

# HILLTOP BAPTIST CHURCH CONSTITUTION

## ARTICLE I – NAME

The name of this church shall be called Hilltop Baptist Church of Gifford, Pennsylvania, Incorporated.

## ARTICLE II – PREAMBLE

Hilltop Baptist Church came into being A.D. 1976. For the more certain preservation of and security of the principles of our faith and to the end that this body may be governed in an orderly manner and for the purpose of preserving the liberties inherent in each individual member of this 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 and by-laws.

## ARTICLE III – RECORDING

Upon approval of a constitutional amendment at a duly called business meeting, the updated version of the church constitution shall be considered adopted.

The finalized constitution shall be signed and dated by the Pastor and the Deacon Board, and the signed copy shall be retained in the official records of the church office. This document shall serve as the official version of the church constitution.

Any member in good standing may request a copy of the current constitution of the church office.

## ARTICLE IV – PURPOSE

The purpose of the church shall be to promote the interests of the Kingdom of God, by evangelizing the unsaved and by fostering the spiritual edification of its members through the gospel of Jesus Christ as foreshadowed in the Old Testament and manifested in the New Testament.

## ARTICLE V – CHARACTER

### Section 1. Government

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches.

### Section 2. Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth is indicated in the articles of faith.

### Section 3. Affiliation or Organization

This church will have no membership or affiliation with the World Council of Churches and/or the National Council of Churches.

#### ARTICLE VI – CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior,

And on the profession of our faith, having been baptized in the name of the Father, and of 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 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 and use of intoxication 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 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.

## ARTICLE VII – ARTICLES OF FAITH

### Section 1. The Scriptures

We believe in the Holy Bible Scriptures of the Old and New Testaments as the inspired word of God, inerrant in the original writing, and that they are the only infallible authoritative word of God.

### Section 2. God

We believe that there is one true God, who is eternal, the Creator of the universe, who has revealed Himself as a trinity in the unity, the Father, Son, and the Holy spirit – three persons and yet but one God.

### Section 3. God the Son

A. We believe in the deity of our Lord Jesus Christ, the Son of God, which is to say, He is Himself very God; being conceived by the Holy Spirit and born of the virgin Mary.

B. We believe that the Lord Christ died for our sins, according to the Scriptures, as a representative, final and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

C. We believe in the resurrection of the crucified body of our Lord Jesus Christ, in His ascension into heaven in His glorified body, and in His present life there for us as High Priest, Advocate, and the only Mediator between God and man.

### Section 4. God the Holy Spirit

We believe the Holy Spirit is the Spirit of God. He exalts Christ, He convicts of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration, comforts believers, and seals the believer unto the day of redemption, and through illumination He enables men to understand truth.

### Section 5. Man

We believe that man was created by a direct and special act of God, in His own image (personality); that man sinned willfully and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

### Section 6. Salvation

We believe that all who receive by faith the Lord Jesus Christ are born of the Holy Spirit (baptized by the Holy Spirit) at the time of conversion, and that they also have the indwelling of the Holy Spirit and thereby become Children of God, and shall never fall away from the state of grace, but shall persevere to the end.

We believe that children are exempt from the penalty of sin until they reach an age of spiritual accountability.

#### Section 7. Baptism and the Lord's Supper

We believe there are two ordinances given to the Christian: Believers Baptism (by immersion) in the name of the Father, Son, and the Holy Spirit; and the Lord's Supper, which are divinely commanded upon all Christians. Without merit in themselves, they provide an expression of faith regarding the believer's identification and fellowship with Christ.

#### Section 8. Marriage

We believe that from the beginning God created man as male and female. Marriage is the lifelong joining of one man and one woman in a covenant union before God for the purpose of a physical, emotional, and spiritual relationship between the husband and wife (Genesis 2:18-24; Matthew 19:4-6; Malachi 2:14). All sexual relationships outside of marriage are contrary to sound biblical teaching and subject to God's judgment (1 Timothy 1:9,10; Hebrews 13:4).

#### Section 9. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private.

#### Section 10. The Church

We believe the church is the body of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the gospel among all nations.

