



HUBERHEIGHTS
— FIRST BAPTIST CHURCH —

CONSTITUTION

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Article 1 – Name

The name of this church, which was founded in 1957 in Huber Heights, Ohio, is Huber Heights First Baptist Church.

Article 2 – Affiliation

HHFBC recognizes no ultimate authority except that of the Lord Jesus, Who is the head of the church. We do affirm the biblical example of mutual encouragement and counsel with other churches. The church is affiliated with the Greater Dayton Association of Baptists, the State Convention of Baptists in Ohio, and the Southern Baptist Convention. The church may cooperate voluntarily with other churches or organizations of like faith and order through local emphasis, drives, social events, etc., for the purpose of gospel ministry.

Article 3 – Purpose

This church exists by the grace of God, for the glory of God, which shall be the ultimate purpose in all its activities.

This church glorifies God by loving Him and obeying His commands through:

- Worshipping Him;
- Equipping believers through Bible instruction and study;
- Proclaiming the gospel of Jesus Christ through preaching and personal evangelism, and any other means consistent with the teachings of Holy Scripture;
- Making disciples by encouraging, supporting, and participating in missions work, local, domestic, and international;
- Administering the ordinances of baptism and communion;
- Encouraging Biblical fellowship among believers; and
- Serving other individuals, families, and churches by providing for physical, emotional, and spiritual needs, in the name of Jesus Christ.

Article 4 – Membership

Section 1 – Qualifications

To qualify for membership in this church, a person must be a believer in Jesus Christ who gives evidence of salvation, who has been baptized by immersion in obedience to Christ, following his or her salvation, and who wholeheartedly believes in the Christian faith as revealed in the Bible. Each member must agree to submit to the teaching of Scripture as expressed in the Statement of Faith and must affirm to keep the commitments expressed in the Church Covenant. The elders shall be responsible for determining each person's qualifications for membership. In making this determination, they may rely on a person's profession of faith, or such other evidence, as the elders deem appropriate.

Section 2 – Admission

To be admitted into church membership, applicants shall be recommended by the elders for admission and accepted by vote of the members at any regular or special meeting of the members, and shall at that point relinquish their membership in other churches.

Section 3 – Duties and Privileges of Membership

In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the church, consistent with God's leading and with the gifts, time, and material resources each has received from God. Only members of this congregation shall be privileged to serve in the ministries of this church; non-members may serve on a case-by-case basis with the approval of the elders (see Section 8).

Under Christ, this congregation is governed by its members. Therefore, it is the privilege and responsibility of members to attend members' meetings if at all possible and vote on the election of officers, on decisions regarding membership status, and on such other matters as may be submitted to a vote.

Section 4 – Church Discipline

Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the church, shall be subject to the admonition of the

elders and the discipline of the church, according to the instructions of our Lord in Matthew 18:15–17 and the example of Scripture. Church discipline, then, should ordinarily be contemplated after individual private admonition has failed.

Church discipline can include admonition by the elders or congregation, suspension from communion for a definite period, removal from office, and excommunication (see Matthew 18:15–17; 2 Thessalonians 3:14–15; 1 Timothy 5:19–20; 1 Corinthians 5:4–5).

The purpose of such discipline should be for the:

- Repentance, reconciliation, spiritual growth, and restoration of the individual disciplined;
- Instruction in righteousness and good of other Christians, as an example to them;
- Purity of the church as a whole;
- Good of our corporate witness to non-Christians; and
- Chiefly for the Glory of God chiefly and supremely, by reflecting His holy character

Section 5 – Termination of Membership

The church shall recognize the termination of membership after death, voluntary resignation, or joining with another church body. Membership may also be terminated as an act of church discipline upon the vote of at least two-thirds of the members present at any regular or special meeting of the members.

The church shall have authority to refuse a member's voluntary resignation or transfer of membership to another church, either for the purpose of proceeding with a process of church discipline, or for any other biblical reason.

Section 6 - Non-Adult Membership

Children under the age of 18 shall be welcomed as members following the same qualifications and admission process as adults (see Section 1 & 2).

Duties and privileges of non-adult members are the same as for other members except that:

(a) while they are encouraged to participate in members' meetings they will not be eligible to stand for any office or to vote;

(b) the process of church discipline will proceed primarily through the God-given authority of their parents, with counsel and participation of the elders if necessary.

Upon reaching the age of 18, non-adult members shall reaffirm their membership in the church at any members' meeting in accordance with Section 2. Upon doing so, they will receive the full rights and privileges of adult members and be recognized as such.

Section 7 – Associate Membership

Students and others temporarily residing in the local area who are members of an evangelical church may apply for associate membership.

