

Park Hill Baptist Church  
**Constitution and Bylaws**

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## Definitions

Unless the context requires otherwise, the following definitions apply:

Ad hoc	A temporary group formed to accomplish a task.
Application	Church Council approved document given to all prospective members.
Baptist Faith and Message	The “instruments of doctrinal accountability” accepted by the body known as the Southern Baptist Convention. The most recent version passed in 2000 is referenced in Article 2 of this document.
Christian Bible	The accepted texts of the Hebrew Bible (Old Testament) and that of the Greek New Testament. An example of such an English translation would include but not be limited to the New International Version (copyright 2011).
Church Roll	The list of accepted members of this church at the time these revisions are adopted.
Consensus	A method of decision making involving the agreement of all parties concerning an issue. All parties agree to adopt the position of the majority outside of the meeting or discussion.
Executive Pastor	This is a common title used to describe the work of the staff member assigned by the Senior Pastor to the management of the church’s administration. This person serves at the pleasure of the Senior Pastor and this title or position may change as the need arises.
Ex officio	A person included as a non-voting member of a committee.
Financial Year	The time period used to measure the beginning and end of the budget / financial year.
Letter of Membership	This term refers to a form of virtual handoff of a person’s membership from one church to another. It may or may not exist in a physical form.
Minutes	A record of the actions and decisions taken during a meeting.
Ordination	A religious rite that seeks to confirm one’s calling to a particular form of Christian service or ministry.
Policy	A governance document that is not a part of these documents.

# Section One – Constitution

## Preamble

We claim the right, as contained in the first amendment of the United States Constitution, to freedom of religion. We declare that we have the sole right to govern the affairs of our congregation based upon the authority that is contained in the Christian Bible. This document outlines our constitution and bylaws as the basic governing instrument of this congregation.

## Article 1 – Name

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

## Article 2 – Statements of Faith

This church adopts and accepts as its Covenant and Articles of Faith the Church Covenant as set forth in the Baptist Faith and Message (2000 rev.).

## Article 3 – Membership

The membership of this church shall be composed of those members whose names appear on the church roll at the time of adoption of this constitution and those accepted for membership.

## Article 4 – Governance

**4.1** This constitution shall be for the governing of the administrative affairs of this church.

**4.2** The authority exercised in this constitution arises from the membership of this church.

**4.3** This church shall endeavor to participate in the denominational causes sponsored by the Southern Baptist Convention, Arkansas Baptist State Convention, and the North Pulaski Baptist Association.

## Article 5 – Amendments

**5.1** Notice of amendment to these adopted documents must be provided to the membership no less than fifteen days prior to any vote on the proposed amendments.

**5.2.** Any amendment to these adopted documents must be passed by a two-thirds majority (sixty six percent plus one) of those existing members present.

## Article 6 – Organizational Principles

This church is organized and operated primarily for the purpose of encouraging people to hold and promote the beliefs and practices as defined in the teachings of the Christian Bible on the authority of Jesus Christ.

We endeavor to achieve this object through encouraging and providing the following:

- Service to our community
- Biblical literacy
- Pastoral care
- Personal spiritual growth
- Corporate worship
- Personal evangelism
- Growing Christian relationships

**6.2** This church is to be operated in a way that does not result in accrual of distributable profits, realization of private gain resulting from payment of compensation in excess of a reasonable allowance for salary or other compensation for services rendered, or realization of any other form of private gain. The church pledges its assets for use in performing the organization's religious functions.

**6.3** Upon discontinuation of the church by dissolution or otherwise, the assets are to be transferred to a charitable, educational, religious, or other similar organization that is qualified as a charitable organization under Section 501(c)(3), Internal Revenue Code of 1986, as amended.

## Section Two – By-laws

To implement the articles and principles as outlined in this constitution, the following bylaws are enacted.

