

**THE UNION HILL MISSIONARY BAPTIST CHURCH
POLICY AND PROCEDURE MANUAL
January 5, 2013**

**Revised by congregational members
in attendance at the meetings**

Chaired by Pastor Thomas E. McCullers

Recorded by Patricia Barnes

TABLE OF CONTENTS

	Page
PURPOSE OF POLICY AND PROCEDURE MANUAL.....	1
MISSION STATEMENT AND ORGANIZATIONAL OBJECTIVES.....	2
THE CHURCH COVENANT.....	3
STATEMENT OF FAITH.....	4
PART I: BY-LAWS AND CONSTITUTION.....	7-16
ARTICLE INAME AND PRIVILIGES	
ARTICLE II.....PURPOSE	
ARTICLE III.....STATEMENT OF FAITH	
ARTICLE IV.....MEMBERSHIP	
ARTICLE V.....MEETINGS	
ARTICLE VI.....OFFICERS	
ARTICLE VII.....THE PASTOR	
ARTICLE VIII.....DEACON MINISTRY	
ARTICLE XIV.....MENDMENTS AND BY-LAWS	
ARTICLE XV.....RATIFICATION AND REVISION OF MANUAL	
PART II: MINISTRIES.....	17-36
CHURCH CLERK	
CHURCH SECRETARY	
CUSTODIAN	
DEACONS	
DEACONESS	
FUNERAL	
FUTURE MINISTRIES (HISTORIAN, SINGLES, TUTORIAL)	
GEMS YOUNG LADIES MENTORING	
HISTORIAN (Future Ministry).....	36
HOSPITALITY	

LAYMEN LEAGUE	
MISSIONARY	
MUSIC	
NURSES' AID	
PASTOR'S AID	
PRAISE DANCE	
SIGN LANGUAGE	
SINGLES (Future Ministry).....	36
SUNDAY SCHOOL	
TREASURER	
TRUSTEE	
TUTORIAL (Future Ministry).....	36
USHERS	
VESSELS INTERCESSORY PRAYER (VIP)	
WEDDING COORDINATOR	
WELCOME	
WOMEN'S	
YOUTH	
 PART III: PROCEDURES AND POLICIES.....	 37-48
PROCEDURES	
Methods of Receiving Members	
Method of Departure	
POLICIES	
1. Assistance	
2. Bids	
3. Choir Robes	
4. Church Related trips	
5. Disasters	
6. Donations	
7. Fellowship Hall	
8. Fellowship Hall regarding Caterers, Food Preparation. Cooking and Serving	
9. Fundraisers	
10. Funerals	
11. Gravesites	
12. Loans	
13. Meetings	

14. Ministers
15. Minor Repairs
16. Musicians
17. Payment for Services
18. Rehearsals
19. Reimbursement
20. Scholarships
21. Selling of Tapes, CDs, Books, and other items by Non-Members
22. Sick
23. Smoking
24. Speakers' Pay for Special Services
25. Special Programs
26. Sympathy
27. Titles of Officers
28. Unauthorized Purchases
29. Uniforms
30. Use of Church Property
31. Vacation
32. Van
33. Weddings
34. Withholding Tax
35. Workshop Facilitators

PART IV: FORMS..... (Available in Church office)

CHURCH'S RESPONSIBILITY TO MEMBERS..... 50

1. Birth
2. Common Ventures
3. Death
4. Marriage
5. Sickness

MEMBERS' RESPONSIBILITY TO THE CHURCH..... 51

CONCLUSION.....52

ESTABLISHING COMMITTEE.....53

PURPOSE OF THE POLICY AND PROCEDURE MANUAL

A healthy Church functions like a healthy body.

Each part of the body knows what its part is and works cooperatively with all of the other parts to achieve desired goals. The purpose of this manual is to set forth procedures for a healthy, vital, religious community that nurtures spiritual growth through worship, Christian education, social justice, charity and fellowship.

The goal of Church policies and procedures is to ensure that each part of the Church body understands its role, functions effectively, and works cooperatively with other parts to further the Church's vision and mission.

(Adapted from Churchworks:

A Well-Body for Congregations by Anne Odin Heller, Published by Skinner House Books, Boston, MA 1999)

**Union Hill Missionary Baptist Church policies and procedures
are organized alphabetically by topics in this manual.
Each member will be given a copy for use in adhering to policy and procedures**

MISSION STATEMENT

Union Hill Missionary Baptist Church exists to: worship God, proclaim and witness the Gospel of Jesus Christ, unite and worship God in Spirit and Truth, nurture, educate and minister to the needy.

ORGANIZATIONAL OBJECTIVES

Union Hill Missionary Baptist Church, according to divine purpose and plan, is a visible, local, organized body that is composed of baptized believers associated together by the Church Covenant and a fellowship in the gospel.

We strive to be a sovereign, independent, democratic, and aggressive body whose ministry is gloriously blessed with the presence and leadership of Holy Spirit and the light and revelation of the Holy Bible.

We are organized with the authority to administer the Lord's Supper and Baptism. We exercise the authority to carry out the Lord's work, and as such, all authority over membership, affairs and missions of the Church.

As a missionary Church, we are responsible for the activities and doctrine of missionaries.

We believe in the Holy Bible and totally reject all false doctrine.

THE CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, 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 devotion; 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 intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Saviour.

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 Saviour 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.

STATEMENT OF FAITH

BAPTISM IN THE HOLY SPIRIT - Given at Pentecost, it is the promise of the Father, sent by Jesus after His ascension, to empower the Church to preach the Gospel throughout the whole earth (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6).

GIFTS OF THE HOLY SPIRIT - Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the Church, demonstrate the validity of the resurrection, and confirm the power of the gospel. The Bible lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of biblical parameters (Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; II Timothy 1:5-6; I Corinthians 12:1-31, 14:1-40; I Peter 4:10).

GOD'S WILL FOR PROVISION - It is the Father's will for believers to become whole, healthy and successful in all areas of life. But because of the fall of man, many may not receive the full benefits of God's will while on earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision in order to better serve others.

Spiritual (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10).

Mental and Emotional (II Tim.1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3).

Physical (Isaiah 53:4, 5; Matthew 8:17; I Peter 2:24)

Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10;
Deuteronomy 28:1-14; Psalm 34:10; 84:11; Philippians 4:19)

HEALING OF THE SICK - Healing of the sick is illustrated in the life and ministry of Jesus, and included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. (Psalm 103:3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; Romans 11:29; I Corinthians 12:9).

HEAVEN - The eternal dwelling place for all believers who have accepted Jesus Christ as Lord and Saviour (Matt.5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Cor.5:1; Hebrews 11:16; I Peter 1:1-4).

HELL - After living our life on earth, unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the fallen angels (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8).

HOLY BIBLE - The Holy Bible is the only authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

JESUS' BLOOD - The blood that Jesus Christ shed on the Cross of Calvary was sinless and is entirely sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 5:9; John 1:29; Hebrews 9:22).

JESUS CHRIST - Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was one hundred percent God and one hundred percent man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scripture, ascended to the right hand of the Father, and will return again in power and glory (Isaiah 9:6; John 1:1, 14, John 20:28; I Timothy 3:16; Philippians 2:5-6; I Timothy 2:5)

JESUS INDWELLS ALL BELIEVERS - Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives to Him thus making Jesus the Lord of their life as well as Saviour. They put their trust in what Jesus accomplished for them when He died, was buried, and rose again from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20).

REDEMPTION - Man was created good and upright, but by voluntary transgression he fell; his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31, 3:1-7; Romans 5:12-21).

REGENERATION - Regeneration is being born again of the Holy Spirit. (John 3:3-6; John 6:44, 65).

REPENTANCE - Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by Holy Spirit. Thus, through repentance we receive forgiveness of sins and appropriate salvation (Romans 10:8-10; Acts 2:21; 3:19; I John 1:9).

RESURRECTION - Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of eternal life and they that are lost to the resurrection of eternal damnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21).

SACRAMENTS:

Water Baptism: Following confession of salvation by faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:19; Acts 2:38; Acts 8:12, 36-38); Acts 10:47-48.

The Lord's Supper: A time of communion in the presence of God when elements of bread and grape juice (the body and blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the cross (Matthew 26:26-29; Mark 16:16; I Corinthians 10:16, 11:23-25).

SALVATION - Deliverance from sin and the penalty of death; we are saved by grace through faith in Jesus Christ; His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

SANCTIFICATION - Sanctification is the ongoing process of yielding to God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life (I Thessalonians 4:3, 5:23; II Corinthians 3:18; 6:14-18; II Thessalonians 2:1-3; Romans 8:29, 12:1-2; Hebrews 2:11).

SECOND COMING - Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a date undisclosed by the Scriptures (Matthew 24:30-31,36; 26:64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7).

THE CHURCH - The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' great commission. Every person who is born of the Spirit is an integral part of the Church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ (Ephesians 1:22-23, 2:19-22; John 17:11, 20-23; Hebrew 12:2; Colossians 1:18-20).