Qualifications are identical to those for full membership as set out above, except that home church membership shall be retained.

Duties and privileges of associate members are the same as for other members except that:

(a) when absent from the local area for extended periods of time, they are released from the responsibility to attend our church services;

(b) while they are encouraged to participate in members' meetings, they will not be eligible to stand for any office or to vote.

Termination of associate membership as a disciplinary measure will be as it is for other members, except that the elders shall notify the pastor or elders of the home church of that termination. Associate membership will normally terminate immediately upon the end of the period of temporary residence in the local area.

Section 8 – Non-Members

Non-members and those pursuing membership may serve in certain roles of ministries alongside serving members with special permission from the

elders. Volunteer areas reserved for membership include any teaching role such as small group leader for any age, teacher or any other spiritual leadership role.

Article 5 – Meetings

Section 1 – Worship Meetings

Worship services shall be held each Lord’s Day and may be held throughout the week as the church determines.

Section 2 – Member Meetings

In every meeting together, members shall act in that spirit of mutual trust, openness, and loving consideration which is appropriate within the body of our Lord Jesus Christ.

There shall be a regular members’ meeting at least every quarter, at some time apart from a public worship service agreed upon by the membership.

An elder or deacon designated by the elders shall preside as moderator at all members’ meetings of the church. The elders shall see that the stated meetings of the church are regularly held, and that required reports are submitted to the church by the responsible members.

Provided all constitutional provisions for notification have been met, a quorum shall be met with at least 20 members present at the meeting, including at least one elder. All votes shall be tallied based on the number of votes cast by members present.

A budget shall be approved by the membership at a members’ meeting not more than one month after the start of the fiscal year, which begins on 1 January and ends on 31 December. Prior to this approval and subject to the elders’ discretion, expenditures may continue at the prior year’s level.

At any regular or special members’ meeting, officers may be elected, and positions filled as needed, so long as all relevant constitutional requirements have been met.

Special members’ meetings may be called as required by the elders, or at the written request, submitted to the elders, of ten percent of the voting

membership. The date, time, and purpose of any special meeting shall be announced at every public services of the church at least two weeks preceding the meeting. In the event of a written request from the members, the elders shall call a special meeting to be held within one month of their receipt of the request.

Article 6 – Officers

Section 1 – Elders

The elders should be comprised of not less than three men who satisfy the qualifications for the office of elder set forth in 1 Timothy 3:1–7 and Titus 1:6–9. The church shall recognize men gifted and willing to serve in this calling, in accordance with the constitutional provisions on elections, and qualified for the office according to Scripture. These men shall be set apart as elders.

The elders shall oversee the ministry of the church. In keeping with the principles set forth in Acts 6:1–6 and 1 Peter 5:1–4, the elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God’s flock.

The elders shall take particular responsibility to examine and instruct prospective members, examine and recommend all prospective candidates for offices and positions, oversee the work of the deacons, appointed positions, and committees, conduct worship services, administer the ordinances of baptism and communion, equip the membership for the work of the ministry, encourage sound doctrine (in keeping with the church’s Statement of Faith) and practice, admonish and correct error, oversee the process of church discipline, coordinate and promote the ministries of the church, and mobilize the church for missions. The elders are further to ensure that all who minister the Word to the congregation, including outside speakers, share our fundamental convictions.

The elders may establish ministry positions or committees to assist them in fulfilling their responsibilities. The elders may also propose funding for new paid staff positions. The elders and personnel team shall have primary responsibility for the hiring of staff members. The elders shall have

responsibility for supervision and evaluation of staff members. This responsibility may, on a case-by-case basis, be delegated to another staff member or committee.

Each year the elders and finance team shall present an itemized budget to the church. This budget will be provided no less than one month prior to the member meeting for approval. No money shall be solicited by or on behalf of the church or any of its ministries without the approval of the elders and the finance team.

An elder's term of office may be terminated by resignation or by dismissal. Any two members with reason to believe that an elder should be dismissed should express such concern to the elders. Any such action shall be done in accordance with the instructions of our Lord in Matthew 18:15–17 and 1 Timothy 5:17–21. At the request of the elders, a written request for dismissal will be presented at a members' meeting and will be voted on in a subsequent members' meeting. Dismissal of an elder requires a three-fourths vote of the members at a members' meeting.

Section 2 – Deacons

The office of deacon is described in 1 Timothy 3:8–13 and Acts 6:1–7. The church shall recognize, in accordance with the constitutional provisions on elections, men who are giving of themselves in service to the church, who exemplify peacemaking, and who are qualified for the office according to Scripture. These men shall be set apart as deacons.

