

CONSTITUTION
PARK HILL BAPTIST CHURCH

PREAMBLE

Based upon the authority we believe is contained in the Old and New Testaments and the right to freedom of worship as contained in the Constitution of the United States, we declare that we have the sole right to govern the affairs of our organization and therefore do make this constitution as the basic governing instrument of this congregation.

ARTICLE I

The name of this congregation shall be the "Park Hill Baptist Church," North Little Rock, Arkansas, referred to hereinafter as "this Church."

ARTICLE II

This Church adopts and accepts as its Covenant and Articles of Faith the Church Covenant as set forth in the Pendleton's Church Manual and the Articles of Faith set forth therein and known as the New Hampshire Articles of Faith.

ARTICLE III

The membership of this church shall be composed of baptized believers whose names appear on the church roll at the time of adoption of this constitution and those accepted for membership as hereinafter provided.

ARTICLE IV

Section 1. This constitution shall be for the governing of the administrative and financial affairs of this church and shall in no way encroach on the preaching of the Gospel, that function being solely in the hands of ordained ministers.

Section 2. This church shall be and shall always remain a democratic body governed only by its members.

Section 3. All organizations of this church shall be authorized by and under control of this church.

Section 4. This church shall always cooperate with and have representation in the denominational causes sponsored by the Southern Baptist Convention, Arkansas Baptist Convention, and the North Pulaski Baptist Association.

Section 5. Title to church property, both real and personal, shall be held in the name of the designated trustees for this church and shall pass to successor trustees selected by this Church.

ARTICLE V

This constitution may be amended only by a call meeting of the members of this church, notice of such meeting to be given by letter addressed to each church family, fifteen (15) days prior thereto, and read from the pulpit on the Lord's Day next preceding such meeting date; quorum for such meeting to be one-eighth of the resident membership over the age of twenty-one years, with a two-thirds majority vote of those present necessary for adoption.

ARTICLE VI

In order to make effective the principles set forth in this constitution the following By-Laws are made a part hereof. These By-Laws may be amended or changed by a majority vote in any regular business meeting of this church. In event of conflict with the principles set forth in this constitution, the Active Deacons shall be the deciding body and shall delete any conflicting thereof.

Adopted: August 21, 1957, Revisions, July 13, 1960; Revisions, January, 1970; Revisions, January 1971; Revisions, December 1972; Revisions, December, 1974.

Supplemental documents: By-Laws
 Church Covenant
 New Hampshire Articles of Faith

CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy 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 devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances, to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to abstain from the sale and use of intoxicating drinks as beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember 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 Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

NEW HAMPSHIRE ARTICLES OF FAITH

1. The Scriptures. The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith, and obedience.

2. God. There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence, and obedience.

3. The Trinity. God is revealed to us as Father, Son and Holy Spirit, each with distinct, personal attributes, but without division of nature, essence, or being.

4. Providence. God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

5. Election. Election is God's eternal choice of some persons unto everlasting life - not because of foreseen merit in them, but of His mere mercy in Christ - in consequence of which choice they are called, justified and glorified.

6. The Fall of Man. God originally created man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

7. The Mediator. Jesus Christ, the only begotten Son of God, is the divinely appointed Mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at Whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the church, and Sovereign of the universe.

8. Regeneration. Regeneration is a change of heart, wrought by the Holy Spirit, Who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

9. Repentance. Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things.

10. Faith. Saving faith is the belief, on God's authority, of whatsoever is revealed in His word concerning Christ; accepting and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

11. Justification. Justification is God's gracious and full acquittal of sinners who believe in Christ from all sin through the satisfaction that Christ has made; not for anything wrought in them or done by them, but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

12. Sanctification. Those who have been regenerated are also sanctified, by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

BY-LAWS OF THE PARK HILL BAPTIST CHURCH

Revised June, 1979

I. MEMBERS

Section 1. Reception of Members. Members are to be received into the fellowship of this church as follows; (1) by baptism, (2) by letter, (3) by statement, (4) by restoration, and (5) by watchcare.