TRINITY - There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are co-equal and co-eternal (I John 5:7; Genesis 1:26; Matthew 3:15-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11; John 1:1-2).

VIRGIN BIRTH - Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God (Matthew 1:18, 25, Luke 1:35; Isaiah 7:14; Matthew 1:18, 23-25; Luke 1:27-35).

**PART I:
BY-LAWS AND
CONSTITUTION**

BY-LAWS AND CONSTITUTION

ARTICLE I: NAME AND PRIVILEGES

SECTION 1: THE NAME

The Church shall be known as Union Hill Missionary Baptist Church founded in the year of our Lord, 1871.

SECTION 2: ASSOCIATION and AFFILIATION

The Church is affiliated with the Reedy Creek Missionary Baptist Association, the General Baptist State Convention of North Carolina, and the National Baptist Convention USA.

ARTICLE II: PURPOSE

SECTION 1: PURPOSE

1. To worship God.
2. To proclaim and witness the Gospel of Jesus Christ.
3. To meet together and to worship God in Spirit and truth.
4. To nurture and educate.
5. To minister to the needy.

ARTICLE III: STATEMENT OF FAITH

SECTION 1: ARTICLES OF FAITH

1. We believe that the Bible is God's inerrant Word, written by men divinely inspired, and that in all matters of faith and conduct is the supreme authority.
2. We believe in the perfect holiness and justice, infinite wisdom and measureless power of God the Father. We believe that He concerns Himself mercifully with the affairs of humans, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.
3. We believe Jesus Christ is God's only begotten Son, was born of the virgin Mary and lived a sinless life. We believe that His death made atonement for the sins of the whole world. We believe that God raised Him from the dead, He ascended into Heaven, and is now interceding for His people, and will personally return to receive His own.

4. We believe in the person and work of Holy Spirit, who came to convict the world of sin, of righteousness, and of judgment, and to regenerate, sanctify, and comfort those who believe in Jesus Christ.
5. We believe that all men by nature and by choice are sinners, and that God sent His Son to save them, female and male, from sin.
6. We believe that the true Church--the body of Christ--of which He is the Head is composed of regenerated believers. We believe that the basis for membership in the local Church is the individual's personal acceptance of Jesus Christ by faith and baptism by immersion. We believe that the local Church is the organized, working forces of Christ, united for worship and fellowship. We believe that the ordinances of the Church are the Lord's Supper and Baptism.

ARTICLE IV: MEMBERSHIP

SECTION 1: PREREQUISITES:

1. Worshipers who have accepted the Lord Jesus Christ as their Saviour.
2. Worshipers who desire to live a Christian life.
3. Worshipers who give assurance of their willingness to receive the ordinance of water baptism and the Lord's Supper.
4. Worshipers who give assurance of their willingness to abide by the Holy Bible, the great commission (Matthew 28:19-20), and the Church Covenant shall be eligible for membership.

ARTICLE V: MEETINGS

SECTION 1:

The Church provides for meetings as follows:

1. Worship each Sunday. The Lord's Supper on the first Sunday of each month and other times as deemed necessary by the Pastor.
2. Sunday School
3. Prayer Meeting/Bible Study
4. Conference meetings

SECTION 2: BUSINESS MEETINGS

Business meetings shall be provided for as follows:

1. *Conference Meetings* – shall be held the Friday night prior to the first Sunday of every month, unless deemed otherwise by the Pastor.
Fiscal Year – The fiscal year shall begin January 1 and end December 31.

2. **Call Meetings** – Special meetings may be called by the Pastor or the Chairman of the Deacons’ Ministry when the Church is without a Pastor. Meetings shall be announced from the pulpit, Church bulletin, **Weekly Communicator**, and/or the Calling Post two Sundays prior to the appointed time.
3. **Quorum** – The quorum shall consist of those members in attendance. All questions shall be settled by a majority of those present, by voice vote, a show of hands, or by a secret ballot vote. The method of voting shall be determined by the sensitivity of the issue. All questions of procedures not provided for in these By-laws shall be determined according to Robert’s Rule of Order.
4. **Attendees** – Names of members in attendance (via signature sign-in sheet) shall be recorded and included in the minutes of each Church business meeting.
5. **Closed Session** – Salary negotiations shall be discussed in closed session, excluding the individual(s) in question.
6. **Minutes** – A copy of all Church business minutes shall remain in the office of the Church at all times. The Pastor shall sign a copy of each Church business meeting.
7. **Last Church conference** for the year will end in November.

ARTICLE VI: OFFICERS

SECTION 1: TITLE OF OFFICERS

Ordained officers of the Church shall be the Pastor and deacons. All other officers shall be trustees, Church clerk, Church secretary, treasurer, deaconess, Sunday School Superintendent chairs and co-chairs of each ministry.

SECTION 2: QUALIFICATIONS:

Each officer must be a Christian (born again, “saved”), whose life testifies the same, competent, and able to perform the duties of the specific office. **All officers as stated above under Section 1: Title of Officers** must be spiritually mature, know how to lead a person to Christ (share the plan of salvation), must regularly attend Bible study, prayer service, Sunday School, and worship services.

SECTION 3: GENERAL DUTIES

1. To regularly attend ministry and Church business, and conference meetings.
2. To work with other officers in all ministries at all times.
3. All officers should tithe, and it shall be documented in the Church financial records.

SECTION 4: VACANCIES

If a vacancy occurs in the office of Deacon, Deaconess, and Trustees (including chair and co-chair of each of these ministries) it shall be filled by a recommendation within said ministry and or any Church member(s). Names shall be forwarded to the Pastor and Deacons' Ministry, and voted on by the Church body at a "called" meeting by Pastor, deacon chair, or interim Pastor if there is one.

A vacancy for the Pastor shall be filled by recommendation from the Deacons' Ministry and voted on by the Church body.

SECTION 5: ELECTION OF OFFICERS

The names of all officers shall be submitted to the Deacons' Ministry in October prior to the last business meeting (November) of the calendar year. The names of officers submitted should not be changed without the agreement of the ministry members who submitted the list. Officers are to be installed the first Sunday of the New Year.

All officers (including chair and co-chair) will be elected to serve a two year term to start in January after installation of officers. Officer elections will occur every other year, i.e. (if an election is held in November 2010, the term will run from January 2011 to January 2013). After a 2-year break, if re-elected, an officer can serve another two year term.

SECTION 6: DISMISSAL OF OFFICERS

When an officer fails to fulfill his/her obligations as an officer, he/she shall have an opportunity to discuss concerns with the Pastor and deacons. If no reconciliation can be reached, or the officer in question continues to fail in executing his/her duties, he/she shall be asked to resign from the office held and a letter will be sent from the Pastor asking for his/her letter of resignation. If the officer chooses to resign after consultation, or after a letter is sent from the Pastor, he/she should resign at the next business meeting.

If an officer fails to resign, as an ex officio member of every committee or ministry of the Church, the Pastor can exercise as necessary, authority to call a special meeting, veto decision, and recommend dismissal of officers under the guidance of Holy Spirit.

After steps listed above, if an officer still refuses to resign, the officer will be asked to attend a “special called” meeting for the Church body to conduct a “secret” ballot vote for dismissal. ***{Note: The process described in dismissal of an officer must be resolved within 60 days from date officer is asked to resign.}***

ARTICLE VII: THE PASTOR

Jeremiah 3:15 “And I will give you Pastors according to mine heart, which shall feed you with knowledge and understanding”

SECTION 1: SELECTION OF PASTOR

1. Whenever a Pastoral vacancy occurs, an interim Pastor shall be called by the Church to serve until the vacancy is filled.
2. The Pulpit Committee, recommended by the Deacons’ Ministry and approved by the Church body of not less than five, consisting of a deacon, trustee, another officer, a lay-person, a youth, shall have power to select a candidate(s) for the Church to consider as the next Pastor. The committee shall bring only one name at a time for consideration of the Church, and no nominations shall be made except by the committee. Election shall be by secret ballot of the Church body with an affirmative vote of the majority of those in attendance.
3. The election of the Pastor shall take place in a meeting for that purpose only with at least two (2) weeks notice given the congregation, from the pulpit, by the Deacons’ Ministry chair, Church bulletin, *Union Hill Weekly Communicator*, and the Calling Post.
4. Should a minister recommended by the committee fail to receive a majority vote, the committee will be instructed to seek out another minister. The meeting at which the vote was taken shall be adjourned without debate. In case of election or dismissal, the person involved will be absent by request (Executive Session).
5. Interim Pastor – If a pastoral vacancy occurs, the Deacons’ Ministry will contact the General State Baptist Convention of North Carolina, Inc, the Baptist Headquarters in Raleigh, NC, or the National Baptist Convention, USA, Inc. to maintain the pulpit. During this time the pulpit committee will be established to further the process to fulfill the pastoral vacancy.

