

HOLLYVIEW BAPTIST CHURCH
CONSTITUTION
Revised March 5, 1995

PREAMBLE

Trusting in the Lord Jesus Christ as our Savior, and being guided by historic Baptist principles, we unite as a body of believers, and declare the following as our Constitution and Bylaws.

DECLARATION OF FAITH

We believe in the inspiration of Scripture and in its authoritative basis for doctrine and practice; in the Deity of our Lord and in the incarnation through His virgin birth; in His death which brought reconciliation between rebellious man and a just and loving God; in His bodily resurrection; in man's need to accept the reconciling work of Christ; in the presence of the Holy Spirit in the life of every believer; and in our Lord's personal visible return and ultimate Kingdom and reign.

ARTICLE I NAME

The name of this organization shall be **Hollyview Baptist Church**.

ARTICLE II PURPOSE

The purpose of this Church is to be a fellowship of Christian love which is committed to the service of Jesus Christ, and is organized to carry out various ministries in order to advance the Kingdom of God, both in our local community and elsewhere throughout the world.

ARTICLE III AFFILIATION

This Church shall be affiliated and cooperate with the North American Baptist Conference and its local Associations.

ARTICLE IV MEMBERSHIP

Section 1 Definition: The membership of this Church shall consist of persons who have given evidence of repentance, have made profession of their faith in the Lord Jesus Christ, have been baptized by immersion following conversion, and have consented to the views of faith and practice held by this Church as stated in the Scripture and as defined in this Constitution and Bylaws.

Section 2 Becoming a Member: Each request for membership shall be considered by the Pastor and the Membership Committee, who after interviewing the candidate shall recommend the candidate to the Church body for its acceptance by vote. When applicable, a letter of recommendation shall be sought from the candidate's previous Church. The Pastor shall conduct inquiry sessions with all new members.

Section 3 Duties of Members: Members are expected to be faithful in the spiritual duties essential to the Christian life, to attend regularly the services of the Church, to give

systematically and generously for its support and to participate in some phase of its organized work.

Section 4 Termination: Membership in this Church may be terminated by:

A. Letter of Transfer and/or Recommendation: A member may be granted a letter of transfer and/or recommendation to another Church upon request from that Church and by vote of Administrative Board.

B. Erasure: If, for a period of six (6) months, a member has been absent from all services without reasonable cause or has failed to observe his

duties

and obligations as a Church member, he shall be placed on an inactive membership list. The Membership Committee shall make an earnest

effort

to reclaim the inactive member during the next six (6) months. If after six (6) months on the inactive list, the member is still inactive, his membership will be automatically brought to a vote of the Church for termination, but only after a thirty-day (30) notice is given in writing. A member on the inactive list may be restored to full membership by vote of the Membership Committee.

C. Upon Request

D. Death

Section 5 Restoration: Any person who has been erased from membership may, on recommendation of the Membership Committee and by vote of the Church be restored to membership.

ARTICLE V ADMINISTRATION BOARD

Section 1 Composition: The Administrative Board shall consist of:

A. Pastor

B. The Following Officers: Moderator, Clerk, Financial Secretary and Treasurer.

C. Administrative Board Members: The number of Board Members

shall

be determined by the Church.

Section 2 Term of Office:

A. Officers:

1. The Moderator, Clerk, Financial Secretary and Treasurer shall be elected at the annual election for service of one (1) two- (2-) year term

and

are eligible for re-election.

the 2. Should a resignation occur in any position, the new person selected by

Administrative Board will serve out the resigner's term and may then be elected at the annual election by the Church Membership as stated in Article V, Section 2 A. 1.

B. Administrative Board:

shall be 1. Approximately one-half (1/2) of the Administrative Board members

Page 3 - Constitution - Revised March 5, 1995

year elected each year at the annual election for service of one (1) two- (2-) term and are eligible for re-election.

the 2. Should a resignation occur in any position, the new person selected by

Administrative Board will serve out the resigner's term and may then be eligible for election at the annual election by the Church Membership.

