are a **member** of the Church. Service Committees will be created based on majority vote from the Church body. Service Committees are designed to provide a "service" to the church and will not be involved in administering Church business. Service Committees can consist of personnel that are faithfully attending but are considered to be non-members. However, the chairperson of a Service Committee must be a person that is faithfully attending and be a **member**. The Flower and Kitchen Committees are examples of Service Committees. Each committee shall be so identified as administrative or service in nature.

The term of service for all committees (except ad-hoc and special committees which shall have well defined criteria for standing down the committee until needed again) shall consist of three (3) years with a one (1) year option if needed and approved by the body. After this term of service, the member is required to take one year off before returning to serve on the same committee. The member may be elected to serve on another committee immediately after rotating off if agreed upon by the member and approved by the body.

All committees are required to meet bi-annually, at a minimum, and as often as needed to accomplish the business of that committee.

A. Nominating Committee

The Nominating Committee shall consist of five (5) church members who are nominated by the Deacons and elected by the Church. One member of the committee will rotate off each year. The Nominating Committee shall be responsible for the staffing of all Church committees and keeping committee vacancies to a minimum. The committee shall maintain committee status lists and report at monthly business meetings.

B. Pastor Search Committee (Ad Hoc)

The Pastor Search Committee shall consist of five (5) adult Church members who, after being contacted, agree to serve and are elected via a majority vote of the Church members present and voting. The Committee shall include at least one ordained Deacon who is serving or has served with the Deacon Body at WHBC. Committee members shall meet the following minimum requirements:

- i) Five (5) year's membership at WHBC,
- ii) Active in Church ministries,
- iii) Regular in Church attendance,
- iv) At least 25 years in age,
- v) Shall be well founded in God's Word and knowledgeable in the Scriptures.

Nominations will be made in two (2) specified consecutive Sundays, the dates of which have been announced in advance. Members may make only one nomination, in writing, and it must be signed by the member making the nomination.

After the names are collected during the two specified Sundays, the Deacon body will prepare a list of all the nominations and will contact those nominated and compile a list of those willing to serve. An alphabetical list will be prepared and presented to the Church. Church members will be asked to take the list home and pray about the five names they will vote for. There will be at least one week between the time in which the congregation is given the list and the time in which they cast their votes. The date of the election must be announced and publicized.

On the date of the election, a new list of all the names of the nominees will be passed out. This list will be a ballot-type format to enable members to vote for up to five people to serve on a Pastor Search Committee. This election will take place at one Sunday morning service only. The Deacon Body will count the number of votes received by each nominee.

The Pastor Search Committee will function until a new Pastor arrives on the Church field.

The Pastor Search Committee shall seek out GOD'S choice of the Pastor and will make a recommendation to the Church, presenting only one candidate at a time for election.

C. Buildings & Grounds Committee

The Buildings & Grounds Committee shall consist of five (5) adult Church members. Members shall be recommended by the Nominating Committee and elected to serve, via a majority vote of the Church members present and voting.

Committee members shall periodically inspect the Church buildings for needed repairs and maintenance, and see that such work is done for necessary safety and attractiveness.

Arrange for any necessary repairs and maintenance to all Church equipment, such as air conditioning, lighting, heating, and kitchen appliances, etc.

See that the Churchyard, grounds, and parking lot are properly maintained.

Supervise any borrowing of Church property in accordance with policies approved by the Church.

Maintain all fire-prevention and fire-fighting equipment in good working order.

Work with other Church groups as necessary for any advantageous remodeling or adjustments of space.

Recommend to the Finance Committee the amount of funds needed for maintenance, new equipment, and expansion of facilities, etc.

Periodically inquire of the Pastor and Staff about needed maintenance to the pastorium or Church-owned homes, and see that such work and repairs are done for necessary safety and attractiveness.

D. Long Range Planning Committee

The Long-Range Planning Committee shall consist of five (5) adult Church members, with one being a current member of Buildings and Grounds, one a current member of Finance, one a current member of the Trustees, and two members at large. Members shall be nominated by the Nominating Committee and elected to serve via a majority vote of the Church members present and voting at a Church business meeting. They shall conduct an annual assessment of the Church buildings, furnishings and equipment to ensure a long-range plan is developed and presented to the Church which reflects buildings, furnishings, and equipment replacement needs to ensure the Finance Committee and Trustees can accurately plan the Church financial requirement.