SECTION 2: QUALIFICATIONS OF PASTOR

1. Must be a Christian.
2. Undoubtedly believe in fundamentals of the faith as the inspiration of the Scripture, the virgin birth, miracles, and the resurrection of Jesus of Christ, and be called by God.
3. Character and behavior must be beyond reproach.
4. Shall have experiences in Pastoral duties, in addition to a formal education beyond high school, at an accredited Divinity School or a Bible College. The candidate must provide references and an official transcript.

Note 1 – In selecting a Pastor, the Church should take deliberate care to know the candidate's past record; that is: accomplishments, experiences and character assessment, where the candidate has previously lived and worked. The candidate must provide references and an official transcript.

Note 2 – If the candidate is inexperienced, the candidate's reputation, sound judgment, and pulpit ability should be carefully considered, and well understood.

SECTION 3: DUTIES

1. To nourish the spiritual growth of people in teaching, preaching, training, evangelism, equipping members for the work of ministry, and edifying the body of Christ under the guidance of Holy Spirit (Jeremiah 3:15; Ephesians 4:11; I Timothy 3:1-7; Titus 1:7, I Peter 5:1-4).
2. To provide ministerial leadership for committees, auxiliaries and ministries, acting as leader of all affairs of the Church, thereby teaching and carrying out the goal of a strong Christ-centered educational program through the Christian Education Ministry.
3. To be an ex officio member of every committee or ministry of the Church, but having, and exercising as necessary, authority to call special meetings, veto decisions, and recommend dismissal of officers under the guidance of Holy Spirit.
4. To perform Pastoral visitation and counsel with those who are in need.
5. To provide leadership for public witness and represent the Church at outside Church and community events that will extend the reach of the Church in its larger ministry for Christ.

6. To perform such other duties in connection with the work of the Church as shall be delegated by vote of the Church and accepted by the Pastor.
7. To formulate short- and long-range goals with each ministry for compilation of goals for the Church body.

SECTION 4: DISSOLUTION OF RELATIONSHIP

1. The question of Pastoral relationship shall be considered at any time by the Church body, on the presentation of the Pastor's resignation where grievance exists against the Pastor.
2. When it is necessary for a Pastor to leave because of grievance against the Pastor, it must come as a recommendation of the Deacons' ministry based on the **MAJORITY** of "active/good-standing" members present at a business meeting.
3. Notice of this meeting shall be given by the deacon chair in Church two Sundays prior to the meeting, and/or two Sundays in advance of a "called" meeting. The subject of the meeting will be "Personnel."

ARTICLE VIII: DEACON MINISTRY

Acts 6:3 "Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business." I Timothy 3:8-10 "Likewise must the deacons be grave, not double-tongued, not given to much wine, not greedy of filthy lucre. Holding the mystery of the faith in a pure conscience. And let those first be proved; then let them use the office of a deacon, being found blameless."

SECTION 1: QUALIFICATIONS

1. Must demonstrate spiritual maturity.
2. Must have a good knowledge of God's Word.
3. Must exemplify spiritual integrity.
4. Must have a strong family life and Christian values.
5. Must be honest in speech, temperate in living, and a faithful steward.

SECTION 2: ELECTION

1. Upon the need, due to growth of the Church membership, death, resignation, inability to serve, deacons shall be elected in accordance with the Holy Bible (I Timothy 3:8-10).
2. Names of persons with the required qualifications shall be submitted to the Pastor and the Deacons' Ministry, with a signed letter of recommendation. There shall be no nominations from the floor.
3. The deacons shall be chosen by free vote of the Church body or "secret" ballot vote.

SECTION 3: DUTIES

1. Share the gospel with unbelievers.
2. Care for Church members: sick, well, those in need, and others persons in the community.
3. Lead the Church in achievement of its missions.
4. Assist the Pastor in monitoring the spiritual life of the Church: administering the Lord's Supper, baptism, prayer re work of the Church, and taking leadership responsibility of public meetings in the absence of the Pastor.
5. Show hospitality to visitors and strangers.
6. Attend and take an active part in prayer service, Bible study, and worship services.
7. Attend New Members' Ministry Orientation to meet prospective candidates for membership and assignment of spiritual deacon.
8. Sponsor and maintain a junior Deacons' Ministry to train members for Christian service and for the preparation of the Deacons' Ministry.

SECTION 4: SELECTION OF OTHER CHURCH OFFICERS:

1. Selection of other Church officers; deaconess, trustee, chairs and co-chairs, and ALL other ministry chairs and co-chairs shall be recommended by said ministry or any Church member. Names shall be forwarded to the Deacons' Ministry and elected by a secret ballot vote by the Church body.
2. Officer Term(s): All officers (including chair and co-chair) will be elected to serve a two (2)-year term to start in January after installation of officers. Officer elections will occur every other year, i.e.(if an election is held in November 2010, the term will run from January 2011 – January 2013). After a 2-year break, if re-elected, an officer can serve another 2-year term.

2. The Church clerk, Church secretary, financial secretary, and assistant financial secretary staff will be changed only as necessary.
3. Tax law requirement: Any Church worker, i.e., trustees, financial secretary, assistant financial secretary, Church treasurer and assistant treasurer, and all people who are involved in counting money must be bonded.

ARTICLE XIV: AMENDMENTS AND BY-LAWS

Amendments to these by-laws must be introduced first to the Deacons' Ministry and the Pastor; then to the congregation at the next conference meeting. At this business meeting, a vote of the majority of active members present shall be required for acceptance. Notice of this amendment(s) must be given from the pulpit two Sundays prior to the meeting.

If Union Hill Missionary Baptist Church is without a Pastor, under no circumstance must any one develop or change these bylaws.

ARTICLE XV: RATIFICATION AND REVISION OF MANUAL

These By-laws and procedures are not to be amended arbitrarily to fit an individual's personal situation. It is recommended that this manual be approved by the members present at the regularly scheduled business meeting.

**PART II:
THE MINISTRIES**

PART II: MINISTRIES OF UNION HILL MISSIONARY BAPTIST CHURCH

CHURCH CLERK

I. STATEMENT OF PURPOSE

Records of a Church are its biography and should chart the path in growth and development of the Church. Therefore, the clerk's primary responsibility is to keep a written record of Church actions for preservation.

II. GOALS

1. Provide records that inform the Church of its business.
2. Keep accurate records that cites motives and intentions of every decision by the Church and its leaders.
3. Prepare reports of all essential business matters of the Church.
4. Keep an accurate count of the membership.

III. OBJECTIVES

1. Utilize the best equipment possible for the clerk's tasks.
2. Ensure all records are safely kept and accessible when needed.
3. Be available to share vital information as needed.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Record all Church business.
2. Keep records in order and in a secure place.
3. Use available resources for upgrading computer technology.
4. Utilize goals and objectives to propose updated equipment, office space, etc. }

CHURCH SECRETARY

I. STATEMENT OF PURPOSE

The Church secretary should possess a mastery of office skills by demonstrating the ability to assume responsibility, exercise initiative, use sound judgment, and make decisions within the scope of assigned tasks.

II. GOALS

1. Type letters for all auxiliaries, i.e., speakers, events for the Pastor's signature.
2. Send follow-up thank you letters to speakers on behalf of the Church for the Pastor's signature.
3. Develop great computer, organizational, and secretarial skills.
4. Possess great interpersonal skills.
5. Be loyal and trustworthy in integrity and speech.

III. OBJECTIVES

1. An organized filing system with copies of all letters filed for easy retrieval, as needed.
2. Serve as an information bank.
3. Understand the function of all ministries and the leadership roles of the Church.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Serve as helper to the Pastor
2. Type all materials assigned for the task.
3. Keep accurate files of Church information.
4. Maintain a friendly disposition.

CUSTODIAN

I. STATEMENT OF PURPOSE

Since the Church building is the center for worship, it should be maintained in such a way to reflect godliness. God's house should be kept tidy, orderly, neat, and clean. Therefore the custodian should lead the Church in care-taking of the physical facilities.

II. GOALS

1. Maintain a clean building.
2. Build a team approach for maintaining the cleanliness of the Church.
3. Develop a team that is engaged in spiritual growth.

III. OBJECTIVES

1. Thoroughly clean the entire Church once every week.
2. Spot clean facilities on an as needed basis.
3. Thoroughly clean all restrooms and empty trash cans weekly or more often if needed.
4. Maintain the baptistery.
5. Operate heating and cooling system.
6. Keep sidewalks and steps free from ice, snow, and other hazards.

7. The ministry leader should get in touch with the Pastor and he will announce from the pulpit for a team of men to help the custodian assemble and disassemble the Fellowship Hall for special events.
8. Open and close the building according to scheduled meetings, services, events, as directed according to the Church body.
9. Perform other responsibilities as assigned.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Maintain the Church by cleaning the building weekly, cleaning restrooms and emptying trash cans weekly, or more often if necessary.