#### Section 11. Last Things

We believe in "that Blessed Hope" which is the rapture of the church, when the dead in Christ shall rise first; then we who are alive in Christ shall be caught up together with them in the clouds to meet the Lord in the air to be with the Lord forevermore. All this we believe to be prior to the Great Tribulation.

We believe in the personal, premillennial, and imminent return of our Lord and Savior Jesus Christ to earth following the Great Tribulation to establish His kingdom.

We believe in the bodily resurrection of the just at the rapture and the unjust at the Great White Throne Judgment, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

#### Section 12. Spectacular or Sign Gifts

We believe that the so-called sign gifts as listed in 1 Corinthians 12:4-11 were given as a sign to the Jews and that their purpose ceased at the completion of the canon of the Scriptures, as indicated in 1 Corinthians 13:9-10.

**HILLTOP BAPTIST CHURCH**  
**BY-LAWS**  
(Revised June 2016)

ARTICLE I – MEMBERSHIP

Acceptance into membership will be by a majority vote of active members at any regular business meeting. All persons seeking membership shall meet the qualifications defined in this article.

Section 1. Qualifications

- A. Salvation – A profession of faith in the Lord Jesus Christ and showing evidence of regeneration.
- B. Baptism - Baptism by immersion in this church or in a church of like faith and order.
- C. Membership – All individuals seeking membership must meet with either the Pastor or a Deacon to review the church’s Articles of Faith prior to being presented to the membership for a vote. The review ensures the candidate understands and affirms the doctrinal beliefs of the church.
- D. Voting Age - Only members who are 18 years of age or older shall be eligible to vote in any church business meeting.

Section 2. Active Members

Active members are expected to be faithful in personal Bible study and prayer, and show evidence of a fruitful Christian life. In keeping with Hebrews 10:25 they should attend church regularly and share in its organized work.

Section 3. Rights

Each active member in full and good standing shall have equal rights and may act and vote in the business transactions of this church.

Section 4. Discipline / Termination

- A. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, the church may terminate their membership, but only after due notice and hearing before the church and after faithful efforts have been made to bring such member to repentance and amendment. Matthew 18:15-17.
- B. A member conducting a home Bible study clearly found to be teaching non-church doctrine may be terminated, but only after due notice and hearing before the church and after faithful efforts have been made to bring such members to repentance and amendment.

- C. Members may withdraw from church membership at their own request.
- D. The church shall send a letter of notification to any member who has been absent for a period of time exceeding one year. If there is no response from the member, and after prayerful consideration, the member's name may be removed from the church records after an affirmative vote of two-thirds of those active members present at a regular business meeting (not a called business meeting).

#### Section 5. Letters of Transfer

Any member in good standing who requests a letter of transfer to some other church of like faith and order is entitled to have it granted.

#### Section 6. Restoration

Former members of this church who have been excluded by action of this church may be restored to membership upon confession of their error and evidencing true repentance. An affirmative vote of two-thirds of those active members present at a regular business meeting is required.

#### Section 7. Copy of Constitution

A copy of the constitution and any amendments shall be provided to each active church member or family.

### ARTICLE II – OFFICERS

All officers shall be active members of this church in good standing. All officers may serve more than one term.

#### Section 1. Pastor

A. Selection - A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice has been given by mail to all active members. A pulpit committee, preferably five (5) members shall be elected by the church to seek out a suitable pastor. The committee shall bring only one man at a time to the consideration of the church. Election shall be by checking a 'yes' or 'no' ballot with a three-fourths affirmative vote being required for approval.

B. Qualifications – The pastor shall meet the qualifications given in 1 Timothy 3:1-7 and Titus 1:6-10. The pastor shall not have been divorced nor be a homosexual.

C. Duties – The Pastor:

1. Shall preach and teach the Word, and watch over the spiritual interests of the church.
2. Is to take and have charge of all services.

3. Is to administer the ordinances of communion and baptism.
4. Shall only officiate in a biblical marriage uniting one man and one woman.
5. May be a non-voting member of each committee.
6. Shall uphold and defend the church constitution, by-laws, and amendments.

