

**Hopkins Chapel Baptist Church
4525 Hopkins Chapel Road
Zebulon, North Carolina 27597
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**Amended
Constitution
And
BY-LAWS**

April 11, 2022

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Constitution / By-Laws

OF

Hopkins Chapel Baptist Church Inc.

Zebulon, North Carolina

Preamble

For the preservation of the principles of our faith, and that this body be governed in an orderly manner in keeping with the common practice of Baptist customs and procedures, and to preserve the liberties inherent in each individual member, and freedom of action of the body, remembering that the real charter and constitution of this church is God's Holy Word; we do establish this Constitution and By-Laws.

Constitution

Article I: Name

This church shall be known as Hopkins Chapel Baptist Church, Inc. affiliated voluntarily with the Southern Baptist Convention, the North Carolina Baptist State Convention, and the Tar River Baptist Association, and reserves to itself the right to withdraw from affiliation with any or all of the above-mentioned organizations upon a favorable vote of two-thirds of the membership present.

Article II: Main Purpose

The purpose of this church is to glorify God by a personal faith in and commitment of our lives to the Lord Jesus Christ, in and through worship, fellowship, prayer, evangelism, missions, and discipleship.

Article III: Church Covenant

Hopkins Chapel Baptist Church Covenant

Having been brought by Divine Grace to repent and believe in the Lord Jesus Christ and to give up ourselves to Him and having been baptized upon our profession of faith in the name of the Father and of the Son and of the Holy Spirit, we now, by God's grace, solemnly and joyfully renew our covenant with each other.

We will work and pray for the unity of the Spirit in the bond of peace.

We will walk together in brotherly love, as become the members of a Christian church, exercise an affectionate care and watchfulness over each other, and lovingly correct and prayerfully plead for one another as occasion may require.

We will not forsake the assembling of ourselves together nor neglect to pray for ourselves and others.

We will, in the nurture and instruction of the Lord, endeavor to bring up those who may at any time be under our care, and by a pure and loving example seek the salvation of our family and friends.

We will rejoice in each other's happiness and strive with tenderness and sympathy to bear each other's burdens and sorrows.

We will seek, through God's strength, to live carefully in the world, denying all forms of ungodliness and resisting worldly lusts, remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, so there is on us a special obligation now to lead a new and holy life.

We will work together for the continuance of a faithful evangelical ministry in this church as we sustain its worship, ordinances, discipline, and doctrines.

We will 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 both here and to the ends of the earth.

We will, should we move from this place, 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.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all.

Amen.

Article IV. By-Laws

In order to make effective this Constitution, we hereby enact the following by-laws.

Article V. Membership

Section 1: Qualifications

The membership of this church shall be composed of persons who have accepted and publicly professed the Lord Jesus Christ as Savior and requested Baptism by immersion and who have been received by a **majority voice affirmation of the eligible member's present.**

- (A) **Profession of Faith in Jesus Christ.** People who join through a profession of Faith in Jesus are making public their belief in Jesus Christ as personal Lord and Savior. They follow this profession with public baptism by immersion and completing the new member's class taught by our pastor.
- (B) **Statement of Faith.** People join this way when they have already accepted Jesus Christ as Savior, but do not have church membership. If this person has not been baptized by immersion, they do so.
- (C) **Transfer of Letter.** If people join who are members of a sister Baptist church that baptizes by immersion, they may join by transferring their letter of membership to Hopkins Chapel Baptist Church.

Section 2: Removal from Active Membership

- (A) **Transfer of Letter.** Letter of transferal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership will terminate.
- (B) **Non-Letter Transfer.** When a member joins a church of a different faith and order and the church has gained knowledge of this, membership will terminate
- (C) **Personal Request.** Any member who requests that his/her name be dropped from the membership roll shall be **removed.** **Counseling from Pastor and/or Deacons will be provided upon request.**
- (D) **Physical Death.** When a member dies his/her name shall be removed from the membership rolls.