Section 3 Duties:

A. General: Subject to the authority and approval of the Church, the Administrative Board shall be entrusted with the spiritual supervision of the Church, and shall be responsible for all of its affairs and ministries. The Board shall be responsible for the objectives, goals, policies, and programs of the Church.

appoint **B. Committees:** Each year the incoming Administrative Board will from the Church, the committees stated in the Bylaws. A member of the Administrative Board shall serve on each of the committees. There shall be no more than five (5) members for each committee. The Stewardship and Finance Committee shall include the Treasurer and the Financial Secretary. Each committee will chose its own chairman, subject to the approval of the Administrative Board.

The Sunday School Superintendent shall be elected by the Church to a two- (2-) year term and shall be eligible for re-election. This position shall be a member of the Education Committee.

they Board Members shall report to the Board on the committees that

represent.

C. Vice Moderator: A Vice Moderator shall be chosen annually by the Administrative Board from among the Administrative Board members to serve in the Moderator's temporary absence.

authority **D. Trustees:** The Administrative Board shall serve as Trustees of the Church and shall annually appoint two persons as **LEGAL TRUSTEES**. The Board shall have legal charge of the Church and shall have the authority to sell, mortgage, or otherwise encumber the real estate or other

property of the Church upon a seventy-five (75%) percent vote of the members of the Church present and voting at a properly called business meeting.

The Administrative Board shall make no expenditure outside of the budget in excess of one (1%) percent of the annual budget without authorization from the Church.

The Administrative Board may secure the services of a custodian and other necessary help at salaries authorized by the Church.

The Administrative Board shall perform such other duties as are imposed upon it by the Church and the State.

E. Temporary Committees: The Administrative Board shall appoint temporary committees as it sees fit to complete special assignments.

Page 4 - Constitution - Revised March 5, 1995

F. Delegates: The Administrative Board shall appoint delegates to the Central Pacific Association, the North American Baptist Conference and to other groups and conferences as it has opportunity and is so inclined.

G. Resignations: The Administrative Board shall have the authority and be responsible for accepting resignations and to fill by appointment any vacancies which exist between the annual election. Resignation should be in writing.

Section 4 Qualifications: Any active member of the Church, at least sixteen (16) years of age, is eligible to serve on the Administrative Board in any of its positions except those which are limited by State Law.

Section 5 Meetings: The Administrative Board shall generally meet once a month. Special meetings of the Board may be called by the Pastor, the Moderator, or by the petition of any combination of three (3) officers or members of the Board.

Section 6 Attendance: All officers and members of the Administrative Board are expected to be present at every regular meeting of the Board. Three (3) unexcused absences in one (1) year as determined by the Administrative Board may result in dismissal.

Section 7 Quorum: A majority of the Administrative Board shall constitute a quorum.

Section 8 Appeals: Any member of the Church, by notifying the Moderator, may appeal to the Administrative Board either in person or writing regarding any action of the Board, its committees, officers, or members. In addition, any member of the Church may appear before the Board to present matters of business, policy, objectives, or programming.

Section 9 Audit: The Administrative Board shall be responsible for appointing auditors for the Treasurer's books. They shall be appointed at the December Administrative Board meeting.

ARTICLE VI PASTORATE

Section 1 Duties: The Pastor shall preach the Gospel, administer the ordinances, minister to the membership and the community, have charge of the spiritual welfare of the congregation and the stated services of public worship, and perform all other duties commonly incumbent upon this office. The Pastor shall be an ex-officio member of all committees.

Section 2 Termination: The term of office may be ended upon sixty (60) days notice on the part of the Pastor or the Church. Shorter notice may be given where both parties are fully agreed.

Page 5 - Constitution - Revised March 5, 1995

Termination of the office by the Church shall be voted at a properly called business meeting; notice of such meeting and its purpose having been publicly announced on two (2) successive Sundays. A vote of seventy-five (75%) percent of the members present and voting shall make valid termination of said office.