### Article 1 – Members

#### 1.1 Membership Commitment

Each member of Park Hill Baptist Church willingly agrees to the following commitments:

“I believe that I have been led by the Spirit of God, to receive the Lord Jesus Christ as the Savior of my soul and I willingly submit my will to Christ as the Lord of my life. As such, I confess that I have knowingly given a public profession of my faith in Christ as I have followed the teaching and example of Christ through my participation in Christian baptism.

As a baptized believer in Jesus Christ, I believe and confess that I am now a part of the collection of fellow believers known as the church or the Body of Christ. I recognize my need to be in community and fellowship with other followers of Jesus Christ and I willingly choose to commit myself to the health, unity, and betterment of this family of faith that is Park Hill Baptist Church.

As a fellow participant in the blessing of being a part of this particular Body of Christ, I willingly, enthusiastically, and knowingly commit my time, energies, finances, attitudes, actions, and words to the glory of God and to the service of his Body, the church.

I accept that I have been called by Christ into a new life of the Spirit, choosing to leave behind the old ways of the flesh. I commit myself to being an example and witness for Christ as I join with my church to make disciples of all peoples through the communication of the good news of Jesus Christ.

As a part of this particular family of faith, I commit to my fellow believers that I will lovingly seek to remember them in prayer, aid them in times of hardship and distress, show love and compassion for them in all things, be slow to anger, protect the unity of my church, and lift up the leadership of this Body of Christ in esteem and love as I willingly submit to their spiritual leadership and authority in my life.

**1.2** New members to this church must make application through one of the following methods in order to be considered by the existing membership:

- A.** Applicants for membership may seek water baptism by immersion by presenting their request to the pastoral leadership of the church.
- B.** Applicants for membership may provide a “letter of membership” from a like-minded church.
- C.** Applicants for membership may provide their own statement affirming their faith, baptism, and church membership if a “letter of membership” cannot be supplied.
- D.** Applicants for membership may present themselves for membership following the completion of a new member orientation process.
- E.** Any person who has been dismissed from membership may apply for membership after a successful process of investigation and subsequent recommendation by the Church Council (see 1.7 for more).

**1.3** All applicants for membership are strongly encouraged to attend a new member orientation before their application for membership is considered by the existing membership of the church.

**1.4** All applications for membership to the church must be approved by the Senior Pastor or his representative and presented for comment to the Church Council prior to their presentation to the existing church membership for approval.

**1.5** All successful applications for membership to the church shall be presented at a duly called business meeting and approved by a majority vote (fifty percent plus one) of the existing members present.

**1.6** The policy of this church shall be to remove the names of members from the church roll for reasons of death, move of letter, due to dismissal, or deletion due to inactivity for a period of time to be determined by the Senior Pastor or his representative.

**1.7** Any member may have their membership negated (dismissed) following an investigation by the Senior Pastor and the Church Council. If after prayerful and careful investigation, the member has been found guilty of willfully violating the principles of unity as presented by the Lord Jesus Christ in his teaching that can be found in Matthew chapter 18 verses 15 to 17, then that member shall be dismissed until such time as they are willing to seek restoration.

## Article 2 – Meetings

**2.1** In order to accomplish the stated principles of this church, times of worship, preaching, instruction, evangelism, and encouragement shall be offered regularly. Examples include, but are not limited to, regular Sunday worship services and mid-week gatherings that meet the multiple needs of the church family.

**2.2** In order to accomplish the stated principles of this church, times of Christian discipleship, Bible study, and ministry training shall be offered. Examples include, but are not limited to, regular Sunday morning Bible studies, children’s and youth ministries, and other times of training and encouragement.

**2.3** In order to accomplish the stated principles of this church, regular corporate meetings (business meetings) of the membership shall be held no less than two times per calendar year.

**A.** These, and all special need members’ meetings, shall be called and announced by the Senior Pastor or his representative at least seven days in advance of the meeting.

**B.** These members’ meetings shall be moderated by the Senior Pastor or his representative.

**C.** When the moderator of the meeting determines that a vote by the membership is necessary, a majority vote (fifty percent plus one) of those members present will be required for a measure to be considered passed.