DEACONS' MINISTRY

I. STATEMENT OF PURPOSE

As spiritual leaders, deacons are to work with the deaconess in carrying out the mission mandate of the Church and support the Pastor's vision for ministry. **{Note: Members of the Church body can submit potential names to the Pastor for the Deacons' Ministry.}**

II. GOALS

1. Implement an effective Deacon Ministry. **(Training Institute sessions).**
2. Promote Church harmony.
3. Promote spiritual maturity within the Deacons' Ministry and the congregation.
4. Support evangelism, mission, discipleship, and stewardship ministries of the Church.
5. Maintain a close working relationship with the Pastor and deaconess.

III. OBJECTIVES

1. Witness and share the plan of salvation with unbelievers.
2. Demonstrate Christian love and the fruit of the Spirit in daily living.
3. Attend available and pertinent workshops that foster spiritual growth.
4. Be available for Biblical teaching.
5. Develop lines of communication with the Pastor and deaconess.
6. Encourage congregational support of Church ministry and the Pastor's vision for ministry.
7. Actively participate in the stewardship, discipleship, and evangelism ministries of the Church.
8. If a deacon does not meet qualifications 1-7 above under the "OBJECTIVES" section, he shall be removed from the Deacons' Ministry.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Exhibit Christian leadership and spiritual qualities.
2. Coordinate visitation of sick and shut-in with deaconess.
3. Assist in preparation of deaconess for teaching and witnessing.
4. Coordinate opportunities for spiritual growth (retreats).
5. Define/coordinate needs of congregation and community with Pastor and deaconess.
6. Participate in ongoing teaching/training opportunities (**all leadership**).
7. Assist the Pastor with communion and baptism.
8. Model behavior befitting office of Church leader.
9. Manage and lead the congregation in participation in tithing, and spiritual growth as a motivating power.
10. Other responsibilities as requested by the Pastor.

DEACONESS MINISTRY *Titus 2:3-5* “The aged women likewise, that they be in behavior as becometh holiness, not false accusers, not given to much wine, teachers of good things; that they may teach the young women to be sober, to love their husbands, to love their children. To be discrete, chaste, keepers at home, good, obedient to their own husbands, that the word of God be not blasphemed.”

I. STATEMENT OF PURPOSE

Deaconess work, as spiritual leaders, with deacons in carrying out the mission of the Church. The Deaconess Ministry is geared toward ministry with women and children.

II. GOALS

1. Support discipleship, evangelism, mission, and stewardship ministries of the Church.
2. Grow spiritually.
3. Share and witness in the community.
4. Lead spirit-filled and controlled lives.
5. Maintain close relationship with the Pastor and deacons.

III. OBJECTIVES

1. Attend available and pertinent workshops that foster spiritual growth.
2. Exhibit the fruit of the Spirit in daily living.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Coordinate preparation and communion elements.
2. Exhibit Christian leadership and spiritual qualities.
3. Coordinate visitation of sick and shut-in with deacons.

4. Coordinate preparation of baptismal candidates.
5. Assist in preparation of deaconess for witnessing, and teaching.
6. Coordinate opportunities for spiritual growth.
7. Minister spiritually to the needs of the congregation and the community.
8. Participate in ongoing teaching/training events.
9. If there is a conflict with a member on the deaconess board, the chair should talk with that person one-on-one. If not resolved, take two other members and try to settle the issue. If still not resolved, take it to the Pastor for further action.

Note – A Deacon’s wife shall not automatically be appointed a Deaconess. A Deaconess may or may not be a Deacon’s wife.

FUNERAL MINISTRY *Psalm 23:1 “The Lord is my shepherd, I shall not want.”; Matthew 28:20 “Teaching them to observe all things whatsoever I have commanded you; and lo, I am with you always even unto the end of the world. Amen.”*

I. STATEMENT OF PURPOSE

The mission of the Funeral Committee is to abide, befriend, and console the family of the deceased.

II. GOALS

1. Contact the Pastor, ministerial staff, and deacons in the event of death.
2. Plan a visitation to the deceased home to determine needs and desires of the family.
3. Help family plan the order of service, write the obituary, or any other help the family may request.
4. Make contact with the Pastor, president of one of the Church choirs, president of the usher board, and hospitality committee chair, if requested by the family.
5. Inform family of services provided by the Church.
6. Determine if the deceased was a Mason, Eastern Star, member of a Sorority, Fraternity, or other organization to determine if any special services or ceremonies are requested.
7. Advise the family that no dates for services *can* or *should* be confirmed until contact with the Pastor has been made.

III. SERVICES PROVIDED FOR MEMBERS AND IMMEDIATE FAMILY

MEMBERS (Immediate family member defined as: husband, wife, children, parent, brother, sister of a member).

1. If the family wants a repast, the Church will apply \$200.00 toward the cost of the food (and not to the member). If the family does not have a repast, a \$200.00 monetary donation will be given to the surviving spouse, or child that is a member of Union Hill **and/or** the person designated for handling funeral arrangements.
2. Usage of Sanctuary/Fellowship Hall – no charge
3. Church will pay choir musician.
4. Church Pastor – no charge.
5. Family will be responsible for food to be served at repast. The Hospitality committee may organize and serve the meal.

V. RESPONSIBILITIES OF NON-MEMBERS

1. Use of Sanctuary – no charge.
2. Use of Fellowship Hall - \$50.00
3. Pastor (if Union Hill's Pastor is requested) – honorarium
4. Custodian – honorarium
5. Musician \$50.00 (if one of Union Hill's choirs is requested).
6. Family will be responsible for the food to be served at the repast. Persons will need to be assigned to arrange and serve the meal. A member of the Hospitality committee may be available to assist.

“GEMS” YOUNG LADIES MENTORING MINISTRY *Proverbs 22:6 “Train up a child in the way he should go, and when he is old he will not depart from it.”*

I. STATEMENT OF PURPOSE

Encourage and empower young ladies ages 9 to 18 to build lasting friendships; address complex topics they struggle with daily such as, but not limited to include self-esteem, self-respect, peer pressure, boy/girl relationships, decision-making, proper etiquette, proper dress codes for different occasions, and good oral communication skills.

II. GOALS

1. Develop a love for the word of God, know and understand what it means to be saved.
2. Train young ladies how to conduct themselves as pure, chaste, godly young women who strive to be reverent in behaviour at all times.
3. Address godly self-worth and self-esteem issues that many teens face today.

III. OBJECTIVES

1. Learn proper etiquette and proper dress by conducting fashion shows and etiquette workshops.
2. Practice age-appropriate community service.
3. Cultivate wholesome friendships/relationships

4. Develop better oral and communication skills.
5. Tackle real-life challenges that impact young ladies on every level.
6. Maintain good study habits and earn better grades with a focus and desire to continue higher educational goals for a life long career.
7. Initiate and institute an ongoing “abstinence” program for the GEMS.

IV. LEADERSHIP RESPONSIBILITIES

1. Ensure mentoring sessions occur monthly at designated date, time and place.
2. Occasionally will meet outside of regular mentoring sessions for scheduled special activities, events, and community projects.
3. Commit to have fun and meaningful sessions with the young ladies.
4. Serve as mentors and not surrogate parents.
5. Not violate rules of confidentiality in discussed sessions (unless previous permission) is given, or in a case where a mentee’s life may be endangered.
6. Encourage parents assistance in ensuring mentees attend sessions in the program.
7. Let parents know mentors will not try to replace or judge their parenting skills.
8. Strongly encourage parents’ participation in some of the sessions.

HOSPITALITY MINISTRY *I Peter 4:10 “As every man hath received the gift, even so minister the same one to another, as a good steward of the manifold grace of God.”*

I. STATEMENT OF PURPOSE

Comprised of energetic spirits, this ministry seeks to welcome everyone who comes into the Church with a positive and Christ-like attitude as we endeavor to serve people.

II. GOAL

To *physically* feed the body.

III. OBJECTIVES

1. Ensure that each person is greeted with a warm smile and love
2. To please God with our hearts and service.

LAYMEN'S LEAGUE (MEN MINISTRY)

I. STATEMENT OF PURPOSE

Enlist all men in Church to coordinate manpower of the Church for an effective performance of Christian activities; to cultivate the Christian life of men through Bible study, prayer, worship, and fellowship, and obedience. We endeavor to be a role model and teach young men to do the same.

II. GOALS

1. Provide Christian education and meaningful fellowship for men and boys.
2. Seek opportunities for, and encourage men and boys to observe and participate in seasons of prayer.
3. Promote among men and boys a more definite and intelligent understanding of the Christian faith and life.
4. Keep men aware of their duties and obligations as members of the Church.
5. Encourage men to: support and participate in home and foreign missions; inspire them to attend and support annual sessions of state Laymen's League.

III. LEADERSHIP RESPONSIBILITIES AND OBJECTIVES.

1. Be held accountable with other brothers in Christ, purity of hearts.
2. Be servant leaders
3. Mentor the next generation of young men to become leaders
4. Commitment to the Pastor and the vision of the Church
5. Unashamed to witness to others the Gospel of Jesus Christ
6. Enlist un-Churched men for fellowship in Christian service through the Church, and to bring unsaved men into vital relationships with God in Christ through personal commitment to Him.

