

SOUTH HILL BIBLE CHURCH
AMENDED BY-LAWS OF THE CHURCH
Approved by Congregational Vote June 26, 2022

ARTICLE I: NAME

The name of this organization is South Hill Bible Church.

ARTICLE II: PURPOSE

The purpose of this organization is to glorify God, to worship Him, and to enjoy His fellowship. It is to honor His Son, our Lord Jesus Christ. It is to proclaim faithfully the Good News found in His Holy Word, the Bible, as an evangelical church in our community.

ARTICLE III: DOCTRINAL STATEMENT

A. BASIC TEACHINGS

1. Concerning the Scriptures

We believe that the Bible, as originally given by God, is the complete Word of God, verbally inspired, inerrant, and infallible (in every word) and therefore wholly without error (2 Peter 1:20-21, 2 Timothy 3:16; 1 Corinthians 2:7-14; Jeremiah 1:9; 2 Samuel 23:2). The Bible consists of all 39 books of the Old Testament from Genesis to Malachi, and all 27 books of the New Testament from Matthew to Revelation. It is the final authority for Christian faith, worship, and conduct (Matthew 5:18; 1 Corinthians 2:13; John 10:35 and 16:12-13).

2. Concerning God

We believe in one Triune God: Father, Son, and Holy Spirit; Creator of everything (Genesis 1:1; Deuteronomy 6:5; Isaiah 45:5-7; Matthew 8:19; 2 Corinthians 13:14; Colossians 1:16).

- a. The Father is the Sovereign Ruler of the universe and the Spiritual Father of all who are born again (Psalm 89:11; Psalm 97:9; Genesis 1:26-27; John 1:12 and 3:3).
- b. Jesus Christ, the only begotten Son (John 3:16), was born of a virgin (Isaiah 7:14; Matthew 1:25) and resurrected bodily from the grave (1 Corinthians 15:3-4).
- c. The Holy Spirit convicts (John 16:8), regenerates (Titus 3:5), and ministers to believers (John 14:26; 2 Thessalonians 2:13; Ephesians 5:18). Baptism and the sealing of the Holy Spirit take place at salvation (1 Corinthians 12:13; Ephesians 1:13 and 4:30).

3. Concerning Mankind

We believe all have sinned and that sin spiritually separates everyone from God (Romans 3:23; 1 John 1:8).

4. Concerning Salvation

We believe that God offers redemption and restoration to all who seek His mercy and forgiveness through Jesus Christ (1 Cor. 6:9-11). We believe that Jesus Christ died for our sins as a substitutionary sacrifice (1 Pet. 2:24 and 3:18). Salvation from sin cannot be earned by good works but is the gift of God through faith in Jesus Christ (Eph. 2:8-9; Titus 3:5). We believe that through the saving faith in Jesus Christ, we are eternally kept by the power of God (John 3:16, 36 and 5:24; Rom. 5:9-10; Rom 8:31-39; Eph 4:30; Heb 7:25; 1 Pet 1:5).

5. Concerning Resurrection from the Dead and Future Life

We believe in the bodily resurrection (Daniel 12:2; 2 Corinthians 5:10; Revelation 20:11-15) of the saved into eternal blessedness (Matt 25:46, John 5:28-29; Romans 8:10, 11, 19, 23; Revelation 20:6) and the unsaved into everlasting punishment (Daniel 12:2; John 5:29; Revelation 20:6, 13-15).

6. Concerning the Second Coming of Christ

We believe in the personal and imminent return of our Lord Jesus Christ (1 Thessalonians 4:16-17; Mark 13:32-33) before the millennium (Revelation 20:1-6).¹

7 Concerning Sin in the World

We believe that Satan is the author of sin in the world, the open and declared enemy of God and man (Genesis 3:1-15; Isaiah 14:12-17). He has been defeated through the death and resurrection of Jesus Christ (Romans 16:20) and will be eternally punished in the lake of fire (Revelation 20:10).

8. Concerning the Christian Walk

We believe in righteous living and godly works, not for salvation in any sense, but as its proper evidence and fruit (Ephesians 2:10; James 2:17).

9. Concerning the Church

We believe in the importance of the universal and local church. All who place believing faith in Jesus Christ are immediately baptized by the Holy Spirit into one united body—the Church (1 Corinthians 12:13). We believe that there are two ordinances that are for believers only: baptism by immersion (whenever possible) and the Lord's Supper (Acts 2:38-42; Matthew 28:19-20; 1 Corinthians 11:14-34).