**D.** In the absence of a Senior Pastor, the Church Council shall appoint a moderator to assume the above duties until a Senior Pastor can be called.

## Article 3 – Officers

**3.1** All officers of this church and its organizations shall be members of good repute, regular attendants, and financially supportive of the church.

**3.2** The officers of this church shall be: (A) Senior Pastor, (B) Members of the Church Council, (C) Treasurer, and (D) Clerk.

### **A. Senior Pastor**

**1.** He shall be called by the church for an indefinite term and shall be the under-shepherd of the church in accordance with New Testament teachings.

**2.** He or his representative shall be the church moderator.



- 3.** He shall be an ex officio member of all committees of the church and shall have complete supervision over all the staff of the church. Direct supervision and evaluation of each staff member is at the discretion of the Senior Pastor who may assign such responsibilities within the staff organizational structure to staff members of his choosing.
- 4.** Upon the departure of the Senior Pastor, the Church Council shall recommend a Senior Pastor Search Committee (SPSC). The committee shall consist of five church members and shall be responsible for recommending a candidate for Senior Pastor to the church.
- 5.** The SPSC shall be the liaison between the prospective candidate and the Personnel and Finance Committees concerning matters of salaries and benefits. The SPSC shall also coordinate with the Church Council, Personnel Committee, and other committees related to the responsibilities of the prospective Senior Pastor.
- 6.** The Church Council in cooperation with the Personnel Committee and the Executive Pastor shall select an Interim Pastor as needed. The Personnel and Finance Committees shall approve all agreements concerning salary and other benefits before the Interim Pastor is invited to serve.
- 7.** The salary and benefits of the Senior Pastor shall be evaluated annually and set by the Personnel Committee with the approval of the Finance Committee.
- 8.** A Senior Pastor may be called at any duly called business meeting. The secret ballot vote to call must be by a minimum of 85% majority of in person, existing members over the age of sixteen.
- 9.** The vetting process for the Senior Pastor candidate must include a favorable criminal and financial background check.
- 10.** The Personnel Committee, Deacon Officers, and Church Council, in concert, are authorized to terminate the employment of the Senior Pastor. Such action will not require the consideration of, or action by the church. Such a termination should be managed compassionately, ethically, and in a Christ-like manner following the guidance of Matthew chapter 18 verses 15 to 17.
- 11.** For details on the hiring and termination of other church staff (pastoral or otherwise), see the Personnel Policies and Procedures Manual.

## **B. Church Council**

**1.** The Church Council shall operate as a source of wisdom and assistance as related to the ministries and operations of the church. The Council works in alignment with the Senior Pastor to ensure that the church's mission and vision are carried out effectively, aligning all activities with biblical principles. The council will collaborate with church leadership to develop and implement a clear vision for the future, facilitate communication with the congregation, and resolve conflict as needed.

**2.** The Church Council will be composed of the following standing members:

Senior Pastor: Serves as a permanent member of the council.

Executive Pastor: Serves as a permanent member of the council.

Chairman of Deacons: Serves during their active term as Chair.

Chair of Finance: Serves during their active term as chair.

Chair of Personnel: Serves during their active term as chair.

**3.** The Church Council will also include four at-large members as follows: The at-large members of the Church Council will serve for a term of three years (at least one member rolling on and off annually) and will be recommended by the Nominating Committee and approved in a duly called business meeting.

### **5. Meetings**

a) The Church Council shall meet at least two times per year with additional meetings called by the Senior Pastor or his representative as needed.

b) Recommendations shall be made by consensus, or by majority vote (fifty percent plus one), if consensus cannot be reached.

## **C. Treasurer**

**1.** The Treasurer shall be elected annually as recommended by the Nominating Committee.

**2.** The duties of the Treasurer are:

a) Consult with the Budget Planning and Finance Committees in matters related to accounting and disbursing of church finances.

b) Approve financial transactions as needed in accordance with church policies and procedures.

c) Make reports as needed to appropriate committees.