(1) By baptism. Applicants for membership by baptism may be received and approved at any service at which they present themselves, but shall be enrolled as a member only after baptism.

(2) By letter. An applicant for membership by letter from a Baptist Church of like faith and order may be received upon presentation or receipts of the letter.

(3) By statement. If a church letter cannot be obtained for any valid reason, applicant may be received upon his own statement affirming his faith, baptism, and church membership.

(4) By restoration. Any person who has been dismissed may be restored to membership upon application to and approval by this Church after investigation and recommendation by the Active Deacons.

(5) By watchcare. A person may request watchcare membership by presenting this request in a regular worship service. An applicant for watchcare membership must be a person from a Baptist church of like faith and order. In this case, the applicant does not wish full and formal membership; but he wishes to identify with and participate in the fellowship of this church for a limited period of time.

Section 2. Deferring Vote on Application. Upon application of any person for membership, any member recognized by the Moderator as having the floor to speak may invoke the provision of this section, to have the application of such person reviewed by the Active Deacons, who must report their recommendation back to this Church within thirty (3) days, and in such event the Moderator cannot call for, nor any member move for, a vote on such application until the recommendation from the Active Deacons has been given.

Section 3. Dismissal of Members. The policy of this church shall be to remove the names of members from the church roll as follows: (1) by death, (2) by letter (3) by exclusion, and (4) by deletion.

(1) By death.

(2) By letter. A letter of dismissal for any member who is in good standing shall be granted upon request from another church of like faith and order.

(3) By exclusion. In case a member being guilty of conduct unbecoming a Christian so as to bring into disrepute the name of Christ, it shall be the duty of the Active Deacons to confer with such person in the hope of restoring such one. If he or she will not hear the brethren, it shall be their duty to report it to this church and, if he or she will not hear this Church, it shall then be the duty of this Church to withdraw fellowship from such person.

(4) By deletion. Upon receipt of reliable information that a member has joined a church of a different faith, his name shall be dropped from the church roll by the Church Clerk.

II. MEETINGS

Section 1. For Fellowship and Work.

(1) for public worship, preaching, instruction, and evangelism, regular meetings shall be held each Lord's Day morning and evening, and each Wednesday evening.

(2) There shall be a Sunday School, conducted each Lord's Day morning, Discipleship Training program each Lord's Day evening; a Woman's Missionary Union; Mission Auxiliaries; a Music Ministry, and other organizations which may be deemed advisable by this church for the purpose of teaching the work of God and training in Christian life and service.

(3) This church shall conduct evangelistic meetings from time to time as shall be determined by this church.

Section 2. For Transaction of Business.

(1) The Wednesday night following the second Sunday in each month shall be the stated time for the transaction of the business of this church, except as provided in Article V of the Constitution. All business meetings shall be presided over by the Moderator, or in his absence, by an Acting Moderator designated by the Pastor. If the church is without a Pastor, the church shall elect a Moderator.

(2) Special business meetings may be called by the Moderator who shall give notice of the time, place, and purpose of such meetings at the regular morning worship service on the Lord's day next preceding such meeting.

(3) Special business meetings may be called by the Moderator at any regular meeting of service of this church for the purpose of considering emergency matters.

(4) Quorum shall be 5% of resident membership for the transaction of business. A majority vote of the members present shall prevail, except as provided in Article V of the Constitution.

(5) In all questions of procedure, this Church shall be governed by the Roberts Rules of Order, Newly Revised.

III. OFFICERS

Section 1. Qualifications. All officers of this church and its several organizations shall be qualified members of good repute, regular attendants and supporters of the church program.

Section 2. Officers. The officers of this church shall be (1) Pastor, (2) Deacons, (3) Treasurer, (4) Clerk, (5) Trustees, and (6) Historian.

(1) Pastor. The pastor shall be selected and called by this Church whenever a vacancy shall occur, to serve indefinitely at the will of this Church. The pastor shall be the undershepherd of this church as contemplated by the New Testament; shall be the Church Moderator; and shall be staff advisor to all committees of this church.

