

HIGHLAND

BAPTIST CHURCH

CONSTITUTION & BY-LAWS

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PREAMBLE

The members of Highland Baptist Church declare and establish this Constitution and Bylaws are made for the following purposes:

1. Preserve and secure the principles of our faith.
2. Preserve the liberties of each individual member of the church.
3. Ensure freedom of action of independence from any religious body or organization.
4. Provide for orderly conduct of internal affairs in dealing with others, and of governing church members.

ARTICLE I

Name

The name of this Church shall be Highland Baptist Church of Knox County, Tennessee, located at 6014 Babelay Road, Knoxville, Tennessee 37924.

ARTICLE II

Corporate Purpose

A. This assembly is organized and maintained for the following purpose:

The purpose of this corporation is religious. This includes owning and operating a Christian church whose object shall be to promote the worship of the Triune God: Father, Son and Holy Spirit; to preach and teach the Bible, Christian doctrine and ethics; to earnestly contend for the faith; to spread the gospel of Jesus Christ to our community and the entire world; to encourage believers in the dedication of their lives for definite Christian service; and to administer the ordinances of the church as set forth in the New Testament. This shall be a non-profit organization and shall have all powers and authorities conferred upon charitable corporations by the State of Tennessee. This corporation shall have the authority to ordain, license and commission ministers of the gospel.

B. Means of Promoting the Purposes:

In order to fulfill these purposes, this church shall engage in activities and conduct ministries which may include, but are not limited to, worship services, evangelistic services, prayer meetings, youth activities, radio and television programs, a day school, a Sunday school, a bus ministry, missionary activities, counseling center, nursing homes, a Bible institute, college, and/or seminary.

ARTICLE III

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 Spirit, 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 of, and use of, destructive drugs or intoxicating drinks as a beverage; to shun pornography, to be zealous in our efforts to advance the Kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always be 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 IV

Declaration of Faith

A. The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the Bible, "as it is in truth, the Word of God..." (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God's preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6- 8). The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we accept and use; the King James Version of the Bible is the only English version we accept and use. The Bible is infallible and our sole authority for faith and practice.

B. The Godhead

We believe in one Triune God, eternally existing in three persons--Father, Son, and Holy Spirit, co- eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14).

C. The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4- 5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

D. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13- 14).

We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. We believe that speaking in tongues was never the common or

necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

E. Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1- 3, 12).

The sacredness of human personality is evident in that God created man in His own image and is mindful of him, and in that Christ died for man; therefore every individual possesses dignity and is worthy of respect and Christian love. (Psalm 8:4-9; Colossians 3:9-11).

F. The Way of Salvation

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Saviour Jesus Christ. (Ephesians 2:8-10; John 1:12; I Peter 1:18-19)

We believe that all the redeemed, once saved are kept by God's power and are thus secure in Christ forever. We believe the redeemed should strive to live a life of sanctification to grow in Christian faith and practice. (1 Corinthians 1:30) We believe that eternal life is the present possession of every believer (John 6:37-40, 10:27- 30; Romans 8:1,38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 1, 2).

G. The Church

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5- 11).

We believe in the autonomy of the local church free of any external authority or control. Christ is the only head of the church (Acts 13:1-4, 15:19- 31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4- 7,13; I Peter 5:1-4).

H. The Ordinances of the Church

We recognize the ordinances of baptism by immersion in water and the Lord's Supper as a Scriptural means of testimony for local churches in this age (Matthew. 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

I. World Evangelism

We believe that it is the heart's desire of Almighty God to save sinners, that He has committed Himself to the faithful witness of His redeemed children to reach them with the gospel, and that He has commissioned His people to be diligent and zealous in publishing the saving message of Jesus Christ throughout the world so that sinners may be persuaded to believe on the Lord Jesus Christ and be saved. (Matthew 28:18-20; Mark 16:15-16; Luke 24:46-48; Acts 1:8; I Timothy 2:306; II Peter 3:9).