**3.** The church shall require an annual review of the Treasurer's account at the end of each fiscal year. The Finance Committee shall see that this review is completed each financial year and that the report is made available to the members of this church.

**D. Clerk**

**1.** The Clerk shall be elected annually as recommended by the Nominating Committee.

**2.** The duties of the Clerk are:

a) Record minutes of church business meetings.

b) Preserve records for present and future use.

c) Correspond with other churches and members as necessary.

d) Provide records for all necessary archival processes.

**Article 4 – Deacons**

**4.1** The Deacon Officers shall be Chair, Vice Chair, Secretary, and Prayer Leader. These officers shall be nominated annually by the prior year's Chair who shall appoint two additional Deacons to form a Deacon Officer Nominating Committee, under the advisement of the Senior Pastor. The officers are confirmed by the Active Deacon body.

**4.2** The deacons shall be classified in three groups.

**A.** Active Deacons who are elected by the Deacon Nominating Committee to serve a three-year term.

**B.** Inactive Deacons who are not currently serving as active deacons.

**C.** Deacons Emeritus are those unable to actively serve.

**4.3** The qualifications and expectations of a Deacon are as follows:

**A.** Active male member of the church, at least 21 years of age.

**B.** Has been a member of this church for at least twelve months prior to service.

- C.** Possess spiritual qualities as set forth in Acts 6:3 and 1Timothy 3:8-12.
- D.** Has been ordained by this church or a like-minded church.
- E.** Sets an example of faithfulness to God through giving, serving, and supporting the vision and ministry of this church.

**4.4** The duties of an Active Deacon should include the following:

- A.** Regularly attend services and participates in the activities of the church.
- B.** Regularly attend meetings of the Active Deacon body and if needed, vote on matters that arise within the meetings. Non-Active Deacons may not vote on such matters.
- C.** Respond to the spiritual and physical needs of the church membership with a servant's heart.
- D.** Promote a spirit of Christ-focused unity and peace among the church body.
- E.** Participate in the Deacon ministry service structure as found in the most current Deacon Ministry Manual.

**4.5** Active Deacon meetings shall meet as often as instructed by the Senior Pastor or his representative but must meet no less than four times per year.

**4.6** The process of selecting Active Deacons shall be as follows:

- A.** An ad-hoc committee shall be formed consisting of six members, three Active Deacons and three Members of the church selected by the Senior Pastor or his representative. The Senior Pastor and Executive Pastor shall serve as staff advisors.
- B.** The committee shall be responsible for nominating Inactive Deacons that will be returning to active status for a new term.
- C.** The committee shall be responsible for nominating new Active Deacons who have either been ordained previously by a like-minded church or who will be ordained by the existing Active Deacons.
- D.** Upon completion of the nomination process, the committee shall provide the Deacon Officers with their recommendations. These recommendations will then be presented to the existing church members.

## Article 5 – Committee Structure

- 5.1** All committees included in this document shall be classified as standing committees unless labeled as ad hoc or temporary committees.
- 5.2** Ad hoc committees may be recommended as needed by the Church Council and may be referred to the Nominating Committee for selection of members if desired.
- 5.3** Personnel for standing committees are presented by the Nominating Committee to the church for consideration by the end of December. The committee year will be January through December.
- 5.4** No person shall serve on more than one standing committee except when serving as an ex officio member.
- 5.5** Personnel for standing committees shall endeavor to serve a term of one year. Should they be willing and so nominated, they may remain on the same committee for a total of three consecutive years. After three years of service on one committee, the committee member should rotate off of the committee for a one year period before being considered for another round of service.
- 5.6** Each standing committee should annually elect a chair, vice-chair, and secretary. Each standing committee will have access to a staff advisor who will be tasked with ensuring that the needs and agendas of the committee are met.
- 5.7** Standing committees will meet as deemed necessary by the chair and staff advisor. All standing committees shall meet at least one time per year.
- 5.8** Each committee shall ensure that minutes of all meetings are kept and distributed to the appropriate church staff for record keeping purposes.
- 5.9** The Nominating Committee shall recommend new members to fill vacancies that occur during the year. When a person is nominated to fill a vacancy, they will complete the unexpired term only.
- 5.10** All standing committees shall submit any needed financial requests to the Budget Planning Committee as instructed. All committees shall abide by the financial policies adopted by the Church Council and the Pastoral staff.