Section 3: Responsibilities of the Members

- (A) **General Responsibilities.** Each member is responsible before God in determining the will of God through prayer and the study of the Word of God.
- (B) **Service.** Each member will be responsible as God enables him, to do **their** part in the “work of service” as directed in Ephesians 4:12 and 1 Peter 4:10-11. This calls for regular participation in the life and services of the church, including contribution of financial support as the Lord may **lead**.
- (C) **Recommendations.** **If a member has an idea for the improvement of the church, it should be presented to the Pastor and the person/committee responsible for that particular area of the church. If the committee approves the idea and if necessary, the appropriate committee will be responsible for bringing the idea in the form of a motion before the church for a vote.**

Section 4: Church Discipline

- (A) **Responsibilities of the Church.** Discipline in this church is for the purpose of correcting rather than punishing. The church has the right and duty to exercise discipline in order to prevent, restrain, and remove any evil that may interfere with the edifying of the body of Christ.
- (B) **Private or Public Offenses.** **This refers to a breach of Biblical morals or a violation of covenant faith or duty. Once all efforts to first resolve the issue privately have been exhausted, the member may be subject to church discipline. The Pastor and Deacons will then address the matter of one’s unrepentant behavior in an open church meeting under the principles laid down in Matthew 18:15-17. If the offender refuses to appear or demonstrates an uncooperative spirit, they will be considered unrepentant and will be removed from the membership by a three-fourths vote of the church present and voting. If the individual appears and demonstrates remorse and repentance for their sins, the case will be considered settled. A repentant response evidenced by a change in behavior, humility and accountability does not require church discipline.**
- (C) **Restoration/Forgiveness.** Any person from whom membership from the church has been withdrawn can be restored to the membership at **their** request whenever **their** confession is satisfactory, and **they have** sufficiently demonstrated repentance and reformation **to the Pastor and Deacon Chair. Contingent upon their approval, a recommendation will be made to the congregation for a vote to affirm reinstatement of membership. Restoration of church membership shall be contingent upon a majority voice affirmation of the eligible member’s present.** As Jesus Christ forgives, so shall this church.

Section 5: Member in Good Standing

- (A) A member in good standing is one who consistently participates in the regularly scheduled worship services **in person and/or online** (Sunday’s, Wednesday’s, Revivals, Bible Study, etc.) unless providentially hindered. One whose attitude is that of a Christian unity, harmony, and love: and whose life demonstrates Christlikeness. One who is supportive of the ministries in the giving of his time, spiritual gifts, talents, and resources.
- (B) **Deacons, staff, and other church leadership may reach out to members for the purpose of encouraging their good standing and/or to affirm membership intent.**

Article VI: Church Meetings

Section 1: Worship Services

- (A) Hopkins Chapel Baptist Church shall meet regularly each Sunday Morning, and Wednesday Evening for preaching, instruction, evangelism, prayer and the worship of Almighty God. These scheduled services should be changed only with the approval of the Church Council and/or during church conference. Members of this church are expected to attend these meetings and are encouraged to bring guests. All should come with a worshipful attitude and in an orderly manner.

Section 2: Special Services

- (A) Revival Services. Revival services are to be held as deemed necessary to the edifying of the members and are open to the community, guests, and friends.
- (B) Bible Studies. Bible studies deemed necessary in the promotion of the objectives of the church shall be held as often as needed and shall be open to all who wish to attend.

Section 3: Business Conference, Scheduling and Procedure

- (A) Regular Business Conference. The regular business conference of Hopkins Chapel Baptist Church shall be the 3rd Wednesday night of September, December, March, and June.
- (B) Called Meetings. In the event an item of business cannot wait until the next scheduled church conference, a special meeting may be called by the Moderator (**Pastor**) or Vice-Moderator (**Deacon Chair**), with advice from the respective committee chair.
- (C) Parliamentary Procedure. "Robert's Rules of Order, Revised" shall be the authority for all parliamentary procedures of this church. Any point of order not covered in these By-Laws shall be determined by "Robert's Rules of Order, Revised".
- (D) Quorum. Consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.
- (E) **Voting Eligibility. Active members in good standing.**

Article VII. Church Officers

The officers of this church shall be the Pastor, **the paid** staff, a clerk, a treasurer, **and** trustees.