D. Benefit Package – The church is responsible to provide the pastor with an adequate benefit package. This package shall be prepared and presented to the church membership by the budget committee and the deacons.

## Section 2. Interim / Emergency pastor

An interim pastor may be chosen while the pulpit committee endeavors to fill the pulpit vacancy. His appointment shall take place at a called or regularly scheduled business meeting by a three-fourths affirmative vote. An interim pastor is not required to be a member of this church. This appointment can be terminated at any time by either party (interim pastor or church) or will be automatic upon filling the pulpit vacancy.

A. Duties - The duties of the interim pastor shall be to devote a specified amount of time as designated at his appointment to the welfare of the church. He is permitted to be present at any committee meeting at the request or with the consent of that committee.

## Section 3. Deacons

- A. The church shall elect from its membership at least three (3) men to serve as deacons. Their term shall be for three (3) years and be arranged so as to end alternately.
- B. Qualifications - Deacons shall be chosen in line with the qualifications of 1 Timothy 3:8-13 and Acts 6:3.
- C. Nominations - The church membership shall nominate qualified candidates for the office of deacon. The pastor and deacons shall review the nominations to determine each nominee's qualifications and willingness to serve. The final selection comes by vote of the membership when the pastor and deacons make their recommendation.
- D. Duties – In accordance with the New Testament, deacons are to be the servants of the church. They shall:
  1. Assist the pastor in the spiritual supervision of the church.
  2. Attend to the distribution to the needy.
  3. Assist the pastor in administering the ordinances of communion and baptism.
  4. Perform an annual evaluation of the Pastor.
  5. Ensure the supply of a guest speaker in the emergency absence of the pastor.
  6. Uphold and defend the church constitution, by-laws and amendments.

## Section 4. Moderator

The moderator shall be one of the male members as elected annually. In the absence of the moderator, the secretary shall call the church to order and a moderator pro-tem shall be elected.

#### Section 5. Treasurer

The treasurer shall receive and disburse all monies received for the expense of the church. In the absence of the treasurer, the secretary will act as treasurer. All receipts from any source must be counted by at least two (2) persons, one of which should be the teller or treasurer, and deposited in the church checking account. Upon authorization of the church, payments must be made by check with two (2) of three (3) signatures 1) treasurer, 2) secretary, 3) one trustee. Books are open at all times to any member. Books shall be audited annually.

#### Section 6. Secretary

In the absence of the secretary at the business meeting, the moderator shall call the church to order and a secretary pro-tem shall be elected.

A. Duties - The secretary shall:

1. Keep a record of all the official acts of the church.
2. Keep a record of the contributions of each member.
3. Give an annual statement to each contributing member.
4. Keep a register of members with dates of admission to or removal from membership or death.
5. Keep a record of baptisms.

#### Section 7. Teller

The Teller is responsible for overseeing the counting of money with the treasurer or one other appointed person.

#### Section 8. Librarian

The librarian shall oversee the operation of the church library.

#### Section 9. Trustees

A. There shall be six (6) trustees, two (2) of whom shall be elected at each annual meeting to serve for three (3) years. They will hold in trust the property of the church. They shall be responsible for the care of the buildings and grounds. The trustees shall have no power to buy, sell, mortgage, lease, or transfer any property of the church. Trustees shall be corporation officers and shall sign all documents and contracts that may require the signature of the corporation. Trustees shall meet as often as necessary and give reports of each meeting.

B. Church Real Estate Transactions

Any action in regards to real estate can only be done by notifying each active member by mail at least one (1) week prior to a special called meeting. A 75% affirmative vote of those present is required. No other business will be discussed during this meeting.

## Section 10. Music Director

The music director shall be charged with the responsibility to provide worshipful music for the regular services. The director shall have general oversight of the music. He or she is to direct the choir or choirs in public singing and in practice and is to cooperate with the pastor and other church leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed. In the absence of the music director, the members of the church will select a suitable person.

## Section 11. Christian Education Director

Elected yearly, the Christian Education Director shall be responsible for the direction of the Sunday School program, the Vacation Bible School, and all other church training programs.

## Section 12. Baptist Women Director

Elected yearly, the Baptist Women Director shall be responsible for the direction of the Baptist Women program.