The committee shall carry on a continuous program of study and research as to Church development, long-range ministry goals, expansion needs, and other matters necessary to Church growth. They will make recommendations to the Church, as they deem necessary.

E. Finance Committee

The Finance Committee shall consist of the Church Treasurer, Church Financial Administrator, and three (3) adult Church members at large. The three adult members shall be nominated by the Nominating Committee and elected to serve via a majority vote of the Church members present and voting at a Church business meeting.

The Treasurer shall serve as Finance Committee Chairman and call meetings as necessary for the Committee to review and prepare budget modifications for presentation to the Church.

The Finance Committee shall prepare and submit to the Church, for approval annually, an inclusive budget, indicating by items the amount sought for all expenses and purposes.

The Finance Committee will ensure that a detailed personal record of all individual offerings of the Church membership is maintained and a summary provided annually to each contributing member.

F. By-Laws and Parliamentary Committee

The By-Laws and Parliamentary Committee shall consist of at least three adult Church members. Members shall be nominated by the Nominating Committee and elected to serve via a majority vote of the Church members present and voting at a Church business meeting.

The Committee shall conduct a periodical review of the Constitution and By-Laws and recommend to the Church any necessary revisions of content or clarification.

The Committee shall establish and maintain a Church Policy Manual based on motions approved at business meetings of the Church. This manual will be available to anyone that has need to determine Church policy.

The Committee shall insure proper decorum and polity of all business meetings using the ROBERTS RULES OF ORDER (Newly Revised) and the Church By-Laws.

The Committee will be organized so that at least one member will be present at all regular and special business meetings to serve as parliamentarian to assist in the interpretation of the By-Laws and to rule on orders of business.

G. Staff Selection Committee (Ad Hoc)

A Staff Selection Committee will be organized when the need of an additional staff member is determined. Each area of the ministry over which the staff member shall have leadership will be represented by at least one committee member who serves in that ministry. The committee will consist of at least five adult members nominated by the Nominating Committee and elected via a majority vote of the Church members present and voting at a Church business meeting. The Staff Selection Committee will be given the job description, including hours, duties, and salary range by the Personnel Committee, which had been previously approved by the Church body and Finance Committee as part of the scope of their task.

H. Special Committees

Special committees are appointed as deemed necessary by majority vote of the Church. The recommendations come from the Nominating Committee, who defines the scope/responsibilities; the relationship to any other committee or group; and criteria for completion and standing down of the committee. The scope/responsibilities shall be reviewed and agreed upon by the Deacons and/or Ministerial Staff. The Nominating Committee then presents nominees for committee membership to the Church for approval.

Special Committees shall consist of the number of members as established by the Church at the time of their election.

I. Personnel Committee

Staff Liaison: Pastor

Committee Composition and Term: The Personnel Committee shall be comprised of Five Church Members (5) men and/or women nominated by the Nominating Committee and approved by a majority vote of the Church in a regular business meeting. No Church member may serve on this committee who is employed or has a family member employed (full-time or part-time) by the Church. "Family member" for the purpose of this section shall be defined as any person related by blood, marriage, adoption, or any other person residing in the household of an employee. Committee Members shall be any adult Church member, other than active deacons, not serving on any other committee. The term of service shall be three (3) years with one (1) or two (2) members elected each year. (Initial terms of the committee members shall be established by the Nominating Committee to initiate member rotation.) The Committee Chairman shall be elected within and by the Committee for a term of one year. No one member shall be elected to serve more than two consecutive years as Committee Chairman.

Committee Purpose: The purpose of the Personnel Committee is to assist the Church in matters relating to the administration of employed personnel.

J. Auxiliary Ministries

The educational auxiliary ministries of Wall Highway Baptist Church, namely Wall Highway Mothers' Day Out and Wall Highway Christian Academy, will operate under the supervision of Wall Highway Baptist Church's ministerial staff. The ministerial staff are accountable to Wall Highway Baptist Church to lead these ministries according to the stated beliefs and doctrines of Wall Highway Baptist Church.

K. Flower Committee

The Flower Committee is responsible for providing flowers in the sanctuary and for sending sympathy expressions upon the death of a Church member. Specific duties include ensuring the placement of a flower arrangement (live or artificial) at the front of the church during the Christmas and Easter seasons, and recognizing the death of Church members by sending an appropriate card to the immediate family of the deceased member (Gideon card or another charitable organization), along with a donation to an appropriate charitable organization on behalf of the Church. The committee may choose to send flowers in lieu of a charitable donation. The committee shall consist of three members. The Flower Committee is designated as a Service Committee.