Section 1: Pastor

- (A) **The Pastor is called of God to be the shepherd and spiritual leader of the church in accord with 1 Peter 5:1-4 and Ephesians 4:11-12. His spiritual qualifications are defined in 1 Timothy 3:17.** The Pastor shall be an ex-officio member of all the organizations, department and committees; he may call a special meeting of any committee according to procedures which may be set forth in these By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to the members of the church and community, and perform other duties that pertain to that office; he shall have special charge of the pulpit ministry of the church and shall provide for pulpit supply when he is absent and arrange **and/or approve all guest speakers.**

- (B) The call of the Pastor shall take place at a meeting especially called for that purpose. At least two weeks' notice of such meeting shall be given to the membership. A Pastor Selection Committee shall bring only one name at a time for consideration by the church, and no nomination shall be made except that of the committee. Election shall be by secret ballot with the affirmative vote of 90% of the active members present and voting. This shall constitute a recommendation for a call vote. Should the one recommended by the Pastor Selection Committee fail to receive 90% vote, the committee shall be instructed to seek out another minister, and the meeting shall adjourn without debate.
- (C) **The Pastor shall continue** to serve until the relationship is dissolved at the request of either the church or the Pastor. In either case, at least two weeks' notice shall be given of the intent to terminate the relationship, unless otherwise mutually agreed upon by both the Pastor and the church, seeking to follow the leadership of the Holy Spirit.
- (D) The Pastor shall have two days per week of his own choosing free from church duties to be used for the pleasure of himself and his family.
- (E) **The Pastor's paid vacation will be based on length of service and governed the terms set forth by the personnel committee.**

Section 2: **Paid Staff (Non-Pastoral)**

Paid staff may include but not be limited to: Music Leader, Children/Youth Leader, Administrative/Financial Secretary, Custodian, and other future positions as the need is identified.

The **paid** staff shall be called and employed as the pastor and the church determines the need for such **positions**. A job description shall be written **and/or modified by the Personnel Committee in consultation with the pastor as needed**. **All staff positions other than the pastor must be affirmed by a minimum of 75%** of the active members present and voting. **Upon recommendation of the Church Council**, the church may vote to **terminate a staff member** with an affirmative vote of three-fourths of the church members present; **such termination shall be immediate**.

Section 3: Clerk

Clerk (Volunteer). The Church Clerk shall take minutes of all business transacted by the church at its regular or special business meeting. The Church Clerk shall keep an accurate register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The church Clerk shall conduct the correspondence of the church and forward the annual report to the Association.

Section 4: Church Treasurer/Assistant Treasurer

The church shall select annually a church Treasurer and Assistant Treasurer. The Church Treasurer is responsible for the proper receipt, accounting, and disbursement of church funds within policies established by the church for adequate financial control. The Treasurer may have the following responsibilities:

1. Sign checks in accordance with church policies and procedures and verify the supporting data for each check request.
2. Review monthly bank statements for all church accounts.
3. Suggest possible investment opportunities concerning any funds the church wishes to hold.
4. Keep church staff and appropriate committees informed of any trends or changes in financial matters.

5. Instill and preserve financial confidence throughout the congregation.
6. Serve as ex-officio member of the Stewardship Committee.
7. Confer with Stewardship Committee in developing the annual budget.
8. Serve as an active member of the Church Council. Advise the council and various committee chairpersons about available funds and budget.
9. Train an assistant Treasurer selected by the church.

Section 5: Trustees

The church shall select three active members to serve as Trustees. Their term of office shall be for three years with one-third of the members selected each year. Vacancies may be filled at any time with a previously selected Trustee filling out the unexpired term.

The Trustees shall, as provided by law and the action of the church, hold in trust the title deed to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers as the church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any property of the church without a specific vote of the church authorizing such action, neither shall they have any control over the use of the church property except by vote of the church.