## Article 6 – Standing Committees

### **6.1** The Budget Planning Committee

- A.** This committee is responsible for developing a proposed budget for presentation to the church each financial year.

**B.** This committee shall consist of six members appointed by the Nominating Committee. The Chairman of the Deacons, the Treasurer, and the Chair of the Finance Committee will be ex officio members of this committee. The Senior Pastor and the Executive Pastor will serve as staff advisors.

**C.** The committee shall, in conjunction with the Senior Pastor or his representative, establish financial plans and needs for the upcoming financial year in an effort to develop a comprehensive budget for all areas of church life and business.

**D.** The committee shall present the proposed budget to the Senior Pastor or his representative, the Church Council, and the Active Deacon body for review and comment.

**E.** The proposed budget will be presented to the membership of the church at a duly called business meeting for a majority vote (fifty percent plus one) approval.

**F.** At the request of the Senior Pastor or his representative, or the Church Council, the committee shall review and amend the budget as needed.

## **6.2 – Finance Committee**

**A.** The Finance Committee is responsible for helping the church maintain a sound financial position by reviewing the financial policies and positions of the church as presented in the adopted Finance Policies and Procedures.

**B.** The Finance Committee shall consist of three members. The Chairman of Deacons, Church Treasurer, and Chair of the Budget Planning Committee shall serve as ex officio members. The Senior Pastor and Executive Pastor shall serve as staff advisors.

**C.** The committee shall meet according to the schedule of the Senior Pastor or his representative but must meet no less than two times per year.

## **6.3 – Missions Committee**

**A.** The Missions Committee shall encourage and promote the missions focus and work of the wider church through evaluation of all mission relationships, funds, agencies, and activities of the church.

**B.** This committee shall consist of seven members as appointed by the Nominating Committee and shall meet according to the schedule set by the Senior Pastor or his representative.

**C.** The committee shall endeavor to survey and analyze the missional opportunities available to the church in order to better promote missions

involvement and giving across the church at large. All findings will be reported to the Senior Pastor or his representative for consideration as needed.

#### **6.4 – Nominating Committee**

**A.** The principal function of the Nominating Committee is to recommend to the church membership those persons who should serve as Church Officers or members of all Standing Committees.

**B.** This committee shall consist of six members nominated by the acting Church Council and shall be approved by a majority vote (fifty percent plus one) of the existing members at a duly called member's meeting. The Senior Pastor and Executive Pastor will serve as staff advisors.

#### **6.5 – Personnel Committee**

**A.** The Personnel Committee shall serve as an advisory committee to the Senior Pastor and the Executive Pastor in matters pertaining to personnel salaries, policies, and procedures.

**B.** This committee shall consist of three members. The Chairman of the Deacons, the Senior Pastor, and Executive Pastor will all serve as ex officio members of this committee.

#### **Article 7 – Use of Facilities**

**7.1** The use of all church property and facilities shall be consistent with the mission, vision, and/or policies of the church and approved by the Senior Pastor, Executive Pastor, or their representative.

**7.2** The property and facilities of Park Hill Baptist Church may not be used to host a marriage or a marriage-like ceremony involving anything other than the union of one man with one woman (as assigned at birth). Furthermore, neither the Senior Pastor, or the Officers, or any employee of Park Hill Baptist Church may officiate, solemnize, or perform a marriage or marriage-like ceremony involving anything other than the union of one man with one woman.