J. Marriage and Human Sexuality

We believe marriage is a sacred institution created by God and is intended to be between one man and one woman. We do not recognize or accept same-sex partnerships, marriages, or unions of any type and believe these to be sinful according to the Scriptures. (Genesis 2:22-24; Proverbs 18:22; Ephesians 5:22-23; Matthew 19:4-6; 1 Corinthians 7:1- 16; Colossians 3:18-19; Hebrews 13:4-7; Mark 10:6-9).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography is sinful perversion of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance.

K. Biblical Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (II Timothy 3:1-5; Romans 12:1-2, 14:13; I John 2:15- 17; II John 9-11; II Corinthians 6:14-7:1).

L. The Return of Christ

We believe the "Blessed Hope" of our Lord's return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth. (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1- 6; Psalm 89:3-4)

M. Our Eternal State

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13). We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15).

ARTICLE V

Membership

A. Definition of Membership

Membership of Highland Baptist Church shall consist of people who have made a profession of their faith in Jesus Christ as Lord and Savior, and who, having been scripturally baptized by immersion, and are in agreement with the Articles of Faith, and Covenant of the Church.

B. Method of Reception

Persons wishing to become a member of Highland Baptist Church shall inform the Church of his or her desire to do so. Upon such notification, he or she shall become a candidate. All candidates for membership must be qualified as per the below:

- 1) Affirmation of the applicant of his salvation and following the Lord in baptism by immersion except as may be otherwise provided in such cases as illness and physical disability.
- 2) Letters of transfer from another Baptist church.
- 3) By statement of faith of their prior experience of conversion and scriptural baptism by immersion in another Baptist church. (In cases where pending member was not a member of another Baptist church but was a member of an evangelical church of like faith and practice, membership may be permitted based upon a special vote by church members.)
- 4) Restoration of dismissed members upon their confession of error to the church, and evidence of repentance and correction.

In 1, 2, 3, 4 above, a unanimous vote of the members present at any regular service of the church shall be required.

In the event of dissenting votes, the applicant and those objecting shall be interviewed by the pastor and a minimum of two deacons and their recommendation presented to the church at its next service. A majority vote of the voting members shall then determine the applicant's acceptance for membership.

The right hand of Christian fellowship shall be extended as soon as possible after an affirmative vote of the church.

C. Status of Members

- 1) A voting member of this church is one who attends regularly the services of the church and is thereby granted full voting privileges at all Church Meetings. "Regular services" shall be interpreted to mean Sunday School, Sunday Morning, Sunday Evening Service and the Mid-Week Service.
- 2) Voting privileges shall be extended to all members 18 years of age and up that are in good standing.

D. Responsibilities of Members

- 1) Members are expected to be present at all regular services of the church.
- 2) Members are expected to wholeheartedly support all extra services such as revivals, Bible Conferences, seminars, etc.
- 3) Members shall so regard the giving of his means as God enables as a positive command of Scripture (II Corinthians 8 and 9). Members shall support the church on a regular basis, and shall do so gladly as the Lord directs.
- 4) The church expects its members to give loyal obedience to those moral precepts so clearly taught in the Word of God.
- 5) It is the duty of all members to cultivate and cherish brotherly love for all other members of the church and to promote their spiritual benefit.
- 6) It is the duty of all members to fulfill all promises and obligations made to those who are not members, and to seek opportunity to commend to them the Gospel of Christ.

E. Dismissal of Members

A member may be dismissed as a member only upon the occurrence of one or more of the following:

- 1) Death.
- 2) Transfer of membership by a church of like practice and faith. Letters shall be sent directly to the clerk or pastor of the church to which the member is requesting transfer.
- 3) No member of Highland Baptist Church may hold membership in another church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in this church.
- 4) Members who are “habitually absent” or who become non-resident shall be considered inactive from the church roll after a period of one year unless they meet the following exceptions: illness, those away in Christian service, education, military service, or those residing in a place where there is no church which adheres to the fundamentals of the Word of God.
- 5) Any member who requests a letter by joining another church and is not in full fellowship with this church shall have such letter granted according to the following:
 - a. Attempts are made first at reconciliation so that a letter of full fellowship may be granted.
 - b. If such attempts fail, a statement is made to the other church that such a person is not in full fellowship with this church.
- 6) Members may be dismissed by letter of resignation. The resignation shall not be accepted if the member is involved in the process of discipline (see Section F).