(2) Deacons.

A. Qualifications (a. A deacons shall be a male member of this church who has attained the age of twenty-one years, shall faithfully support the activities of this church; shall possess the scriptural qualifications set forth by Acts 6:3 and 1 Timothy 3:8-12; and (b. he shall have been ordained by this Church, or by another church of life faith and order.

B. Classification. The deacons of this church shall be classified as (a) active and (b) reserve.

(a) The active deacons shall be selected by the Deacons Selection Committee as hereinafter provided, from the list of eligible deacons as hereinafter described. They shall be forty-five and compose the body known as "Active Deacons." They shall serve a term of three calendar years in the manner and order serving at the time of adoption of the Constitution, but until one year shall have elapsed after a term of office, shall be ineligible for service as Active Deacon.

The Active Deacons shall elect annually, a chairman, a vice-chairman, secretary and an assistant secretary.

The chairman shall preside at all meetings of this body. In the absence of the Chairman, the Vice-Chairman shall act in all capacities the Chairman is authorized to act.

The Secretary shall keep a complete record of all meetings of the Active Deacons in a permanent book for that purpose. In the absence of the Secretary and the Assistant Secretary, the Active Deacons shall elect a temporary secretary from among its members. It shall be the policy of this church in all matters (except granting of letters and election of messengers to associations) requiring church action to first submit them to the Active Deacons for study and recommendation before being presented to this church for final action. However, any member may present matters requiring immediate action to this Church at any regular business meeting.

The Active Deacons shall have the authority to determine the amount of compensation to be paid evangelistic campaign workers and/or ministers without prior consultation with either the Finance Committee of this Church within the confines of the budget.

(b) The reserve deacons shall be all other deacons recognized by this Church at the time of adoption of the Constitution.

C. Recognizing deacons transferred from other churches. The deacons Selection Committee of this church may nominate and recommend to this church for recognition as a reserve deacons any ordained deacon who may have transferred from another church of life faith and order.

D. Deacon-Appointed Committees. The deacons shall have three standing committees. The chairman of deacons and the pastor will nominate members to there committees as well as the chairman and vice-chairman of the committees subject to the approval of the deacons. These committees shall be elected in December each year and serve January through December. Membership on these committees shall be on a rotating basis with one-third rotating off each year.

The deacon committees and duties are:

a. Committee on Committees

(a) Duties

- Review committee policies and make recommendations for revisions.
- Review committee duties and make recommendations for revisions.
- Enlist and nominate all committee chairmen, vice chairmen, and committee members and

(b) Membership

- This committee shall consist of six (6) members - three deacons and three lay persons. The chairman of the deacons will serve as an ex officio member of this committee. The pastor and administrator will serve as staff advisors.

b. Foundation Committee. (See Article VI, Section 3)

c. Ordinance Committee

(a) Duties

- Prepare elements for Lord's Supper
- Assist baptismal candidate in preparation for baptism.

(b) Membership

- Six deacons and their wives will be appointed to serve on this committee.

(3) Treasurer. The Treasurer shall be elected annually by this church as recommended by the nominating committee. The duties of the treasurer are:

- Work with the money counters in developing policies and procedures for the receiving of church monies. Counsel with the Budget Planning and Finance Committees in matters related to accounting and disbursing of church monies.
- Sign checks in accordance with church policies and procedures.
- Make reports to appropriate committees and deacons.

This church shall require and annual review of the treasurer's account at the end of each fiscal year. The Finance Committee as defined in Article IV, Section 2, shall see that this audit is completed each year. Due publicity shall be given to this audit report to the members of this church.

The treasurer shall be bonded. The premium for the bond shall be paid by this church.

(4) Clerk. The Clerk shall be elected annually by the church as recommended by the Nominating Committee. The duties of the clerk are:

- Record minutes of church business meetings.
- Preserve records for present and future use.
- Correspond with other churches and members as necessary.
- Provide records for church history.