## Section 13. Baptist Men Director

Elected yearly, the Baptist Men Director shall be responsible for the direction of the Baptist Men program.

## ARTICLE III – COMMITTEES

### Section 1. Pulpit Committee

Upon vacancy of the office of pastor, a Pulpit Committee composed of a minimum of three (3) members elected by the church shall be formed to seek out a suitable pastor, interim pastor, or pulpit supply. This committee shall serve only for the duration of the pastoral search and shall be dissolved up the installation of a new pastor or completion of the assigned purpose.

### Section 2. Audit Committee

Each year three (3) members shall be elected by the church to audit the treasurer's books. Books shall be audited annually and at any time there is a change in treasurer.

### Section 3. Annual Committees

If the church determines that a committee is needed for the upcoming year, the need shall be announced by church leadership no later than the first Sunday in August.

Nominations for committee members shall open at the time

- and remain open until the September business meeting.
- All nominations shall be presented to the members during the September business meeting.

- Voting for committee membership shall occur during the October business meeting.
- Each annual committee shall serve a one (1) year term, beginning in January unless otherwise specified at the time of formation.

#### Section 4. Special Committees

Additional temporary (ad hoc) committees may be formed at any time by a majority vote of the members. The motion to form such a committee must include a clear purpose and a defined duration. These committees shall automatically dissolve upon completion of their assigned task or at the end of the designated term.

### ARTICLE IV – ORGANIZATIONS

Section 1. All organizations which are authorized by the church shall be governed by the church.

Section 2. There shall be no organization of any type bearing the church name without approval of the church (softball leagues, bowling leagues, etc.).

### ARTICLE V – MEETINGS

#### Section 1. Worship

This church shall meet for worship each Sunday morning and each Sunday evening when possible. It shall also meet one weekday evening, preferably Wednesday. The Lord's Supper shall be observed at least once each quarter, preferably the first Sunday. It shall be open to members and Christians of like faith and order.

#### Section 2. Business meetings

A. Regular Business – The regular business meeting shall be preferably the first Wednesday evening after the first Sunday of the month.

#### B. Special Called Business

1. Called by the Deacons – A special called meeting may be called by the moderator with the approval of the majority of the deacons.

2. Called by the church – The church may be called for business by the deacons upon the written application of five (5) voting members.

C. Quorum – To transact business at any meeting there shall be a quorum of 10% of the active members present.

### ARTICLE VI – CHURCH FINANCE

#### Section 1. Unified Budget System

This church shall accept the Scriptural method of “tithes and offerings” as its plan of finance. Any item purchased exceeding \$500.00, except that which is specified in the budget, shall require church action. In addition, up to \$1,000 can be spent on building related repairs without a church vote.

#### Section 2. Accounts Payable

When there are inadequate finances for the accounts payable, the Trustees will determine the priority of the accounts payable.

#### Section 3. Emergency Expenditure Clause

In the event of an emergency that requires immediate financial action and cannot reasonably wait until the next scheduled business meeting, the church authorizes emergency spending without prior members approval.

Such emergency expenditures must be approved by the Pastor, a majority vote of the Deacon Board, and a majority vote of the Board of Trustees.

A report outlining the nature of the emergency and the amount spent shall be provided to the members at the next regular business meeting.

### ARTICLE VII – ELECTIONS

#### Section 1. General Elections

Election of all officers and committees will be held in the October business meeting with nominations being opened in the September business meeting. Positions will become effective January 1.

#### Section 2. Special Elections

Special elections can be held during the year in case of vacancies.

#### Section 3. Election of Deacons

Members of the church may submit nominations for the office of deacon to either the Pastor or any current deacon. All nominations must be submitted no later than August 15 of each year.

The Pastor and current deacons shall prayerfully review each nominee to determine if they meet the biblical qualifications outlined in 1 Timothy 3 and Acts 6. The names of those who are found qualified and are being recommended for service shall be presented to the members during the September business meeting.

The election shall be held during the October business meeting by written ballot. Each member may vote for one nominee. A nominee must receive a simple majority (50% or higher) of the votes cast to be elected.