Article VIII, Church Council

The Church Council shall be composed of the following: 1) Pastor; 2) Other Ministerial Staff; 3) Chair of the Deacons; 4) Sunday School Director; 5) Church Secretary; 6) Treasurer; 7) two members selected at-large from active church members. Other church officers and chairs of committees shall be invited to participate in the council when discussion is related to their work.

The number of church council members should always equate to an odd number to ensure no tie situations will ensue on decisions. As the church grows, the ministerial staff may grow and/or there may be years where a designated church council member may hold two official church council positions. In the event that either of these situations arise that results in an even number of church council members, for those church years only, the at large members selected will increase to three. Conversely if the above situations should no longer be evident, then the at large members will revert back to two to ensure the council remains at an odd number total makeup.

The Pastor shall be the chair of the Church Council. In the absence of the Pastor, the chair of the Council shall be assumed by the next in line in which members are listed.

The Church Council shall meet at times as may be necessary as agreed upon by the Council.

The Church Council shall coordinate and promote all activities sanctioned, sponsored, or supported by the church. Specifically, the Council shall be responsible for: 1) Providing policy guidance and active assistance for all activities sponsored by the church; 2) Coordination and scheduling annual church activities to prevent duplication of effort and conflicts in schedules; 3) Making recommendations and referrals to appropriate standing and special committees based upon a unified and integrated program of activities. 4) Any policies not specifically outlined in these bylaws will be subject to the review, modification, and approval of the church council.

Article IX, Deacons

The church shall elect deacons by ballot annually. The deacon body shall consist of a minimum of seven **men** or more as the need may arise.

Deacons shall serve on a rotating basis. The term of office shall be for three years with one-third of the members selected each year. In case of death or removal or incapacity to serve, an inactive deacon may be selected by the deacon body to fill the unexpired term. After serving a term of three years' assignment or the unexpired term of another, a deacon shall be eligible for nomination and re-elected only after the lapse for at least one year. Any candidate must have been a member of Hopkins Chapel Baptist Church for a period of one year prior to being considered for election.

In accordance with the meaning of the work and the practice in the New Testament (1 Timothy 3:8-13, Acts 6:3), deacons are to be servants of the church. Their task is to serve with and support the pastor and staff in performing the pastoral ministries of 1) leading the church in the achievement of its mission, 2) proclaiming the gospel to believers and unbelievers, 3) care for church members and other persons in the community, 4) secure interim pastor in time when church is without a pastor and 5) secure Ushers/Greeters Committee. The deacon body will also secure the responsibilities of Benevolence, Baptismal, and Communion support.

Article X: Standing Committees

Section 1: Selection of Committees

The church shall select such standing committees as may be deemed necessary to carry on the various programs of the church efficiently and effectively. In any event, the church shall at all times have the following standing committees: 1) Nomination; 2) Building and Grounds; 3) Stewardship; 4) **Personnel**; 5) **Safety & Security**; 6) **Cemetery**; 7) **Hospitality/Decorating**

Section 2: Duties of Committees

(A) Nominating Committee:

The Nominating Committee shall recommend to the church in a business meeting in August **candidates from active church membership** to serve for the **upcoming** year for all **positions within the church with the exception of paid staff**. **Candidates for all positions recommended by the nominating committee, except the Pastor and other paid staff, shall be voted on at the business meeting with approval by a simple majority and shall** begin serving their terms September 1st unless otherwise provided by these By-laws.

The Church Council shall select the Nominating Committee. The term of office shall be for three years with one third being voted on by church members at the March business meeting. The church council may appoint members to fill emergency vacancies within the nominating committee as needed. Emergency vacancies for the nominating committee will only require the approval of the church council. Emergency vacancies in all other committees will be handled by the nominating committee with final approval by the church council. The chair of each committee will typically be the member serving their final year.

This committee shall consist of three church members selected by the Church Council and two-officio members, the Pastor, and the Sunday school Director. Throughout the year, this committee shall have the responsibility of nominating to the church persons to serve in the various capacities and positions of the church. **Candidates for all positions recommended by the nominating committee, except the Pastor and**

other paid staff, shall be **voted on** in August **with approval by a simple majority** and **shall** begin serving their terms September 1st unless otherwise provided by these By-laws.