(5) Trustees. The trustees shall be elected annually by this church as recommended by the Nominating Committee. The duties of the trustees are:

- Act as legal agent as directed by the church in accordance with Section 5, Article IV of the Constitution.
- Maintain inventory of all legal documents.
- Counsel with other committees or organizations concerning legal matters.

(6) Historian. The Historian shall be elected annually by this church as recommended by the Nominating Committee. The duties of the Historian are:

- Assist the history committee in performing the duties of the committee
- Serve as director of the Heritage Room
- Maintain an annual church history narrative of major events in the life of the church.
- Update church history scrapbooks and statistical studies annually.
- Serve as ex officio member of the History Committee

IV. COMMITTEES/COUNCILS/SERVICE GROUPS

Section 1: Policies for Church Committees.

1. Types of Committees: All committees shall be classified as regular or special. A regular committee has a standing list of duties that require regular performance.

A special committee has a unique job to do that terminates at a specific time. When the special job is completed, the special committee is dismissed.

All committees listed in the bylaws are considered regular committees.

2. Membership:

(1) Personnel

a. Personnel for regular committees are recommended to the church in December by the Committee on

Committees.

b. No person shall serve on more than one regular committee except when serving as an ex officio member.

c. All committee members shall be church members.

(2) Rotation: Membership on regular committees shall be on a rotation basis. Membership on committees shall be in multiples of three members with one-third rotating off each year.

(3) Term of Office: A committee member is elected for one year and is eligible to succeed himself for two years; and he must remain off that committee one year after he has served three years.

(4) Committee Year: The committee year will be January through December.

3. Officers: Each committee shall have a chairman, vice-chairman, and secretary. The Committee on Committees will recommend the chairman and vice-chairman. Each committee will elect its secretary.

4. Meetings: Regular committees will meet as deemed necessary by the chairman and staff advisor. Some committees are required to meet monthly; but all committees shall meet at least annually. These will be identified in committee duties.

The staff advisor, working with the chairman, will develop an agenda for all meetings.

5. Minutes: Each committee shall maintain permanent minutes of all meetings. One copy shall be submitted to the administrator's office. The committee secretary will keep a copy.

6. Vacancies: The committee on committees shall recommend new members to fill vacancies that occur during the year. When a person is nominated to fill a vacancy, he will complete the unexpired term only. He must remain off a year when that term is completed.

7. Budgeting: All regular committees shall submit requests for budget monies, if needed to the Budget Planning Committee during budget planning time.

8. Request for Purchasing: All committees shall abide by the Financial Policies and Procedures adopted by the church.

9. Staff Advisors: Each committee shall have one or more staff members assigned as staff advisors. Staff advisors will be responsible for assisting committees in fulfilling their responsibilities.

Section 2: Committee Job Descriptions

BUDGET PLANNING COMMITTEE

Principal Function:

The Budget Planning Committee is responsible for developing a proposed budget for presentation to the church each year.

Duties:

1. Analyze the record of giving and potential giving of the church membership.
2. Develop the budget and submit it to the active deacons for approval before presentation to the church.
3. Submit the budget to the church for approval.
4. Review the budget periodically to determine if any changes need to be made during the course of a year.

Membership:

This committee shall consist of six (6) members (two shall be deacons). The chairman shall be a deacon. The chairman of the deacons, the church treasurer and the chairman of the Finance Committee will be ex officio members of this committee. The pastor and administrator will serve as staff advisors. The chairman of the Stewardship Committee shall also serve as an ex officio member.

BUILDING AND GROUNDS COMMITTEE

Principal Function:

The Building and Grounds Committee assists the church in matters related to properties maintenance and administration.

Duties:

1. Inspect and inventory church properties.
2. Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities and equipment.
3. Develop and recommend a program of preventative maintenance.
4. Develop a program of grounds care and beautification.

Membership:

This committee shall consist of six (6) members. The administrator will serve as staff advisor to this committee.

CHRISTIAN LIFE COMMITTEE?

DEACON SELECTION COMMITTEE

Principal Function:

This committee is responsible for recommending new deacons for Park Hill Baptist Church.