If no nominee receives a majority, the two nominees with the highest number of votes will advance to a final runoff vote, to be held immediately. The one with the most votes equal to or exceeding 50% is elected. If no one receives 50%, neither man is elected.

In the event of a tie for second place in the initial vote (resulting in more than two top candidates), a vote shall be taken only among the tied second-place nominees. Voting shall continue among those tied nominees until one reaches a 50% or higher percentage and advances to the final runoff.

In the event of a tie, with each man receiving 50% of the vote, both nominees shall be elected to serve. If neither man receives 50% of the vote, neither man is elected.

#### Section 4. Dissolution of the Church

In the event that Hilltop Baptist Church, a Pennsylvania nonprofit corporation and IRS-recognized 501(c)(3) tax-exempt organization, determines it can no longer continue its ministry and must dissolve, the following provisions shall apply:

1. Debt Satisfaction

All debts, obligations, and liabilities of the church shall be paid or otherwise satisfied prior to the distribution of any remaining assets.

2. Distribution of Assets

Upon the satisfaction of debts, any remaining assets—whether real property, financial accounts, or personal property—shall be irrevocably transferred to one or more nonprofit Christian ministries or organizations that:

- Are of like faith and practice
- Are recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, and
- Qualify under applicable Pennsylvania law to receive such assets.

The selection of such recipient organizations(s) shall be made by a vote of the remaining active membership at a specially called meeting for the purpose of dissolution. A two-thirds (2/3) majority of members present shall be required to approve the selection.

3. Failure to Reach a Supermajority

If a two-thirds (2/3) vote cannot be achieved after reasonable effort, the responsibility for designating the recipient organization(s) shall fall to the Board of Deacons, in agreement with the Pastor and a majority vote of the Trustee Board, in accordance with the above criteria.

4. Prohibition of Private Benefit

In accordance with IRS 501(c)(3) regulations and Pennsylvania nonprofit law, no member, officer, trustee, or individual shall receive any personal distribution or benefit

from the church's remaining assets. All assets must be used solely for charitable, religious, or educational purposes consistent with the mission of the church.

#### 5. Documentation and Reporting

All actions related to the dissolution—including votes, asset valuations, debt settlements, and transfers—shall be fully documented in the official records of the church and made available upon request. Final reporting shall comply with all applicable requirements under Pennsylvania law and the Internal Revenue Code.

### ARTICLE VIII – AMENDMENTS

This constitution and by-laws may be amended when the following procedure is followed along with those procedures outlined in ARTICLE III of the by-laws.

- A. When voted on by the congregation at a business meeting to do so.
- B. All active members shall be notified by mail at least one week prior to the meeting.
- C. There shall be no special called meetings of the church within 24 hours before or after such meeting.
- D. The vote will be by checking a 'yes' or 'no' ballot and must have a 75% affirmative vote of those present to be valid.
- E. No other business will be discussed during this meeting.

### ARTICLE IX – AUTHORITY

No other rules or regulations will supersede this constitution, by-laws, or amendments.



# **HILLTOP BAPTIST CHURCH CONSTITUTION & BY-LAWS RECORDINGS AND REVISIONS**

## **ORIGINAL COPY**

This original document consisted of 16 pages and was voted into existence on April 11, 1976. It was then recorded in Mckean County Court House (Smethport, PA) on May 24, 1976.

**MISC-BOOK          VOL-95          PAGES 117-132**

## **FIRST REVISION**

This revision modified ARTICLE I – MEMBERSHIP / Section 5 – TERMINATION adding Sub-Section C & D. The vote was held on Jan. 24, 1980. It was then recorded on February 1, 1980.

**MISC-BOOK          VOL-97          PAGE 998**

## **SECOND REVISION**

This revision modified the Church Constitution ARTICLE VII – ARTICLES OF FAITH (doctrinal statement) by reducing pages 3 thru 9 to one page. The vote was held on August 19, 1980. It was then recorded on September 10, 1980.

**MISC-BOOK          VOL-98          PAGE 490**

## **THIRD REVISION**

This revision modified the Church Constitution ARTICLE III – RECORDING, ARTICLE VII – ARTICLES OF FAITH / Section 6 – SALVATION by adding 6A & 6B, and also adding Section 11 – SPECTACULAR OR SIGN GIFTS.