Deacons shall care for the temporal needs of members and attend to the accommodations for public worship as servants of the church. Some of these ways include, but are not limited to:

- Benevolence
- Widow Care
- Finance
- Buildings & Grounds
- Media
- Security

The deacons shall be accountable to receive, hold, and disburse a fund for benevolence in order to meet local needs.

Section 3 – Treasurer

The treasurer shall ensure that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as appropriate. The treasurer shall also be responsible for presenting regular reports of the account balances, revenues and expenses of the church at each members' meeting. The treasurer shall also ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the church, and that adequate controls are implemented to guarantee that all funds belonging to the church are appropriately handled by any officer, employee, or agent of the church. The treasurer shall render to the elders annually, or whenever they may require it, an account of all transactions as treasurer and of the financial condition of the church. These responsibilities may be delegated with the approval of the elders.

Elders shall not serve as treasurer.

Section 4 – Trustees

The trustees will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of the trustees are required.

The trustees shall represent the church in official and legal matters and shall sign all legal papers when necessary.

Section 5 – Clerk

It shall be the duty of the clerk to record the minutes of all regular and special members' meetings of the church, to preserve an accurate roll of the membership, and to render reports as requested by the elders, the deacons, or the church. The church clerk shall ensure that dated copies of the most recent revision of this constitution shall be available for all church

members. These responsibilities may be delegated with the approval of the elders.

In the absence or incapacity of the clerk, the elders shall appoint a member to perform the duties of the church clerk.

Article 7 – Elections

Section 1 – Principles

The process for church elections shall be interpreted and carried out to fulfill the following principles:

Substantial prayer, both individually and corporately, should be an integral part of the election process;

Nominations should proceed with the support of the elders;

All candidates for church office should be treated with the grace, kindness, and honesty appropriate in evaluating fellow members;

The election process shall express that spirit of mutual trust, openness, and loving consideration that is appropriate within the body of our Lord Jesus Christ.

Section 2 – Selection of Officers

The election of officers shall be held at a members' meeting of the church. Names of nominees to serve as elders, deacons, treasurer, trustee, or clerk shall be presented by the elders at the previous members' meeting (providing that previous meeting occurred at least eight weeks prior), and the election shall proceed as directed by the moderator.

The elders should seek recommendations and involvement from the general membership in the nomination process. Any member with reason to believe that a nominated candidate is unqualified for an office should express such concern to the elders. Members intending to speak in opposition to a candidate should express their objection to the elders as far in advance as possible before the relevant church members' meeting.

The moderator shall declare elected all men receiving a 75% majority of all votes cast for the office of elder. For all other offices, the moderator shall declare elected all persons receiving a simple majority of all votes cast. All votes must be cast in person. Abstentions will not be considered as votes cast.

The persons elected shall assume their respective offices upon election, unless another date has been specifically designated.

Article 8 - Dispute Resolution

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (see, e.g., Matthew 18:15–20, 1 Corinthians 6:1–8), the church will uphold to its members their responsibility to resolve conflict among themselves according to biblically based principles, without reliance on the secular courts. Consistent with its call to peacemaking, the church shall seek to encourage the use of biblically based principles to resolve disputes between itself and those outside the church, whether Christian or pagan and whether individuals or corporate entities.

Article 9 – Indemnification

Section 1 – Mandatory Indemnification

If a legal claim or criminal allegation is made against a person because he or she is or was an officer, employee, or agent of the church, the church shall provide indemnification (protection from potential liability and costs) incurred in defending against the claim if the elders determine that the person acted (a) in good faith, (b) with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, and (c) in a manner the person reasonably believed to be in the best interest of the church, and (d) the person had no reasonable cause to believe his or her conduct was unlawful.

Section 2 – Permissive Indemnification

At the discretion of the elders, the church also may indemnify any person who acted in good faith and reasonably believed that his or her conduct was in the church's best interest and not unlawful.

Section 3 – Procedure

If an elder is not available for an indemnification determination because of the number of elders seeking indemnification, the requisite determination may be made by the membership or by special legal counsel appointed by the membership.

Article 10 – Amendments

The Statement of Faith and Church Covenant may be amended by a three-fourths vote of the members present and voting at a members' meeting, provided the amendment was offered in writing at the previous members' meeting (providing that previous meeting occurred at least eight weeks prior), and was announced at every public service of the church at least two weeks preceding the meeting.

This constitution may be amended by a two-thirds vote of the members present and voting at a members' meeting, provided the amendment was offered in writing at the previous members' meeting (providing that previous meeting occurred at least eight weeks prior), and was announced at every public service of the church at least two weeks preceding the meeting.

The revised version of this constitution shall be made available to all church members by the church clerk.