L. Kitchen Committee

The Kitchen Committee is responsible for the safe and efficient operation of the kitchen in the church basement in accordance with the approved Kitchen Procedures and the serving/eating/fellowship area of the basement. Specific duties include, but are not limited to, the following:

- a. Ensuring an adequate supply of both expendable (paper plates, napkins, plastic ware, foil, dish detergent, etc.) and non-expendables (serving utensils, pots/pans, etc.) are kept on hand to meet the needs of Church social events.
- b. Purchasing food items needed for social events as directed by the ministerial staff.
- c. Setting up tables, chairs, and serving tables in the eating area for social events.
- d. Decorating the basement eating area as appropriate for social events.
- e. Preparing drinks and receiving/organizing food items for social events.

- f. Returning the kitchen and eating areas to a ready condition following a social event. This includes cleaning the floors, tearing down the tables and chairs, taking down decorations, washing all serving utensils, pots and pans, etc., cleaning the kitchen counters and food preparation/serving areas, and taking out garbage bags to the dumpster.
- g. Upkeep and maintenance of the Kitchen Procedures.

The committee shall consist of five members; however, the committee is encouraged to recruit additional help in setup, tear down, and clean-up operations. The Kitchen Committee is designated as a Service Committee.

Section 9: BUSINESS MEETINGS

A. Regular Business Meetings

The Church shall conduct a regular business meeting once a month at a time designated by the Church. At that time all unfinished business and new business shall be brought before the Church for consideration and disposition. For the purpose of this section, meetings shall be on the second Sunday of each month.

Regularly scheduled business meetings may be changed, deferred, or postponed by a majority vote of members present. Such voting must take place on the first Sunday of the month and shall pertain only to that month's meeting.

B. Special Business Meetings

The Church shall conduct emergency business meetings to dispense with any unusual or extraordinary matters requiring immediate attention. These emergency meetings may be called at a regular service by majority consent of the Church members present and voting.

Other special meetings shall be announced at least one week prior to the scheduled date of the meeting, unless stated otherwise herein this Constitution and By-Laws (as amended).

C. Moderator

The Chairman of the Deacons shall serve as Moderator at all business meetings. In his absence, the Co-chair of the Deacons shall serve as Moderator. If he is unable to do so, the duties of Moderator shall be performed by the Pastor.

ARTICLE IV

PARLIAMENTARY PROCEDURE

A. QUORUM

A quorum consists of three percent of the resident membership of the Church as of October 1st of the previous year, provided it is a stated meeting or one that has been properly called.

B. VOTING PROCEDURES

The usual procedure for voting shall be by either a show of hands or verbal response. A written ballot shall be required when deemed appropriate by the moderator or requested by at least five Church members present at any business meeting, or if it is a matter of procedure stated elsewhere herein this Constitution and By-Laws (as amended).

C. MAJORITIES

All matters in a business meeting shall be decided by a simple majority, unless a higher majority is approved by the Church or unless stated elsewhere in this Constitution and By-Laws (as amended).

D. RULES OF ORDER

In all parliamentary proceedings, ROBERTS RULES OF ORDER (Newly Revised) shall govern. A parliamentarian must be present at all business meetings.

ARTICLE V

Adoption of the Constitution and By-Laws

The Constitution and By-Laws shall be adopted and declared in effect when affirmatively voted upon by at least two-thirds majority of the Church members present and voting at a designated meeting for this purpose, provided a Constitutional quorum is present. At least ten (10) days' notice of the meeting to adopt the Constitution and By-Laws shall be provided to all resident Church members.

Adoption of this Constitution and By-Laws shall repeal all previously adopted rules, which are addressed herein.

ARTICLE VI

Amendments

The Constitution and By-Laws, or any Article or Section thereof, may be changed, added to, deleted, or amended by a two-thirds majority vote of the members present and voting at a designated meeting for this purpose, provided a Constitutional quorum is present. Any proposed change, addition, or amendment shall be presented by the By-Laws and Parliamentary Committee at least seven days prior to the business meeting at which such amendment is to be considered. The proposed amendment or change shall be announced in at least one Sunday morning service and/or published in the Church Newsletter or church-wide email before it is voted on. NOTE: All approved amendments have been incorporated into this document through 15 January 2017. Copies of all amendments, since the initial Amendment of September 23, 1998, are maintained by the Constitution and By-Laws Committee and in the Church Office, should any member wish to review.

Church Constitution & Bylaws