Modified also at this time were the By-Laws ARTICLE II – OFFICERS – PASTORS & DUTIES – MODERATOR – TREASURER. Officers added to this ARTICLE were as follows: LIBRARIAN, SUNDAY SCHOOL DIRECTOR, CHURCH TRAINING DIRECTOR, W.M.U. DIRECTOR, and BROTHERHOOD DIRECTOR.

ARTICLE III – COMMITTEES and Section 3 – PULPIT COMMITTEE were also modified and added Section 9 – MISSIONS COMMITTEE and Section 10 – LIBRARY COMMITTEE.

This revision modified ARTICLE IV – ORGANIZATIONS, ARTICLE V – MEETINGS / Section 1 – WORSHIP and Section 2 – BUSINESS, ARTICLE VIII – AMENDMENTS.

The vote was held on February 13, 1984 and was recorded on February 17, 1984.

**RECORD-BOOK   VOL-14          PAGES 1080-1084**

## **FOURTH REVISION**

This revision modified the Church Constitution ARTICLE IV – PURPOSE and ARTICLE V – CHARACTER.

Also modified at this time was the HILLTOP BAPTIST CHURCH BY-LAWS ARTICLE I – MEMBERSHIP Section 4 – Discipline, Section 8 – Prayer Meetings, Home Bible Studies in the Home; ARTICLE II – OFFICERS Pastors, Deacons, Trustees, Church Training Director, Woman’s Missionary Union Director, and Brotherhood Director; ARTICLE III – COMMITTEES – Section 1 – Sunday School and Church Training Nominating Committee, Section 4 – Audit Committee, Section 5 – Music Committee, Section 7 – Constitution Committee, Section 8 – Building Committee, and Section 9 – Missions Committee; ARTICLE IV – ORGANIZATIONS – Section 1 – A. Sunday School B. Sunday Evening Church Training C. Baptist Women, Baptist Men, Bus Ministry, Music Ministry – Section 3 – All Officers and Teachers; ARTICLE VII – Elections – Section 1 – Elections of Officers and Committees.

The vote was held on June 7, 1984. It was recorded on June 8, 1984.

**RECORD-BOOK VOL-19 PAGES 41-46**

## **FIFTH REVISION**

This revision modified each of these ARTICLES and Sections of the Hilltop Baptist Church By-Laws:

ARTICLE I – MEMBERSHIP; Section 1 – Qualifications, Section 2 - Active Members, Section 3 - Rights, Section 4 – Discipline / Termination, Section 5 – Letters of Transfer, Section 6 – Restoration, Section 7 – Copy of Constitution. Section 8 - Prayer Meetings, Home Bible Studies in the Home was removed.

ARTICLE II – OFFICERS; Section 1 – Pastor, Section 2 – Interim / Emergency pastor, Section 3 – Deacons, Section 4 – Moderator, Section 5 – Treasurer, Section 6 – Secretary, Section 7 - Teller, Section 8 – Librarian, Section 9 – Trustees, Section 10 – Music Director, Section 11 – Christian Education Director, Section 12 – Baptist Women Director, Section 13 – Baptist Men Director.

ARTICLE III – COMMITTEES; Section 1 – Budget Committee, Section 2 – Pulpit Committee, Section 3 – Audit Committee, Section 4 – Music Committee, Section 5 – Committee Secretary and Chairman, Section 6 – Constitution Committee, Section 7 – Building Committee, Section 8 – Missions Committee.

ARTICLE IV – ORGANIZATIONS.

ARTICLE V – MEETINGS; Section 1 – Worship, Section 2 – Business meetings, Section 3 – Reading of the Constitution.

ARTICLE VI – CHURCH FINANCE; Section 1 – Unified Budget System, Section 2 – Accounts Payable.

ARTICLE VII – ELECTIONS; Section 1 – General Elections, Section 2 – Special Elections, Section 3 – Election of Deacons.

ARTICLE VIII – AMENDMENTS.