MISSIONARY MINISTRY (SENIOR, YOUTH, & YOUNG ADULTS)

Isaiah 6:8 "Also I heard the voice of the Lord, saying, Whom shall I send, and who will go for us? Then said I, Here am I; send me."

I. STATEMENT OF PURPOSE

To respond to God's redemptive love by sharing it with all mankind, particularly those who are in need and less fortunate than we are.

II. GOALS

1. Get the entire congregation more active in missions.
2. Assist the Church in expanding its outreach.
3. Lead persons to Christ.
4. Continue toward spiritual maturity.

III. OBJECTIVES

1. Share needed items with those who are sick and shut-in.
2. Become involved in more community outreach.
3. Perform needed task of the sick and shut-in.

IV. LEADERSHIP AND RESPONSIBILITIES AND EXPECTATIONS.

1. Coordinate mission involvement with the congregation and leaders.
2. Involve youth in missions.
3. Coordinate visitations and needs
4. Promote harmony with other Church ministries.
5. Coordinate new opportunities for mission involvement.

MUSIC MINISTRY

Colossians 3:16 "Let the word of Christ dwell in you richly in all wisdom; teaching and admonishing one another in psalms and hymns and spiritual songs, singing with grace in your hearts to the Lord."

Psalms 150 "Praise ye the Lord. Praise God in His sanctuary; praise Him in the firmament of His power. Praise Him for His mighty acts; praise Him according to His excellent greatness. Praise Him with the sound of the trumpet; praise Him with the psaltery and harp. Praise Him with the timbrel and dance; praise Him with stringed instruments and organs. Praise Him upon the loud cymbals; praise Him upon the high sounding cymbals. Let everything that hath breath praise the Lord. Praise ye the Lord."

I. STATEMENT OF PURPOSE

To use music to glorify God, teach, provide fellowship opportunities and to compliment the overall ministry of the Church. Music is a vehicle for praising God, teaching spiritual concepts and edifying the body of Christ. It also provides a means for employing various gifts and abilities in the service of God.

II. GOALS

1. Provide musical training for the choirs, choruses, and congregation.
2. Enhance congregational singing.

3. Provide and encourage musical training for ministry participants.
4. Develop and increase music appreciation.
5. Expand the ministry to include instrumental and other artistic forms of creative movement.

III. OBJECTIVES

1. Provide appropriate music for worship and age groups.
2. Provide more opportunities for congregational singing.
3. Encourage ministry participants to attend workshops and classes.
4. Encourage individual and collective Bible study.
5. Expose congregation to various types of music.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Teach ministry participants and congregation.
2. Provide various types of music.
3. Lead congregation in understanding biblically responsible music.

NEW MEMBERS ORIENTATION MINISTRY

I. STATEMENT OF PURPOSE

Many people unite with churches and sometimes are not certain they have a personal relationship with Jesus Christ (are a born again believer). This ministry wants to ensure that every new member understand the difference between being “saved” and “uniting with a church. Many new members hold church membership without realizing what it really means to be saved and know where they will spend eternity\ when they die.

II. GOALS

1. To ascertain first and foremost if the new member is already saved; if not saved, using the Bible (John 3:16; Romans 10:8-10), and other scriptures, we discuss and spend as much time as needed to ensure they know and understand they are saved and where they will spend eternity when they die.
2. Schedule at least 4 sessions (or more if needed) with new members to ensure they understand:
 - a. The meaning of Church membership/The Church Covenant
 - b. Baptist History/Doctrine
 - c. Christian/Spiritual Growth
 - d. God’s Financial Plan for the Church

III. OBJECTIVES

1. Explain and encourage new members to read God's Word daily and pray, attend Sunday School, weekly Bible study, and other worship services.
2. Encourage new members to pray and seek God's direction regarding which ministry their spiritual gifts and talents can be used in this Church.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Pray for new members and keep in contact (before or after service) to see if they have questions or needs that we may direct them to the appropriate person(s).

NURSES' AID MINISTRY

I. STATEMENT OF PURPOSE

To provide immediate aide and temporary care to the person(s) in case of an accident or sudden illness until the Emergency Medical Team (EMT) or physician can be obtained.

II. GOALS

1. Provide immediate and temporary care to the sick or injured.
2. Assist the Pastor upon request.
3. Assist the emotionally aroused person.
4. Assist bereaved families in their need for comfort.

III. OBJECTIVES

1. Enlist committed volunteers.
2. Provide on-going training to all members
3. Perform needed tasks of the sick or injured.
4. Be available at all Church functions.

IV. LEADERSHIP RESPONSIBILITIES

1. Serve as a helper to the Pastor and other auxiliaries.
2. Engage in on-going training, such as CPR.
3. Maintain a friendly and spiritual disposition.
4. Become a part of the worship service as deemed necessary by the Pastor.

PASTOR'S AID MINISTRY

I. STATEMENT OF PURPOSE

To enable Christians with the gift of “helps” to share with the Pastor and his family, their time, talents, and treasure.

II. GOALS AND OBJECTIVES

1. Befriend the Pastor and his family in sincerity.
2. Assist the Pastor and his family with a hospitable and helping spirit.
3. Supplement, by compliment, the professionalism of the Pastor.
4. Create a Church wide attitude of caring for the Pastor and his family.

III. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Assist in financial support of the Pastor.

PRAISE DANCE MINISTRY

2 Samuel 6:34 “And David danced before the Lord with all his might.”

I. STATEMENT OF PURPOSE

To praise and worship God through dance.

II. GOAL

1. Be a vehicle of praise for worship services.
2. Under the anointing of God, through dancing, we endeavor to exalt, honor, and always give Him all glory and praise.

III. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Be a catalyst for worship.

IV. OBJECTIVES

To minister in exaltation and praise to God.

SIGN LANGUAGE MINISTRY

John 4:23 "But the hour cometh, and now is when the true worshippers shall worship the Father in Spirit and in truth, for the Father seeketh such to worship Him."

I. STATEMENT OF PURPOSE

To bridge the gap between the hearing and the deaf community through worship and praise utilizing the ministry beyond the walls of Union Hill Missionary Baptist Church.

II. GOAL

Perform during worship services to the "Glory of God," using our gifts to spread the word of God.

III. OBJECTIVES

Submit ourselves boldly unto the Lord, spreading the gospel of Jesus Christ through music with the use of American Sign language.

SUNDAY SCHOOL MINISTRY *Matthew 4:23a "And Jesus went about all Galilee, teaching in their synagogues."; Mark 1:2 "And they went into Capernaum; and straightway on the Sabbath day He entered into the synagogue and taught."*

I. STATEMENT OF PURPOSE

To teach the gospel message commanded by Jesus Christ so that Christians will know Him as their Lord and Saviour, and the unsaved will become disciples of Christ.

II. GOALS

1. Increase attendance in Sunday School and worship services.
2. Encourage fellowship, growth and service as a Christian.
3. Teach stewardship of tithes, time and talents.
4. Win souls for Christ.

III. OBJECTIVES

1. Enlist effective, committed teachers and workers.
2. Provide a curriculum that will build Christian character.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Keep history and accurate records of Sunday School.
2. Select curriculum and materials to be used.
3. Plan activities for the Sunday School year.
4. Ensure that classes have teachers present and prepared
5. Encourage teachers and workers to attend training.
6. Be enthusiastic and creative about teaching the gospel messages.

TREASURER

I. STATEMENT OF PURPOSE

To be the custodian of Church funds and to keep records. To give an accurate report to the congregation on the financial status of the Church of income and disbursements.

II. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Ensure that all cash receipts are properly deposited and signed.
2. Inform members that Union Hill Missionary Baptist Church does not cash checks.
3. Ensure that the Church is audited externally every two (2) years.

TRUSTEE MINISTRY

I Corinthians 4:2 "Moreover, it is required in stewards, that a man be found faithful."

I. STATEMENT OF PURPOSE

To manage the material possessions of the local congregation.

II. GOALS AND OBJECTIVES

1. Lead, with openness, new ideas and ways.
2. Lead, by using all available saved capable leaders.
3. Lead, by example, to lead people to action as well as decision.
4. Lead, as a good, organized body.
5. Lead by spiritual growth as the motivating power.

III. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Evaluate the conditions of the material assets of the Church.
2. Maintain the properties of this Church in a presentable and useable fashion.
3. Assist the Pastor in developing a responsible stewardship of finances.
4. Continually train and be trained in the work of trustee.

5. Exhibit Christian leadership and spiritual qualities.
6. Model behavior befitting of the office of a Church leader.

USHERS' MINISTRIES (JUNIOR & SENIOR) AND PARKING LOT MINISTRY

Psalm 84:10 "For a day in thy courts is better than a thousand. I had rather be a doorkeeper in the house of my God, than dwell in the tents of wickedness."

I. STATEMENT OF PURPOSE

This ministry is designed to demonstrate, through the gift of hospitality, service at its highest. It seeks to give the participant in worship the certainty that whatever their needs are, they will be attended to by the Church usher.