Section 3 Pastoral Search: The Pastoral Search Committee will consist of six (6) members plus the Moderator who shall serve as chairman. This committee shall meet as soon as possible after this election and shall investigate the merits of each candidate under consideration in regard to qualifications and suitability for this Pastorate.

The call of a Pastor shall come before the Church at a duly called business meeting, notice of such meeting and its purpose having been publicly announced on two (2) successive Sundays. A vote of seventy-five (75%) percent of the members present and voting shall be necessary to extend a call.

ARTICLE VII NOMINATING COMMITTEE

Section 1 Composition: A Nominating Committee of no less than three (3) members shall be elected at each annual meeting (January). No more than two (2) members of this committee shall be currently serving on the Administrative Board.

Section 2 Securing Nominees: The Nominating Committee shall personally contact each prospective nominee and inform each of the duties of the office for which they would run and shall secure the consent of each prospective nominee before placing the name in nomination.

Section 3 Presenting a Ballot: At least two (2) weeks before the annual election, the Nominating Committee shall present a ballot to the Church with the name of at least one (1) person for each office to be filled.

Section 4 Printed Ballots: The Nominating Committee shall prepare printed ballots for the election with space for nominations from the floor.

Section 5 Pastor Search Committee: The Nominating Committee shall nominate a Pastoral Search Committee of six (6) as soon as possible following the resignation of the Pastor. The method of election shall be the same as for all other elected candidates.

ARTICLE VIII MEETINGS

Section 1 Worship: The Church shall meet regularly each Lord's Day for worship and the preaching of the Gospel. Other meetings shall be held throughout the year that serve to advance the goals of this Church as stated in Scripture and as outlined in this Constitution and Bylaws.

Page 6 - Constitution - Revised March 5, 1995

Section 2 Business Meetings:

A. Annual Business Meeting: Shall be held in January for the purpose of receiving the annual reports of individual officers, Administrative Board Committees, approval of the unified budget and the transaction of other necessary business, including the election of the Nominating Committee.

B. Quarterly Business Meeting: Shall be held in April, July and November.

C. Special Business Meetings: May be called at any time by the Pastor or Moderator.

The Clerk shall call a special meeting upon written request of at least ten (10%) percent of the members of the Church. Notice of such meetings and the purpose for

which it is called shall be publicly announces and conspicuously posted at the Church for two (2) successive Sundays in advance of the date of the meetings.

D. Special Business Meetings: May be called at any regular Church service without previous notice for the purpose of accepting new members or granting letters of transfer and/or recommendation for membership.

E. Quorum: A majority of members present and voting at any business meeting shall be sufficient to decide any questions presented unless otherwise provided by this

Constitution.

F. Eligibility to Vote: On all matters, any member sixteen (16) years or older shall be eligible to vote unless limited by State Law.

ARTICLE IX ELECTIONS

Section 1 Time: The annual election shall be held in November.

Section 2 Procedure: Any member qualified to vote may place in nomination the name of any eligible person for any office, provided such person has consented to serve. Such nomination shall be placed on the ballot.

All elections shall be by official ballot. A majority of the ballots cast shall be necessary to elect.

Section 3 Assume Office: All elected personnel shall assume office on the first day of January.

ARTICLE X CHURCH YEAR

The fiscal year of the Church shall be the same as the calendar year.

ARTICLE XI AMENDMENTS

This Constitution may be amended at any regular or called business meeting of the Church by a two-thirds (2/3) vote of those present and voting, provided notice of such amendment stating the proposed change shall have been publicly announced on the two (2) successive Sundays prior to the meeting.

Page 7 - Constitution - Revised March 5, 1995

ARTICLE XII CHURCH STAFF

To carry on the ministry of the Church, staff positions may need to be filled and/or created from time to time. New staff needs will be brought to the congregation at a business meeting for approval of the position and budgetary funding. The senior pastor, consulting with the Administrative Board, will secure and interview candidates and select the best candidate for the position. At the request of the congregation, a recommendation will be made to that body for final approval of paid staff positions. The senior pastor and Administrative Board will be responsible for assigning duties and supervision of staff personnel.

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