F. Discipline and Restoration of Members

- 1) The discipline committee shall be composed of the deacons with the pastor and have sole charge in determining covenant violations and discipline.
- 2) The following offenses shall make a member liable for discipline:
 - a) Any moral or spiritual offense for which any Christian would be subject to discipline.
 - b) Holding and/or teaching any doctrine contrary to the Statement of Faith (Article IV) of this church.
 - c) Refusing to comply with the terms of this Constitution and By-Laws.

- 3) In all cases of private offense, the offender shall be dealt with in accordance with the mode divinely prescribed in Matthew 18:15-18 and Galatians 6:1.
- 4) Any persons or person making charges or accusations will be required to come before the discipline committee and openly support such charges in the face of the accused.
- 5) In every case, the accused shall be given ample time to prepare a defense. No matter what the charge, a fair hearing shall never be denied.
- 6) If, after a full inquiry, prayer, and counsel the offender does not repent and make attempt at reconciliation, the church may dismiss such a person from the privileges of membership by a simple majority vote of members present. Restoration shall be upon a simple majority vote.
- 7) An inactive member is not allowed to take part in any church function, which is reserved for active church members only (i.e. such as voting on church actions at a business meeting).

G. Declaration of Intent

It should be understood that none of the regulations set forth in this Article are intended to be harsh or unduly restrictive. They are intended to emphasize the privilege and responsibility of membership in Highland Baptist Church of Knoxville, TN, to uphold a high standard of loyalty to Highland Baptist Church, and to protect the rights and privileges of faithful members against those few who occasionally seek to exercise full voting authority while demonstrating by their careless conduct and/or infrequent attendance at the church services that they are unqualified to do so. The administration of any of these regulations shall be carried out in a spirit of love and forbearance. It shall always be the aim of the officers of the church to restore a careless or erring member, not embarrass or hurt him/her. In the case of a reasonable question whether any member has in any way disqualified himself as an active member of the church, he/she shall always be given the benefit of the doubt.

ARTICLE VI

Church Officers

This church acknowledges only the Lord Jesus Christ as its Head, the Holy Scriptures as the only infallible guide in matters of faith, discipline, and order, and the Holy Spirit as its Teacher and Administrator. The government of the church and its functions are as follows: the promotion of its spiritual welfare and growth, supervision of its work and administration, and the management and control of its property.

A. The Pastor

The pastor is recognized as the under shepherd of Christ's local church and its chief officer. He shall preach and teach the Word of God, provide pastoral counseling for members, administer the ordinances of the New Testament, shepherd Highland Baptist Church and lead it in the fulfillment of its sacred task. He shall be an ex-officio member of all committees and counselor of all departments (I Timothy 3:1-7; Titus 1:7-9).

- 1) A Pastor shall be chosen and called whenever a vacancy occurs.
- 2) A Pulpit Committee shall be appointed by the Church to seek out a suitable Pastor and this committee's recommendation will serve as a nomination. When the church is without a pastor the pulpit committee shall consist of at least five members selected by the congregation, at least two of whom shall be deacons. If there are no deacons, the church will select the members by simple majority vote.
- 3) The Pulpit Committee will recommend only one candidate at a time.
- 4) The election of the pastor shall take place on a meeting called for the purpose by public announcement, which shall be given on at least one Sunday before the time of the meeting.
 - a) All votes shall be submitted by paper ballot.
 - b) An affirmative vote of three-fourths (3/4) of those present is necessary for a choice.
 - c) Only members in good standing, per **Article V, C, 1**, may vote in pastor election.
 - d) Nonmembers may not vote in pastor election.
- 5) The pastor must subscribe to the doctrinal statement and constitution of Highland Baptist Church and promise to uphold and defend the same as responsible before God. His pastoral office shall be for an indefinite term. However, when the pastoral relationship is dissolved by request of the church, the dissolution of the pastoral relationship shall take place at the time of the vote. If dissolution is due to any reason

other than **Article V, F, 2**, the church shall continue the pastor's pay for 2-weeks. If dissolution is due to the Pastor's resignation, he must give at least a 14-day notice and be present for all services during that time period. The pastor's resignation will be announced in every service until the relationship has ended.