¹ Article III, A.6 is not a salvation doctrine of this church. Members and those in leadership positions (e.g. pastors, elders, teachers) may believe diverse views on the timing of Christ's return. Historically SHBC's doctrinal position has stated that we believe the timing of Christ's return will occur "before the tribulation."

11. Concerning Human Sexuality and Marriage

We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than God's ordained gender established at conception, is immoral and therefore sin (Gen. 1:27; Deut. 22:5). We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15:16; Matt. 19:4-6, 9; Rom. 1:18-31; 1 Cor. 6:9-10, 15-20; 1 Tim. 1:1-11; Jude 7).

ARTICLE IV: MEMBERSHIP

A. REQUIREMENTS AND PROCEDURE

1. Any person requesting membership must satisfactorily complete the membership class and apply for membership.
2. A candidate must sign the Application for Membership. By doing so a membership candidate agrees to the Membership Agreement and the By-Laws. They also agree to support the work and ministry of this church.
3. Each applicant must appear before a minimum of at least two Elders (or past Elders,) testifying to personal faith in Jesus Christ as Savior and then be accepted by the Board of Elders.
4. Each accepted applicant shall be publicly received by the congregation at a regular worship service.

B. RESPONSIBILITIES

1. Every member is encouraged to acquire knowledge of the Scriptures, to grow spiritually, and to maintain consistent Christian conduct.
2. Each member shall support the program of the church as consistently as possible by attendance at regular services and by tithes and offerings.
3. Every member shall demonstrate God's love for all other members of the church, and do all possible to promote their spiritual well-being.
4. Every member is encouraged to preserve the unity of the church. Any criticisms or recommendations are to be made first to the Board of Elders. Malicious and slanderous gossip grieves the Holy Spirit (Eph 4:29-32) and does irreparable harm to the cause of Christ and should not be practiced by members.

5. Any member who is no longer in agreement with the By-Laws or general practices of the church shall notify the Elders of this change of heart, and, if no satisfactory understanding is reached, shall withdraw membership.
6. Members are expected to maintain a good reputation toward those who are not connected to our church. As opportunities present themselves, every effort should be exercised to share the Gospel of Christ with them.
7. We believe differences or conflicts should bring receptivity to change and growth. Therefore, in the highly unlikely event that we are ever unable to resolve a dispute between us, we are asking you to join us in agreeing to attempt to resolve the dispute in accordance with Matthew 18:15-20 and 1 Cor. 6:1-8. We believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church.

C. CORRECTIVE DISCIPLINE

1. Purpose

Corrective discipline has for its aim the glory of God, the welfare and purity of the church, and the spiritual growth of the offender.

2. Reasons for

It is the right of the Board of Elders, in harmony with the Scriptures, to exclude from fellowship of this church any person who holds false and heretical doctrine (Galatians 1:8-9; Romans 16:17), who lives a life inconsistent with a Christian profession (Titus 3:8-11), who is in violation of the law or public morals (1 Corinthians 5:11), who walks disorderly (2 Thessalonians 3:6-15), or who disturbs the peace and unity of this church.

3. Procedure

Every effort shall first be made to clear up the difficulties and remove offenses before disciplinary action is taken by the Board of Elders. If necessary, the person shall be further dealt with according to New Testament guidelines for restoration and/or discipline (Matthew 18:16-18; Galatians 6:1, 2 Corinthians 2:6-9).

4. Restoration of a Member

The New Testament Church also had the right to restore the excluded members who gave satisfactory evidence of being penitent (2 Corinthians 2:6-9). Should repentance and renewed church interest be shown, a person may be restored to fellowship.

D. TERMINATION

Membership may be terminated in the following ways:

1. By death

2. By written letter to the Board of Elders a member can request their own removal.

3. By inactivity

Membership shall be terminated by verification of intentional failure to attend public services of this church for a period of nine (9) months. This shall not apply to those who, by reason of advanced age, infirmity, seasonal departure, occupational demands, or military service absent themselves for such a period, provided they express continued interest in and support the church in other ways.

ARTICLE V: SERVICES

Consistent with the Scriptures and determined by the Board of Elders, the church shall plan to meet each Sunday for Bible classes and corporate worship. In the event of an emergency, the Board of Elders may cancel a service if necessary. Additional meetings shall be approved by the Board of Elders.