Duties:

1. Bring before the church the names of deacons who will be recommended to serve on the active deacon list.
2. Bring before the church, after thorough investigation, the names of men who will be recommended for ordination to the office of deacon.
3. Bring the recommendations to the active deacons before presentation to the church for consideration. However, approval by the active deacons shall not be required for presentation by the church.

Membership:

This committee shall consist of six (6) members. (Three deacons and three members at large.) The pastor and administrator will serve as staff advisors.

DEAF COMMITTEE

Duties:

1. To coordinate the Bible Study experiences for all age groups.
2. To be responsible for scheduling interpreters for the worship services and to provide interpreters for other events the deaf desire to attend.
3. To provide sign language classes for various age groups during the year.
4. To help develop individual talents and leadership skills among the deaf.
5. To develop a program of ministry and to submit a budget to help implement those programs.

FINANCE COMMITTEE

Principal Function:

The Finance Committee is responsible for helping the church maintain a sound financial position.

Duties:

1. Establish and maintain financial policies and procedures.
2. Approve budget request expenditures as per adopted Finance Policies and Procedures.
3. Hear requests for non-budgeted financial expenditures and budget revisions and make recommendations as necessary to the deacons and church.
4. Advise the church on financial undertakings as to soundness and effect on financial structure and credit standing of the church.
5. Review the monthly Treasurer's Report and Budgetary Statement. Submit these reports to the deacons at their monthly meeting and to the church in monthly conference.

Membership:

The Finance Committee shall consist of three (3) members. The chairman of deacons, church treasurer, and chairman of the Budget Planning Committee shall serve as ex officio members. The pastor and administrator shall serve as staff advisors.

FLOWER COMMITTEE

Principal Function:

The Flower Committee is responsible for floral decorations in the church.

Duties:

1. See that floral decorations are provided for the Worship Center at regular Sunday worship services and on other occasions approved by the committee.
2. Make necessary arrangements for purchase of flowers for all church services.
3. Promote and encourage memorial floral decorations and honorary floral tributes.
4. Maintain a calendar for memorial floral decorations.
5. Develop and implement plans for distributing floral arrangements.
6. Decorate Worship Center for the Christmas season.

Membership:

The Flower Committee shall consist of six (6) members.

FUTURE PLANNING COMMITTEE

Principal Function:

The Future Planning Committee will bring all recommendations for utilization and expansion of church facilities and properties to the church.

Duties:

1. Consider and present plans for future building programs.
2. Make recommendations for building committee organization.
3. Make recommendations for building committee membership.
4. Make constant reviews and recommendations concerning the purchase of property for expansion.
5. Make recommendations concerning the employment of appropriate architects for the development of building plans.

Membership:

This committee shall consist of six (6) members. The chairman of deacons and chairman of the Finance Committee will serve as ex officio members. The pastor and administrator will serve as staff advisors to this committee.

HOSPITALITY COMMITTEE

Duties:

1. Look after the entertainment of all visiting ministers, evangelists, conference leaders, and any special guests of this church.

Membership:

This committee shall consist of three (3) members, one deacon and two members at large from the church. Staff advisors will be the pastor and administrator.

INSURANCE COMMITTEE

Principal Function:

The Insurance Committee will make recommendations concerning the insurance program of Park Hill Baptist Church.

Duties:

1. Conduct an annual review of insurance policies of Park Hill Baptist Church properties.
2. Make recommendations concerning purchase of new or additional insurance on Park Hill Baptist Church properties or groups.

Membership:

This committee shall consist of three (3) members, the chairman of which is to be a deacon. The administrator will serve as staff advisor to this committee.

MISSIONARY RESIDENCE COMMITTEE

Principal Function:

The Missionary Residence Committee is responsible for planning and coordinating the use of the missionary residences.