(B) Building and Grounds Committee:

This committee shall consist of three church members selected by the nominating committee and the pastor as an ex-officio member. The term of office will be three years with one-third of the members to be selected each year.

This committee shall operate to supervise, maintain, and make necessary repairs in cooperation with and the assistance of church members.

This committee shall be authorized to spend reasonable funds within approved budget as needed in coordination with the pastor and church treasurer. Major expenditures must be approved by the church. In case of emergencies, the committee has the authority to repair and/or replace necessary equipment and the church will assure the costs. An emergency means a maintenance breakdown that will interfere with the normal activities of the church.

This committee has the authority to select a Special Project Committee when needed to carry out a specific project. This committee will serve until it fulfills its purpose.

(C) Stewardship Committee:

This committee shall consist of three church members selected by the nominating committee (excluding paid staff) and two ex-officio, the Treasurer, and the Pastor. The term of office shall be three years with one-third of the members selected each year.

This committee shall meet as deemed necessary to consider the financial condition of the church. The responsibility of the Stewardship Committee will be as follows: 1) to set forth a system of accounting that will adequately provide for the handling of all funds; 2) to determine the number of tellers necessary to carry out the accounting process; and 3) to prepare an annual budget. In preparation of the budget this committee shall secure annual projections from the department heads and standing committee chairs prior to meeting and preparation. The budget shall be presented to the church members at least one week in advance of an August called meeting of the church.

(D) Personnel Committee:

This committee shall consist of five (5) church members selected by the Nominating Committee, and the Pastor as an ex-officio member. No church member may serve on the Personnel Committee if they are related, in any capacity, to any paid ministerial or non-ministerial staff person. The term of office will be for three (3) years and will be served on a rotational basis, such that no more than two (2) of the five (5) members will cease their terms at the same time. To accomplish this rotation at the inception, one (1) will rotate off after one year and two will rotate off in each of the following years. The Chairperson shall be the member serving in their final year. In the case where two (2) members are serving in their final year, the Chairperson shall be voted upon by the committee members.

This committee shall meet as deemed necessary to carry out its functions. The responsibility of the Personnel Committee will be as follows: 1) To review church staff compensation packages annually to establish fair and equitable compensation plans; 2) Upon completion of this review, to recommend to the

Stewardship committee an annual budget for the paid ministerial and non-ministerial staff; 3) to recruit, interview and present candidates to the church relative to new or vacant positions (except pastor); 4) to serve as an arbitrator involving personnel disputes; 5) Other duties as directed by the Church Council.

(E) Safety & Security

The Safety and Security Committee is dedicated to improving and maintaining the safety of the Church and its members.

It will consist of 4 members plus the Pastor and Youth/Children's Leader as ex-officio.

This committee in conjunction with the Pastor will be a self-perpetuating committee filling vacancies as needed and will be approved by the Pastor.

(F) The Cemetery Committee

This committee will consist of 2 or 3 active members of the church, who will be responsible for management of the cemetery and grounds. They are responsible for re-assignment of existing plots and maintaining an updated "plot" map of the cemetery.

(G) Hospitality/Decorating

This committee will consist of 5-8 active church members who will prepare for Homecoming, and all planned social and special events/Holidays.

Article XI: Special Committees

Special committees are created for a specific purpose after recommendation to the church council by the appropriate standing committee and will serve until it fulfills its stated purpose.

Article XII: Amendments

These by-laws may be amended by a two-thirds majority vote of the active membership present and voting at a business meeting especially called for that purpose. The proposed amendment shall be placed before the church in writing not less than 30 days before being voted upon. All proposed amendments shall be submitted to the church moderator.

This is in compliance with Article IV of the Constitution of Hopkins Chapel Baptist Church.

Article XIII: Adoption

This Constitution and these By-laws shall be considered amended and adopted effective **Month Day, 2022**.