II. GOALS

1. Share warmth and kindness to those who worship in this congregation.
2. Be an example of the gift of hospitality that God has given the Church.
3. Witness the faith in God to those who participate in the fellowship.
4. Recruit other volunteers in this service of hospitality.

III. OBJECTIVES

1. Train usher participants in all areas to learn and know about the ministry.
2. Provide extended resources for better and knowledgeable service.
3. Understand biblical principles concerning the spiritual gift of hospitality.
4. Share our Christian faith so others might become saved.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Consistent training is expected, relevant to this ministry.
2. Become a part of the worship service as deemed necessary by the Pastor.
3. Have meetings that encourage members to enjoy this ministry, in the spirit of Christ.

VESSELS INTERCESSORY PRAYER (VIP) MINISTRY *Luke 1:18 "And He spoke a parable to them that men always ought to pray and not loose heart."*

I. STATEMENT OF PURPOSE

Millions of souls are dying daily without the knowledge and saving grace of Jesus Christ. People all around us are living a sickly, feeble, and fruitless spiritual life. Our nation and countries are in political battles and turmoil. God is looking for someone

to stand in the gap and get involved in His work. God has given us the privilege to come boldly before His throne and intercede on behalf of others. He is pleased when we ask Him to meet our needs and the needs of others.

II. GOAL

Open our ears, eyes, and hearts to the needs around us and stand in the gap by praying and interceding in all occasions daily for God's divine will to be done in homes, Churches, government, leaders, schools, nations, politically, and in the world.

III. OBJECTIVES

1. Encourage others to seek God's direction if led to become intercessors; to witness results of specifically answered prayers as the Church body becomes more unified, spiritually, individually and corporately in attendance at Bible study, prayer meeting, Sunday School and worship services.
2. Experience the evidence of God's power in defeating problems in the world because of wholehearted, effective intercession.
3. Behold and experience the results of specifically answered prayer requests.
4. Conduct a Churchwide prayer conference and invite other Churches and/or a prayer retreat.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Meet weekly to intercede for prayers submitted in the prayer box, and anyone who comes to the Church for prayer.
2. Meet monthly to encourage and share praise reports of answered prayers.
3. Pray consistently for Pastor, deacons, all leaders and ministries in the Church.
4. Witness and share the plan of salvation with those who want to be saved.

WEDDING COORDINATOR

I. STATEMENT OF PURPOSE

A wedding ceremony performed is a religious service to be conducted with decorum in an order and manner that are holy and sacred. Any use of the Church facilities or equipment should honor Christ and should be consistent with the teachings of the Church. A wedding is the recognition that marriage is sacred before God and that God holds us responsible for our vows before Him. All weddings conducted in Church facilities must be spiritual and worshipful events of celebration.

II. GOAL

Ensure that the bride and groom's special event is beautiful, stress-free, and a wonderful memory that will last a lifetime.

III. OBJECTIVE

Coordinate, arrange and plan the perfect wedding in accordance with the Wedding Policies and Procedures of Union Hill Missionary Baptist Church.

WELCOME MINISTRY

I. MISSION

Greet and welcome everyone--guests and members--with love as they enter the Church sanctuary. Strive to provide a warm, heartfelt welcoming atmosphere so that everyone will experience love, and feel the presence and power of the Holy Spirit. Provide visitors with pertinent information about our Church, members, and staff, and hope they will come back to visit again.

WOMEN'S MINISTRY *Isaiah 32:9, 15 "Rise up, you women who are at ease, hear my voice; give ear to my speech! Your Lord has need of thee. Until the Spirit is poured upon us from on high. And the wilderness becomes a fruitful field, and the fruitful field is counted as a forest."*

I. STATEMENT OF PURPOSE

To encourage, equip, and empower women of this Church to take their God-ordained place within the kingdom of God, exercising their gifts, talents and skills to the glory of God! As women of God we are committed to service and leadership.

II. GOALS

1. Spread the love of God by creating an atmosphere where women can form closer bonds. Grow in spiritual maturity by encouraging each other to take full advantage of opportunities for hearing the word of God in Bible Study, Sunday School and worship services.
2. Spiritually encourage unity and strength in the Church by cultivating a more inclusive fellowship by reaching out aggressively to ALL female members: single, married, young, senior citizens, long-term, and new members.
3. Reach out and fellowship with other Churches.
4. Support, nurture, and celebrate our young ladies by serving as mentors as they enter into womanhood.

III. LEADERSHIP RESPONSIBILITIES

1. Commit to monthly meetings the first Monday night at 7:00 p.m. in the Church chapel, unless deemed otherwise by holidays, etc.
3. Plan and organize Christian fellowship activities such as Annual Women's Day, Christmas fellowship, retreats, trips and other programs.
4. Provide an outlet for members to donate goods (i.e., clothing, personal hygiene products and food to external organizations in our community).
5. Enhance knowledge as we endeavor to organize a "Sisters" book club to read and discuss upon completion of reading.

YOUTH MINISTRY

I. STATEMENT OF PURPOSE

The Youth ministry strives to enrich the spiritual, social and scholastic aspects of young people's lives by way of Christian-based extracurricular activities.

II. GOAL

Each youth that we encounter will leave saying:

- 1) "What must I do to be saved?"
- 2) Hear I am Lord, use me and
- 3) "I am not afraid to spread the Gospel."

III. OBJECTIVES

1. Strive to have a stronger relationship with Jesus Christ today than yesterday.
2. Experience public speaking on biblical topics.
3. Experience clean wholesome fun and fellowship through dining, comedy and entertainment.
4. Build strong leadership skills.
5. Become active within our community with those who are less fortunate.

IV. LEADERSHIP RESPONSIBILITIES - Children learn by example and are constantly watching us in our daily walk. Therefore, we endeavor to:

1. Be active within our Church and continually try to reach our youth on their level of understanding.
2. Remain young at heart and to be very passionate towards the youths needs here at Church and within our communities.
3. Have an open door policy that our advisors are accessible to provide encouragement, guidance, and prayer during any time they need us.

FUTURE MINISTRIES

HISTORIAN: Seeking someone with experience.

SINGLES MINISTRY (Future)

I. STATEMENT OF PURPOSE

To welcome, nurture and encourage Christ-centered growth, service and celebration of life in singles.

II. GOALS

1. Personal and spiritual growth.
2. Share God's gifts through service.
3. Interact with the larger Church body.
4. Celebrate our God-given purpose,
5. Mutual accountability in Christian walk.

III. OBJECTIVES

1. Establish small group Bible-based instruction.
2. Identify spiritual gifts.
3. Create and respond to opportunities for service where needed.
4. Establish ongoing fellowship activities.
5. Commit to prayer all endeavors.

IV. LEADERSHIP RESPONSIBILITIES AND EXPECTATIONS

1. Be a Christian and possess a heart for becoming more like Christ.
2. Have a determination to serve God through a leadership calling.
3. Be willing to share skills, knowledge, experience, and leadership abilities.
4. Have an attractive Godly character that generates confidence with others.
5. Be willing to coach and develop others in their spiritual walk.

TUTORIAL: MISSION – To develop programs which will enhance the educational needs of the children of Union Hill Missionary Baptist Church, through assessment, technology, and practice.

**III:
PROCEDURES
AND POLICIES**

PROCEDURES/DEFINITIONS

METHODS OF RECEIVING MEMBERS:

ACTIVE MEMBER (“GOOD STANDING”):

- **Those who are in regular Church worship, attendance at Bible study, Sunday School, and conference meetings;**
- **Have been a member of Union Hill for a period of six months and shown interest in contributing to the work of the Church (this does not include members who are sick and/or disabled; nor those members on Military or Missionary duty), and**
- **Have given a financial contribution within those six months.**

BORN AGAIN: CANDIDATE FOR BAPTISM: Persons who desire to be born again and want to unite with this Church, should express their desire to the Pastor, his designee, or the Deacons’ Ministry at any time. The Church clerk or Church secretary will get necessary information (New Members’ Assigned Spiritual Leader form) at the time the candidate express a desire to be saved or unite with Union Hill Missionary Baptist Church. They will forward this information to the New Members’ Orientation Ministry as soon as possible to schedule New Members’ sessions with the candidate(s).

After completion of orientation sessions, the candidate will be baptized on the next first Sunday of the month and receive the right-hand-of-fellowship. Each candidate shall be baptized by immersion. Prior to baptism, someone from the Deaconess Ministry will contact the candidate and advise them of baptismal procedures. If for some reason, the first Sunday is not convenient for the candidate, the candidate shall be baptized at such time as designated by the Pastor and the Church. If there are those who are incapacitated, they should ask that member to call the Church or notify the Deacons’ Ministry of their desire to be saved and/or baptized.

CHRISTIAN EXPERIENCE: Persons who are not members of a Church but have been baptized upon the profession of their faith in the Lord Jesus Christ and have accepted the views of faith and practice approved by the Bible may be received into membership by virtue of their Christian experience.