Duties:

1. Make recommendations for improvements to the facilities to the Building and Grounds Committee.
2. Make recommendations for new furniture, linens, or supplies to the Budget Planning Committee. To keep an inventory of household items and make purchases when necessary. (Purchase approved by committee and staff advisor.)
3. Work with missionaries in residence to introduce them to the congregation and to assist them in any way possible while they are residents.
4. To oversee the cleaning and organization of the house before arrival of missionary family (ex. stock shelves and refrigerator for immediate needs and have a meal upon arrival).
5. Once missionary family is on the calendar, committee should open lines of communication - especially in the year prior to arrival.

Membership:

This committee shall consist of six (6) members. The WMU Director will serve as an ex officio member of this committee. The Minister of Pastoral Care and Missions will serve as staff advisor. A staff secretary will take care of all secretarial duties. These include:

1. Maintenance of calendar of occupancy for the missionary residences.
2. Correspondence with missionaries who make requests to use the residence.
3. Publicity of the residence through appropriate media.

MISSIONS COMMITTEE

Principal Function:

The Missions Committee shall encourage and promote mission work by Park Hill Baptist Church.

Duties:

1. Survey and analyze possibilities of local mission projects such as new churches, Mission Sunday Schools, Vacation Bible Schools, and other teaching-preaching opportunities.
2. Make recommendations concerning the development of operations of missions and special projects outside of the local area.
3. Make recommendations concerning the facilities and operational procedures to operate mission projects.

Membership:

This committee shall consist of nine (9) members. The chairman of the trustees, WMU Director, RA Director, shall serve as ex officio members of this committee. The pastor and administrator will serve as staff advisors.

MUSIC COMMITTEE

Principal Function:

The Music Committee is designed to pilot the Music Ministry of the entire church with the focus of working for unity of purpose and values in all areas of the church. They must represent the ideas of the entire church and have concern for the whole musical life of the church.

Duties:

The Music Committee will serve as an advisory group to the Music Minister and Ministry. They will promote and offer support in the highest regard. Assistance will be afforded by the committee in the areas of musician enlistment, handling of business matters, and in educating the congregation as to the values, objectives, activities and purposes of the Music Ministry. This committee will serve an integral part by representing the Music Ministry before other related committee actions and before the Church Body. The Music Committee will continually review the work of the Music Ministry, offering encouragement to new and existing programs.

Membership:

The Pastor, Administrator, Minister of Music, Organist, Pianist and the Children's Choir Coordinator are all ex officio members. The main membership should include representatives from the Deacon Body, Finance Committee, Youth and Adult Choirs, Graded Choirs, Education Division, and the Congregation. The committee shall be composed of three (3) members. The Music Committee should consist of individuals who have musical judgment and can lead the program musically and intelligently. It should definitely possess individuals who are not musical, but who may be able to assist in other ways through their interest in music and through their influence and respect among the general church membership.

NOMINATING COMMITTEE

Principal Function:

The principal function of the Nominating Committee is to nominate persons to places of leadership for all church program organizations.

Duties:

1. Select and enlist the church program leaders in Sunday School, the Music Ministry and Missions organizations.
2. Select and enlist the general church offices.
3. Present all nominations to the church for:

Membership:

This committee shall be composed of three (3) members. Ex officio members will be the WMU director, RA director, and all age group coordinators in the Sunday School.

The ministers of Education, Singles, Youth and Childhood Education, and the Minister of Music will serve as staff advisors and meet with the committee as necessary.

Procedure:

1. The regular members will nominate and enlist the general church officers.

2. The age group and program staff members will select and enlist the program leaders for Sunday School, the Music Ministry, and Missions areas.
3. The pastoral staff will serve as a coordinating group for all worker enlistment.
4. The regular committee members will meet with the staff members and program coordinators as necessary.
5. The WMU nominating committee will select and enlist all WMU leaders and their nominations will be presented to the Nominating Committee for final approval.

PASTORAL STAFF COMMITTEE

Principal Function:

The Pastoral Staff Committee serves as an advisory committee to the pastor and administrator in matters pertaining to the pastoral staff.