- 6) In case the pastor is being dismissed for any practice, which brings reproach upon the name of the Savior or the office of the pastorate, he may be dismissed immediately upon simple majority vote and without notice being given, with no future financial obligation on the part of the church. (See Article VII, C).
- 7) The pastor has the right to call the man he feels led of the Lord to hold meetings and fill the pulpit in his absence. He has the privilege to call any committee together. He may call the church together for special meetings.
- 8) In the event the pastor becomes ill or otherwise unable attend a service, it is the responsibility of the deacons to take charge of the service and make a decision whether to cancel the service or appoint someone to fill in for the pastor at that service.
- 9) The pastor's salary shall be reviewed at least once a year at the beginning of physical year during business meeting.

B. Church Employees

- 1) Church employees shall be nominated by the pastor and deacons and employed upon congregational approval.
- 2) Dismissal of church employees shall be at the discretion of the church and put to a vote in a called business meeting.
- 3) No church employee may receive a salary that exceeds the salary of the pastor.

C. Deacons

1. Qualifications and Election

- a) The qualifications for deacons shall be those that are prescribed and set forth in the New Testament (Acts 6:3; I Timothy 3:8-13).
- b) He must be a man who is a member in good standing of Highland Baptist Church for a minimum of one year.
- c) No man shall be considered for the position of deacon who is a member of a secret order (John 18:20; I Corinthians 1:21; II Corinthians 6:14, 15-18).
- d) The number of deacons can be no less than two and no more than six, other than one being added for each 25 members or faction thereof over 150.

2. Duties

- a) The deacons shall visit the sick and delinquent members of the church, be conscious of and willing to help within the ability of the church the fatherless, and the widows, and to help in matters relating to the overall benevolence of the church.
- b) The deacons serve as a committee of counsel to assist the pastor concerning the progress and welfare of the church.
- c) Seek to solve any fellowship problem of the church.
- d) Assist the pastor in administering the church ordinances.
- e) In the absence of the pastor, the chairman of the Deacons Committee shall serve as an advisory member to all organizations, departments, and committees of the church.

3. Dismissal

If, by reason of conduct unbecoming his office, any deacon disqualifies himself, he shall be removed from his office in accordance with **Article V, F**, "Discipline of Members."

4. Replacements and Election

- a) If the office of deacon is vacated through death, dismissal, resignation, or removal from the community, the office shall be filled by a special election. The newly elected deacon shall complete the term of office vacated.

5. Deacon Approval of Non-Budgeted Expenses:

- a) Any one deacon or pastor may make/approve a non-budgeted expenditure up to \$100 on his own.
- b) Any two deacons or one deacon and pastor may make/approve a non-budgeted expenditure of up to \$500.

D. Treasurer

- 1) The church treasurer shall be elected as the custodian of all monies of the church and shall disburse these monies by checks as authorized by the church.
- 2) The treasurer shall keep a true and fair report of all receipts and disbursements and make a full report to the church at each quarterly meeting.
- 3) The treasurer shall be responsible for seeing that the offerings are properly received, counted, and deposited into the church's bank account.

- 4) The treasurer shall properly credit each contributor and their offerings, and is responsible for distributing an annual record of contributions to donors.
- 5) Prepare and distribute any forms and or money required by the IRS.