LETTER: Persons admitted by letter shall present, or have the clerk of their former Church send a letter of honorable departure to be read upon presentation to the Church. If a Church fails to send a letter, or if Union Hill does not get a response within 90 days, the Church will receive that person into full membership

RESTORATION: A member whose membership has entered into the inactive status and upon his/her confession makes it known to the Church that he/she desires to reunite with this Church, accepting God's covenant, shall be restored to the membership of this Church.

WATCH-CARE MEMBERSHIP: Persons who remove from their Church and it is impossible for them to attend their Church may be received as watch-care members, if their stay is temporary. They shall hold no office. They may attend conference meetings, but shall not vote. **NOTE:** In order to enjoy amenities (benefits), i.e., camp outings, various trips, and any activities where cost is involved, one must be a full-pledged member of Union Hill Missionary Baptist Church.

METHODS OF DEPARTURE

DEATH: The name of members who pass away shall be removed from the membership roll. Their names shall be placed in the historical records of the Church.

- **INACTIVE/LAPSED MEMBERS** are those who have not given a financial contribution, and not shown interest in contributing to the work of Church for a period of six consecutive months. (This does not include members who are sick and/or disabled; nor members on Military Duty or Missionary Duty.

Inactive/lapsed members shall not be dropped from membership until good faith efforts have been made to contact them by the Pastor and/or Deacons' Ministry chair, either by letter, telephone call, e-mail, or otherwise, to ascertain their wishes concerning membership.

LETTER: When a member moves so that it is impossible for him/her to assume full fellowship with this Church, he/she may request a letter to affiliate with another Church of their choosing to continue fellowship as stated in the Church covenant.

WITHDRAWN MEMBERS are those who have stated in writing or orally to the Pastor or chair of the Deacons' Ministry that they wish to be dropped from the Church membership.

If a member makes an oral statement of withdrawal to the Deacons' Ministry chair, it is the responsibility of the Deacons' Ministry chair to put the statement in writing and send a copy to the Pastor and the member within three days. It is the responsibility of the Pastor to confirm the withdrawal statement with the member. The withdrawn member must sign his/her signature on said letter.

POLICIES

Members and minister(s) of Union Hill Missionary Baptist Church shall adhere to the following policies. These policies will be reviewed in **two** years.

1. Assistance – If a member/nonmember needs assistance, they should contact the Deacons’ and/or Missionary Ministries chair.

2. Bids

Repairs – Major repair jobs to the Church shall be open for bids. At least three bids should be presented to the deacon and trustee ministries. Repair jobs should be announced in the regular business meeting (a description of the work to be done will be posted).

Exception: In cases of emergency, the chairperson of the Trustee Ministry is authorized to call for intermediate repairs.

Lawn and graveyard maintenance and Custodial Services: Person(s) who are currently rendering lawn, graveyard maintenance, custodial services, pest control, and musicians’ agreements should submit bids (contracts) for each fiscal year the first week in October to the Deacon Ministry. **NOTE: Fiscal year is from November to November.** The person or company whose bid is accepted will be announced at the last business meeting (**November**) of the fiscal year.

3. Choir Robes

The Church will assist choirs in purchasing robes on a scheduled basis. The schedule shall be made available to choir members. The robes are the property of Union Hill Missionary Baptist Church. The president or chairperson is responsible for knowing the whereabouts of all robes. He/she shall maintain a current roster of all robes issued, and a copy shall be given to the Trustee Ministry.

4. Church Related Trips (Sunday School and all Auxiliaries)

Permission slips must be on file at Church prior to trip departure date for all youth under the age of 18 traveling without parent(s) or guardians. An appropriate number of adults must go as chaperones. Persons riding the van who are non-members of Union Missionary Baptist Church should have a permission slip on file. A record of those riding the van on any trip must be left at the Church before departure. Copies of everyone traveling on the van or bus must be left on the back door slot in the Fellowship Hall prior to departure. This is for EMERGENCY purposes only.

5. Disasters

Members **and non-members** who suffer losses from a natural disaster (fires, storms, tornadoes, hurricanes, etc.) may be eligible to receive a monetary donation. The Deacons' Ministry will recommend the amount to be awarded to the member and **must** consult with the Missionary Ministry before deciding what donation(s) will be given.

6. Donations

The Church will donate annually, *if funds are available*, to the following organizations or charities:

American Legion Post 293 of Nashville	Relay for Life
Boys and Girls Club of Nashville	The Wright Center
Community Ministries	Tri-County
Galatia Noonday Bible Study	
Habitat for Humanity	
H.O.P.E. Organization	
Men on a Mission	
NAACP	
Nash Community College	
Nashville Willing Workers	
My Sister's House	

The Church body, upon recommendation from the Deacons' Ministry, will vote on the amount to be donated to each organization. The organization or charities effectiveness in the community will also be considered in determining the amount to be amount to be donated.

7. Fellowship Hall **Contact Person** **Chairperson of Trustee Ministry** **Alternate:** **Chairperson of Deacons Ministry**

The Fellowship Hall is *not available to non-members* for family birthday celebrations, wedding anniversaries, or family reunions. **NOTE: Immediate family is defined as: husband, wife, children, parent, brother, sister of a member.** Members who wish to host one of the events listed above must sign up in advance by filling out a "Building Use Form" (preferably two months in advance of the event) to ensure that the facility is available on the desired dates. Please consult with the hospitality ministry chair prior to having events listed in this section. *Please complete and place a signed "Building Use Form" in Trustees Box for approval.*

Assessment for other functions:

Political Rallies: \$25.00 per meeting
Social Organizations: \$100.00 with the use of the kitchen
\$75.00 without the use of the kitchen

Custodian's Fee: Honorarium

Members shall not pay for meeting in the Church.

8. Fellowship Hall regarding: Caterers, Food Preparation, Cooking and Serving

The following guidelines shall apply to, and be strictly enforced or adhered to prior to preparation, cooking and serving food in the kitchen:

- Only the Hospitality ministry and persons preparing, cooking, and serving food shall be in the kitchen;
- When the kitchen is in use for food preparation, no one should enter through the back door into the kitchen (germs from colds, flu, viruses can easily be picked up if people come in coughing, hands are not sanitized, etc.);
- **All caterers who bring in food, or prepare and cook food in the kitchen, must be licensed.** A copy of their license must be given to the Hospitality chairperson prior to the event. **The ministry chair of the event MUST ensure prior to booking any event that the caterer is licensed and should ask that a copy of their caterer's license be copied and provided for church files.**
- **Funeral Repasts, and ANY other function where food is served**: Food must not be brought into the kitchen the day or night before the event for the following day. (There have been occasions where spoiled food had to be thrown out).
- **Union Hill events where food is served, i.e., potluck dinner, "boxed lunches"** etc. should be aware that if someone gets sick, the Church could be liable, which could possibly lead to legal action.

9. Fundraisers

Auxiliaries are permitted and encouraged to have fundraisers. Fundraisers do not replace tithes and offerings. All proceeds from fundraisers must be turned in to the Church's treasury. In the past, the Pastor's Aid ministry was exempt from this exception; however, in light of ensuring the Church is not violating financial laws, the Pastor's Aid ministry will be a budgeted item.

Retirement – The Church will offer a retirement package with a Financial Advisor; however, if the Pastor wishes, the Church will deduct from his salary an amount to be used for retirement. The same holds true if the Pastor wishes for the Church to set up an insurance package for him and his family.

Pastor's Spouse – The Pastor's spouse would receive any monies due to the Pastor if the Pastor passes away..

Minister Salary/Titles – Any ordained minister who becomes a member of Union Hill may be referred to as Associate Minister. This does not mean that the minister will become Pastor of the Church or act in a Pastoral role if the relationship between the Pastor and members is dissolved. Ordained ministers will receive \$200.00 and un-ordained ministers will receive \$125.00. This amount will be given to the minister at the conclusion of Church service.

15. Minor Repairs

The Trustee Ministry is authorized to have repairs (not to exceed \$1,000) with out approval from the Deacons' Ministry and without securing three bids.

16. Musicians

Musicians' pay will be determined on an individual basis. Musicians will receive their regular pay on Sundays that guest choirs are invited to sing. Guest choir musician receives \$50.00.

All paid musicians and/or drummers must be recommended by the Deacons' Ministry and voted on by the Church body.

Musicians and/or drummers under consideration for employment will be compensated for services. Under no circumstances should a person under consideration for employment play and expect pay if approval for pay has not been granted by the designated deacon.

Presidents of the various choirs and choruses are encouraged to notify the assigned deacon when your musician is absent and a substitute musician is needed. It is against policy to change musicians without following procedure. Guest musicians shall be paid \$50.00 per session. Anything beyond \$50.00 for guest musicians must be approved by the Church.

If a guest choir sings at a special service, then the musician will be compensated for providing the music. Justification for not following this policy shall be put in writing for Church records.