The church vote was held on August 25, 2003. It was recorded on September 15, 2003.

## **SIXTH REVISION**

The church voted in June 2016 to approve the following revisions for each of these Articles and Sections of the Hilltop Baptist Church By-Laws:

### Article VII - Articles of Faith:

Inserted as Section 8 a statement on our beliefs about marriage. Renumbered the sections following.

### By-Laws

#### Article II - Officers

##### Section 1. Pastor

##### C. Duties - The Pastor

Inserted on line item 4 a statement on officiating in marriages.

"Shall only officiate in a biblical marriage uniting one man and one woman."

### Article III - Committees

#### Section 7. Building Committee

Reworded to allow for the creation of a building committee in the event of a major building project and to dissolve the committee upon completion of the project.

### Article VI - Church Finance

#### Section 1. Unified Budget System

Changed the items purchased value from \$20 to \$200 based on a vote of the church at a regular business meeting.

### Article VII - Elections

#### Section 1. General Elections

Changed the elections to occur in October with nominations held in September. Elected positions will become effective on January 1.

#### Section 3. Election of Deacons

Changed the elections to occur in October with nominations held in September.

## **SEVENTH REVISION – 2025**

### **Constitution - Article III – Recording**

Removed the requirement to have it notarized and filed at the courthouse. Added that the Pastor and Deacon board must sign it and that copy will be retained in this church office.

### **By-Laws – Article 1 – Membership**

#### Section 1. Qualifications

##### C. New Members Class – Renamed to “Membership”

Removed requirement to attend a membership class and replaced it with the Pastor or a Deacon must review the church’s Articles of Faith prior to be presented to the membership for a vote.

**By-laws – Article I – Membership**

Section 1. Qualifications

D. Voting Age

Added a requirement that a person must be 18 years of age or older to vote in a church business meeting.

**By-laws – Article I - Membership**

Section 4. Discipline/Termination, A.

Changed “his” to “their”

**By-laws – Article I - Membership**

Section 4. Discipline/Termination, D.

Changed wording “lengthy period of time” to “period of time exceeding one year or more”

**By-laws – Article II – Officers**

Section 4. Deacons, B.

This was removed.

**By-laws Article II – Officers**

Section 4. Moderator

Changed from deacon to male member of the church

**By-laws Article II – Committees**

Removed most committees: Budget, Music, Committee Secretary and Chairman, Constitution Committee, Building Committee, Missions Committee and Library Committee and replaced it with verbiage that allows to elect annual or special committees on an as-needed basis. Retained the Pulpit Committee and Audit Committee but changed the number of people to a minimum of 3.

**By-laws – Article II – Officers**

Section 8. Librarian

Removed the verbiage about the Librarian being the chairman of the Library Committee, since that committee has been eliminated

**By-laws – Article II – Officers**

Section 10. Music Director

Changed “Music Committee” to “members of the church”

**By-laws Article V – Meetings**

Section 2. Business Meetings, B, 2

Change “adult” members to “voting” members

**By-laws Article V - Meetings**

Section 3. Reading of the Constitution

This was removed from the Constitution

**By-laws – Article VI – Church Finance**

Section 1. Unified Budget System, 1

Changed dollar amount from \$200 to \$500

**By-laws – Article VI – Church Finance**

Section 1. Unified Budget System, 2

Add verbiage to allow for the spending of up to \$1,000 on building related repairs without church vote

**By-laws – Article VI – Church Finance**

Section 2. Accounts Payable

Changed Budget Committee to Trustees

**By-laws – Article VI – Church Finance**

Section 3. Emergency Expenditure Clause

Adding this section that in the event of an emergency that requires immediate financial action and cannot wait until the next regularly scheduled business meeting, if the Pastor and majority of the Deacon Board and majority of the Trustees approve, they can move without church approval but must report it at the next business meeting.

**By-Laws – Article VII – Elections**

Section 3. Election of Deacons

Changed verbiage on the election process. Summary, now it is by simple majority vote.

**By-laws – Article VII – Elections**

Section 4. Dissolution of the Church

Added a new section to include legal verbiage if the dissolution of the church becomes necessary, the process is outlined in this section.