E. Clerk

- 1) The church clerk shall be elected and responsible for keeping an accurate record of all business meeting transactions of the church and preparing the report for quarterly business meetings.
- 2) The clerk shall keep a register of the names and addresses of the church members, with dates of admission, dismissal, dedication of children, and deaths of members of the church family.
- 3) The clerk shall issue letters of dismissal voted by the church and write letters of transfer of membership, prepare written reports of the church, and keep an accurate history of the church.
- 4) An assistant church clerk may be elected.

F. Trustees

- 1) At least three (3) trustees shall be elected by the church to hold trust of the property of the church.
- 2) The trustee shall have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church authorizing each action.
- 3) It shall be the function of the trustees to sign any, and all legal documents involving the sale, mortgage, purchase, or lease of church property or any other legal documents requiring the signature of the trustees for and in behalf of the church.
- 4) The trustee may make/approve a non-budgeted expenditure up to \$500 on his own.

G. Music Director

- 1) The music director shall be elected to serve over all musical aspects of the church service including: leading the choir and congregation in worship music at every service, selecting hymns and songs for services, teaching new music for church use or special events and occasions.
- 2) The music director shall work along with the pastor to ensure proper songs and music services are maintained within the church.

H. Mission Director

- 1) The mission director will be elected by the recommendation of the pastor.
- 2) The mission director will be responsible for maintaining the church's mission's program by recommending new missionaries, work with pastor to schedule mission's meetings, posting missionary letters, and ensuring the church's mission program runs smoothly.

I. Church Ushers

The ushers are to greet people as they enter and leave the church, provide bulletins and/or other materials. The ushers will be attentive to the needs of the congregation and the pastor.

J. Nursery

TBD

K. Events Coordinator

TBD

L. Vacancies

In case of vacancy in any office, except that of pastor and deacons, the vacancy shall be filled by the church at a regular or special meeting as soon as possible after such vacancy has occurred.

ARTICLE VII

Church Meetings

1. WORSHIP SERVICES:

The church shall meet regularly each Sunday morning and evening for the worship of God, for preaching, instructions, evangelism, and on Wednesday, or another night, designated for prayer and Bible study, unless canceled. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor or designated church officer in the absence of the pastor.

2. REGULAR BUSINESS MEETINGS:

Regular business meetings shall be held quarterly; March, June, Sept., and Dec. Notice of the business meeting shall be made known to the church one week (three services) prior to the business meeting. Should an unscheduled meeting be necessary, notice shall be given at the beginning of the church service.

3. SPECIAL BUSINESS MEETINGS:

A special called business meeting may be called by the pastor, and with other church officers, or by action of the church to consider special matters of significant nature. A one-week (i.e. three regular services) written notice or announcement must be given for the especially called business meeting, unless urgency renders such a notice impracticable.

4. ANNUAL BUSINESS MEETINGS:

An annual business meeting will be held on the first Wednesday of June of each year. All officer elections will be held during this annual meeting except for pastors and deacons. The church clerk shall provide a list of current positions to be voted upon by the church.

5. MODERATOR:

- 1) The church moderator may be the pastor or a lay leader elected to this position.
- 2) The moderator shall preside at all regular and called business meetings of the church.
- 3) In the absence of the moderator, the chairman of deacons shall preside over the regular and called business meetings of the church.
- 4) In the absence of the moderator and the chairman of deacons, the church clerk shall call the church to order and an acting moderator will be elected.

6. QUORUM:

A quorum is needed to conduct a business meeting, provided it is a stated meeting or one that has been properly called. At least one-fourth of the active members shall be present to constitute a quorum.

7. PARLIMENTARY RULES:

Roberts Rules of Order (revised edition) is adopted as the authority for parliamentary rules of procedure for all business meetings of the church and for all other meetings that demand voting of the church members, including committee meetings.

8. FISCAL YEAR

The fiscal year of the church shall run concurrently with the church year, which begins July 1 and ends on June 30.

ARTICLE VIII

Programs and Organizations

1. General

All organizations of the church shall be under church control, with all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex officio officer of all the organizations named, and their leadership is to be recognized by the organizations.