Duties:

1. Survey the need for changes in administrative staff positions.
2. Assist in preparing job descriptions and organizational charts for the pastoral staff organization.
3. Develop and recommend salaries and benefits to the Budget Planning Committee.
4. Develop and recommend policies and procedures for pastoral staff members to the deacons.
5. Serve as search committee for all pastoral staff except the pastor. (Ex officio members will be added when a search for a staff member begins.)

Membership:

This committee shall consist of three (3) members. One deacon and two members at large from the church. The chairman of deacons and chairman of the Personnel Committee shall serve as ex officio members of this committee. The pastor and administrator will serve as staff advisors to this committee.

The Committee on Committees will recommend the ex officio members when a search for a staff member begins.

PERSONNEL COMMITTEE

Principal Function:

The Personnel Committee serves as an advisory committee to the administrator in matters pertaining to personnel policies and procedures.

Duties:

1. Survey the need for additional and new general staff positions.
2. Assist in preparing job descriptions and organizational charts for the general staff organization.
3. Develop and recommend salaries and benefits for the general staff members.
3. Develop and recommend personnel policies and procedures.

Membership:

This committee shall consist of six (6) members (one deacons, two men and three women at large from the church). The pastor and administrator will serve as staff advisors to this committee. The chairman of the Pastoral Staff Committee and the chairman of the deacons will serve as ex officio members of this committee.

PRESCHOOL COMMITTEE

Principal Function:

The Preschool Committee is responsible for recommending and communicating policies regarding the use of the Preschool area and Extended Session.

Duties:

1. Recommend any needs for equipment and materials in the Preschool area.
2. Recommend preschool policies and propose necessary revision as needed.
3. Interpret the purposes and plans of the Extended Session.

Membership:

The Preschool Committee shall consist of three (3) members, one of which must be a parent of a child in this age group.

Ex officio members are the Preschool Sunday School coordinators, Mission Friends director, a music program representative, two teachers from the Preschool Division, Extended Session Coordinator and the Cradle Roll Director.

Staff advisors of this committee are the Minister of Childhood Education, Director of Weekday Education and Paid Childcare Coordinator.

PUBLIC RELATIONS COMMITTEE

Principal Function:

The public relations committee is responsible for planning and evaluating all mass media publicity.

Duties:

1. Evaluate the effectiveness of all mass media publicity.
2. Make recommendations for new and improved mass media publicity.
3. Work with the pastoral staff in publicizing church wide events such as revivals, Bible studies, etc.

Membership:

This committee shall consist of three (3) members. All pastoral staff members will serve as staff advisors to this committee.

RECREATION FACILITY COMMITTEE

Duties:

1. Define the purpose and objectives of the building by the interest and needs of our church.
2. Research other church facilities to assist in making recommendations.
3. Work with the Minister of Activities in determining what goes into the building.
4. Work with the Minister of Activities in determining necessary furnishings and equipment to be purchased.
5. Secure bids from several sources for all furnishings to be purchased.
6. Make recommendations for purchases to the Finance Committee.
7. Establish policies for the use of the facility and help to see that they are carried out.
8. Discover, enlist and train people for the Director-In-Charge program.
9. Serve as an evaluating body for operations, programming and usage of the facility.

STEWARDSHIP COMMITTEE

Principal Function:

The objective of the Stewardship Committee is to develop in church members an understanding of and commitment to the biblical concepts of individual and corporate stewardship.

Duties:

1. Recommend stewardship features for the annual stewardship promotion calendar.
2. Lead in developing Christian stewards.
3. Plan and implement activities to promote Christian stewardship.
4. Encourage Christian will preparation and estate planning.
5. Encourage members to develop skills in money management.

WEEKDAY EDUCATION COMMITTEE

Principal Function:

The principal function of the Weekday Education Committee is to assist the church in planning and implementing the work of the Day Care, Kindergarten and Mothers Day Out programs of the church.