17. Payment for service

Effective, retroactive to January 1, 2012, compensation will be given when service is rendered. Standard pay day is Wednesday before the fourth Sunday. Checks will not be written at the beginning of the month for work that has not been done. Compensation will be given when service is rendered.

18. Rehearsals

Rehearsals shall not be scheduled on evenings that Church conference meetings are scheduled.

19. Reimbursement

Reimbursement will be made to designated individuals who drive their personal vehicle(s) to transport choir members, for example, when the van's seating capacity is filled. Persons choosing not to ride designated vehicles will not be reimbursed. Designated drivers will be reimbursed for mileage at the rate of **55 cents** (or going rate) per mile for one round trip that originates from Union Hill Church and return to Union Hill Church. If a member is asked to attend a meeting, workshop or conference to represent the Church, and if this member drives his/her personal vehicle, the member will be reimbursed for mileage for one round trip.

20. Scholarships: The Church will award a monetary donation to high school graduates (members only) who further their education prior to entering college. Students will be required to show proof of acceptance. The check amount will vary depending on the number of students furthering their education, and if the member will attend a four year college/university, two year college, community college or other accredited institutions of higher learning.

Mid-Semester Scholarship – Students (members only) who maintain a 2.5 grade-point average (GPA), and who show proof of GPA will be eligible for a monetary donation prior to beginning the second semester. This request should be made to the Trustee Ministry as soon as the recipient has proof of GPA. The amount to be awarded will depend on the amount left after first semester scholarships and the number of requests.

21. Selling of Tapes, CD's, Books, and other items by Non-members

It shall be the policy of the Church that invited ministers, musicians, and/or speakers will not be permitted to sell their products on Church property without prior approval from the Deacons' Ministry.

22. Sick

Church members who have been hospitalized for three (3) or more days shall receive a \$50.00 donation. It is the member's responsibility to notify his/her spiritual leader. This monetary assistance applies to members only. The Church's Pastor and his family have all the rights as a member of this Church even if their Church affiliation is with another Church.

23. Smoking

The Church and its ground are a smoke-free environment.

24. Speakers' Pay for Special Service Days

Invited lay speakers for special services such as Women's Day, Men's Day, Youth Day, Homecoming, etc., will receive \$125.00. Ordained ministers will receive \$200.00. This figure is subject to change, as recommended by the Pastor if the minister is traveling from a longer distance, and also depending upon his/her needs for lodging, i.e., if a hotel stay is needed.

25. Special Programs

All monies raised from programs shall be deposited in the Church treasury. This policy pertains to all budgeted ministries.

26. Sympathy

If the family wants a repast, the Church will apply \$200.00 toward the cost of the food (and not to the member). If the family does not have a repast, a \$200.00 monetary donation will be given to the surviving spouse, or child that is a member of Union Hill and/or the person designated for handling funeral arrangements. **This information is also cross-referenced under "Funeral Ministry."**

27. Titles of Officers

Titles of offices do not automatically transfer from one Church to another. A deacon, deaconess or trustee in one Church does not mean that the person will hold that same office at the new Church. When a new disciple unites with this Church, he/she will have to prove themselves before becoming involved in a leadership position in Union Hill Missionary Baptist Church. Individuals who have earned a title should be addressed by that title.

28. Unauthorized Purchases

Any member or minister who purchases items or orders items without permission from the Deacons and Trustee Ministries will not be reimbursed. All orders or purchases must have prior approval by a Purchase Order Form. If a member does not get prior approval, he/she will not get reimbursement for those items purchased.

29. Uniforms

The Church will not assist in purchasing “uniforms” that will become the property of the individual, or garments that are made for particular persons. Examples: suits for ushers, choirs or dresses for ushers, etc.

30. Use of Church property. Any member who request Church property, i.e., chairs, tables, kitchen items, etc. must be approved by the Church. Church property will only be loaned for functions that are Church budgeted.

31. Vacation

The Pastor of this Church and musicians who have been employed by the Church for at least a year will continue to receive a vacation. The appropriate deacon should be notified so that he can inform the financial secretaries. The musicians will receive his/her pay for the Sunday that the vacation is taken.

32. Van

The van shall be used by Union Hill Church members only. Only persons whose names are stated as drivers with the insurance company shall drive the van. Groups desiring to use the van must sign up in advance to ensure the van will be available and serviced. A manifest, including names of riders and emergency telephone numbers shall be left in the Church office. Groups using the van must clean the van, upon return, of all trash. The driver of the van shall read, sign, and comply with the Van Policy.

Use of van for purposes other than Church Related Activities:

1. Qualified driver available on day of trip
2. Refill gas tank upon return to Church
3. Clean van of all litter
4. Provide to the Church a list of names of all riders before removing van from Church grounds or leaving for the trip
5. Permission slips on file for all youth under the age of eighteen.

OUR RESPONSIBILITIES

CHURCH'S RESPONSIBILITY TO MEMBERS

The Church has a definite responsibility to you as a member of the body of Christ which involves:

- Preaching and teaching the Word of God (Acts 20:27; I Peter 5:2; Matthew 28:19-20)
- Opportunity for Bible study, prayer, worship, counsel, fellowship, Baptism and the Lord's Supper, and help when you are in need or in trouble.

BIRTH

Birth is a gift from God. Union Hill Church members would like to know whenever a baby is born to our members. Please call the Pastor or Church when a birth occurs in your family.

COMMON VENTURES OF LIFE

Your Pastor and Church stand ready to serve and share with you in every day experiences of life. We will be there in your joys and in your sorrows. Please know that someone cares whether it is down the aisle to the altar, the hospital, or the judge's bench. Your Church family wants to share with you in your hour of need.

DEATH

Sooner or later death comes to every family. Please contact the Pastor, Funeral Ministry Chair, Deacons' Ministry or your Spiritual Leader. A visit will be made as soon as possible. The Church will be happy to assist the family in any way--arranging the order of worship, helping with the obituary, etc. Please let the Church or the Funeral Committee know of your needs.

MARRIAGE

Marriage "is not to be entered into lightly but reverently, soberly, and discreetly." When a couple decides to enter upon this sacred experience, the Church wants to play its part. The first step is to obtain a copy of the wedding policy from the Church office. The Pastor will then arrange for counseling sessions

SICKNESS

Sooner or later the experiences of sickness and pain reaches every family. Whenever illness occurs, the Pastor should be informed. Please contact your Spiritual Leader or call the Pastor's home.

MEMBERS' RESPONSIBILITY TO THE CHURCH

Members of Christ's body have a responsibility to Christ and His Church. This responsibility involves:

- Study of Scriptures, knowing the Word of God, supporting sound doctrines, and to live an upright Christian life (I Peter 3:15; Acts 17:11; 2 Peter 3:18; John 15:7)
- Faithful attendance at Church: Worship services, Sunday School, Bible study, prayer meetings, and ministry involvement as led by the Holy Spirit. (Hebrews 10:25)
- Submitting yourself to the rule and government of the Church, its disciplines, doctrines, and leadership (Hebrews 13:17).
- Proper stewardship of money tithing the biblical way (Malachi 3:8; Luke 6:38), and being faithful in support of the Church, systematic giving is important.
- Giving of your time, talents and treasures to the ministries of the Church and in the service of the Lord (John 15:16; Galatians 6:10; 2 Corinthians 5:19-20).
- Let your life glorify God. Let your work glorify God. Live in line with the Word of God. Do not live to be a stumbling block for others.
- Regarding fundraisers, remember we must be scriptural (John 2:15; Matthew 21:12; Philippians 4:19).
- Share and witness to someone about Jesus, salvation, and invite them to your Church.
- Remember that is very important to support your Church, your Pastor, and the missions and ministries of the Church in word, action, and prayer.
- If you decide to withdraw from this Church, please contact the Pastor and deacons.

CONCLUSION

These by-laws were reviewed and revised (from August 2011 through February 19, 2012); reviewed by Attorney Natalie Watson, Rocky Mount, NC in December 2012, and were ratified at a Church conference meeting conducted at the Union Hill Missionary Baptist Church, Post Office Box 904, Nashville, NC 27856 (Nash County) on January 5, 2013

The contents of this document shall be reviewed in January 2015

Any changes to this document shall be discussed in a conference meeting

**The Union Hill Missionary Baptist Church
Policy and Procedures Manual
Establishing Committee
February 2003**

Trustee Anne Arrington, Facilitator

Deacon Walter Harper

Brother Steve Mason

Trustee James McBride

Sister Martha Mills

Deacon Wiley Neal, Jr.

Deacon Alexander Whitaker

Deaconess Jane Whitaker

Sister Carolyn Williams

Pastor Jeremiah Davis – Ex Officio

FRONT COVER

*Union Hill
Missionary Baptist Church*



Photo of Union Hill.biz

*Policy and Procedure Manual
(By-Laws – Procedures – Constitution)*

*Post Office Box 904 – 1104 Taylors Store Road
Nashville, North Carolina 27856*

Telephone: (252) 459-7772

*Adopted February 2003
Revised February 2004
Revised March 2007
Revised January 2013*