2. Sunday School

There shall be a Sunday school, divided into departments and classes for all ages (ages and class name shall be posted on classroom door) and conducted under the direction of a Sunday School Superintendent, for the study of God's Word. Sunday School is to be conducted each Sunday morning, except in the event that the service is canceled.

3. Music Program

There shall be a Church Music program under the direction of the Music Director. The music tasks shall be to plan and evaluate the music program of the church, planning special musical programs throughout the year, and lead persons to participate in hymn singing. All members are welcome to participate in the church music program by singing in the choir or singing specials as soloists or with groups.

4. Van/Bus Ministry

This section to be revised upon the event the church restarts the van/bus ministry.

5. Missions Program

The church shall maintain a world-wide missions program to propagate the spreading of the Gospel as commissioned by our Lord and Savior Jesus Christ. The Missions Director will work with the pastor to ensure all aspects of the mission's program are maintained.

ARTICLE IX

Licensing and Ordaining

A. Licensing:

Any male member of the church who has shown by his life and has felt the call to the gospel ministry may by vote of the membership at a regular meeting be licensed by the church to the gospel ministry.

B. Ordination:

When a church of like faith and order shall have called as its pastor a member of this church who possesses the scriptural qualifications and has demonstrated by his skills and training for ordination to the work of the gospel ministry, and shall request in writing that he be ordained, or the church recommends him for ordination, a special committee shall be elected to conduct the process of his ordination. Deacons of the church may be ordained as deacons upon the recommendation of the church. The church shall consider such requests and by a vote of majority in a regular meeting approve such request. The pastor shall assemble an ordaining council for the ordination of qualified and recommended candidates.

ARTICLE X

Non-Profit Status and Liquidation

All property of this Church is to be held for the use and benefit of the membership. The Tennessee Department of Revenue has issued a tax-exempt number for the educational, religious, historical, or charitable non-profit organization or institution named, Highland Baptist Church, 6014 Babelay Rd. Knoxville, TN 37924-1507. State law (Tenn. Code Ann. **§ 67-6-322**) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

If there is no minority to make adequate use of said property then the title to same shall revert to Mary E. Gamble or her heir or assigns. If it cannot be established that there are surviving heirs or assigns then the title to same shall revert to missionaries currently being supported by Highland Baptist Church.

Regulations for Using Church Building and Fellowship Hall

1. No food shall be taken outside fellowship hall into any part of the church building.
2. Any group using the building shall stay within their meeting place.
3. Any group using the building shall have someone designated as responsible for keeping these rules.
4. Groups using the building shall be responsible for leaving building as they found it with all tables, chairs, etc. back in proper places.
5. Any garbage left shall be disposed of properly (must be removed from premises or placed in the outside garbage receptacle) before the group leaves.
6. Groups using the building shall be responsible for the building being unlocked, lights and heat turned on before the designated meeting and seeing that heat and lights are off and doors are locked before leaving church grounds.
7. If kitchen is used, person responsible for group must check to be sure that oven and all stove eyes are turned off.
8. For non-members, a \$100.00 non-refundable deposit will be required for each building used. (\$25.00 for members*) for use of church premises. *Church members have the option of cleaning the building and forgoing the \$25.00 charge.
9. A representative of the church may be present at the function.
10. The building must be cleaned to an acceptable level.
11. No smoking will be allowed in any part of the building.
12. No alcoholic and/or drug use allowed on church property.
13. Regarding weddings – No rice and/or confetti are to be used on church property.
14. No nails or tacks are allowed to be placed in the walls, ceiling, or floors of the building.
15. The use of strong adhesives or tapes that may pull paint off the walls is not allowed.
16. Any damage to the building must be reported and any repairs will be made at the expense of the responsible party.

ARTICLE XI

Amendments

This constitution may be amended by a two-thirds majority vote of the voting members present at any regular or special church meeting, providing the pastor and deacons have discussed the matter at least two weeks before such meeting, and announcement has been made to the church on the Sunday preceding the meeting.

On November 26, 2017, the members of Highland Baptist Church unanimously accepted and passed these bylaws.