Duties:

1. Assist the Director and Minister of Childhood Education in planning, coordinating, and evaluating Weekday Education.
2. Work with the Director and Minister of Childhood Education in formulating and revising policies for presentation to the church through the deacons.
3. Work with the Director and Minister of Childhood Education in planing the Weekday Education budget presentation to the church through the deacons.
4. Work with the Director and Minister of Childhood Education in coordinating the use of all facilities, equipment, and materials in Weekday Education and Preschool areas.
5. Work with the Director and Minister of Childhood Education in making recommendations concerning salaries of Weekday workers to the Personnel Committee.

Membership:

This committee shall consist of six (6) members, on deacon and five church members who have an intense love for and interest in children and who also have a working knowledge of preschool or first through sixth grade education.

Ex officio members will be the Older Preschool Coordinator and one Young Preschool Sunday School Coordinator to be designated by the Minister of Childhood Education.

The staff advisors for this committee will be the Minister of Childhood Education, Director of Weekday Education and Paid Child Care Coordinator.

Council Job Descriptions:

The By-Laws show the following councils which are no longer in existence
Adult Council, Youth Council, Children's Council, Preschool Council, Music Council (replaced by Music Committee),

Service Group Job Descriptions:

Money Counters

Principal Function:

The money counters are responsible for counting monies received.

Duties:

1. Work with the church treasurer in developing policies and procedures related to receiving of monies
2. Count and deposit monies received according to established policies and procedures.

Leadership:

The Committee on Committees shall nominate a chairman and assistant chairman qualified in accounting. The chairman and assistant chairman will select and train all persons to assist in the counting of monies. The administrator will serve as advisor to the money counters.

Ushers

Principal Function:

The principal function of the ushers is to make people feel welcome at the worship services.

Duties:

1. Greet people before Sunday School and before and after worship services.
2. Seat people during the service.
3. Provide information to persons concerning church services, programs and facilities.
4. Distribute bulletins.
5. Be alert to needs of persons during the service.
6. Help maintain order.
7. Provide ushers for special church and church-related activities.
8. Serve as offering bearers during worship services.

Leadership:

The Committee on Committees will nominate a chairman and assistant chairman each year. The chairman and assistant chairman will secure and train ushers to provide the services described above. The pastor and administrator will serve as advisors to the usher group.

The By-Laws also show the following councils which are no longer in existence
Audio Services, WDC Group (now under NPA Caring Center guidelines)

VI. FOUNDATION

Section 1. Creation. There is hereby created a special fund to be known as the Park Hill Baptist Church Foundation to be administered by a Foundation Committee.

Section 2. Objectives and Purposes. The objectives and purposes of the Foundation Committee will be to receive and disburse special gifts and bequests to the Foundation Fund.

The disbursements of funds will be oriented towards subsidizing church financial campaigns, funding a scholarship fund, financing community bequests to the Foundation Committee.

Section 3. Foundation Committee.

A. The Foundation Committee's activities will be conducted by a committee of six (6) members serving on a rotation basis with one-third rotating off each year. The committee members will be nominated by the pastor and chairman of the deacons and elected by the active deacons each December. The pastor and chairman of the deacons will also recommend the chairman and vice-chairman.

B. There shall be at least three special advisory members for the purpose of advising the committee as to whom the various scholarships, under the jurisdiction of the Foundation Committee should be granted. Preferably these advisory members shall be experienced in guidance counselling or administration of secondary or college education level. These special advisory members will be selected by the Foundation Committee chairman.

The duties of the Foundation Committee are:

1. Promote the giving of gifts to the Foundation especially through wills trusts.
2. Administer the Foundation funds including the granting of scholarships from the Foundation fund and the Rheubin L. South Scholarship fund.
3. Receive and review applications for scholarships.
4. Determine policies and guidelines for the granting of scholarships.
5. Report to the active deacons, as necessary, the actions and projects of the committee.

Section 4. Committee Authority. All powers and authorities for the Foundation Fund for the purposes of fulfilling its objectives shall be vested in the Foundation Committee. But the actions of the committee shall be subject to the review of the active deacons except for the awarding of scholarships.

The Committee may adopt such rules and regulations for the conduct of its meetings and management of Foundation Fund affairs as the Committee may deem proper and as may meet with the approval of the active deacons.