ARTICLE VI: GOVERNMENT

A. MEMBERS

Voting members shall be those with active status (Article IV, Section C, Paragraph 4). Voting members shall be 18 years of age or older.

B. LEADERSHIP

The authority of the Pastor, Associate Pastors, Board of Elders, other boards, commissions and committees is based on the inspired, inerrant, and infallible Word of God and is administered via these By-Laws.

C. BOARD OF ELDERS

1. Qualifications

Candidates for Elder must meet the qualifications presented in Titus 1 and 1 Timothy 3.

2. Number

The Word of God does not address the number of elders, but it does indicate a plurality as shown in Scripture by "Let the elders that rule well be counted worthy of double honor, especially they who labor in word and doctrine" (1 Timothy 5:17; Acts 20:17; Hebrews 13:17). Because Scripture teaches that there is safety in a multitude of counselors (Proverbs 15:22), it is recommended to have a minimum of five elders.

3. Election

a. Elders shall be elected at the annual meeting of all members. Nominees shall be male church members presented according to these By-Laws (Article IX: Nominations and Elections).

- b. Each Elder shall be elected for a period of three years and may be re-elected at the end of each three-year term. If unanimously agreed upon by the Board of Elders, an Elder may take a leave of absence for such time as he and the Board of Elders deem necessary.
- c. Elders' terms are to be staggered so that approximately one-third of the Elders will be elected each year.
- d. Elders may serve a maximum of three consecutive terms. They may be re-elected to the Board of Elders after being off the Board at least one year.

4. Vacancies

In case of vacancies from whatever cause, the same may be filled at the discretion of the Board of Elders. Such positions shall be considered temporary until the next annual membership meeting.

5. Officers

The Board of Elders shall annually elect from their membership a Chairman, Vice-Chairman, and Secretary.

6. Meetings

The Board of Elders shall meet at least monthly, upon call of the Chairman or Senior Pastor, or by request of a quorum of the Board of Elders.

7. Quorum

A quorum shall be a majority of the elected Board of Elders.

8. Voting

On all formal motions, the Board of Elders shall take action only if there is a unanimous vote among them. A member will waive his vote on any matter of personal welfare or benefit.

9. Responsibilities

- a. The Board of Elders shall serve as the Board of Directors for corporate purposes. They shall have responsibility for welfare, government, discipline, and temporal matters of the church.
- b. The Board of Elders shall make recommendations to the congregation on employment of the Senior Pastor and such assistants as may be desirable. They shall approve the employment of all other personnel.

- c. The Board of Elders shall establish and oversee, for the administration of the church, all commissions and ministries: Deacons, Trustees, Deaconesses, and Missions. Each Commission chairman shall be appointed or approved by the Board of Elders. Commission members shall be appointed or approved by the Board of Elders. A member of the Board of Elders shall oversee each commission or ministry. They shall appoint such commissions and committees as may be necessary.
- d. The Board of Elders shall have such other powers and duties as shall be set forth in the New Testament and as shall be necessary and proper to carry out their offices.
- e. The Doctrinal Statement does not exhaust the extent of our faith. The Bible itself, as the inspired, inerrant, and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, the By-Laws, policy, and discipline, the Board of Elders is the church's final interpretive authority on the Bible's meaning and application.
- f. Elders and pastors shall pledge to faithfully support the By-Laws of South Hill Bible Church. In making this pledge, Pastors and Elders affirm their personal belief in the doctrinal statement in Article III of the By-Laws.

10. Resignation

If an elder chooses to resign before his three-year term is complete, he shall meet with the Board of Elders to explain why, then submit a letter of resignation. Every effort should be made by the Board of Elders to understand the reason for leaving the position early, since an elder represents the members of the church and has a responsibility to the ministry and role with which they have been entrusted by the Lord (Colossians 4:17).

D. COMMISSIONS

1. Deacons

a. Qualifications

Candidates for Deacon must meet the qualifications presented in Scripture (1 Timothy 3:8-13) and be a member of SHBC.

b. Number

It is recommended to have a minimum of seven members.

c. Election, Vacancies, Officers, and Meetings

On matters pertaining to elections, vacancies, officers, and meetings, those policies that apply to the Board of Elders shall also apply to the Board of Deacons. Each Deacon may be re-elected at the end of each two-year term.

d. Responsibilities

The Deacons shall provide charitable acts of help, giving, and service to support those isolated or in need within the church body and shall undertake related tasks as appointed by the Board of Elders.

2. Deaconesses

a. Qualifications

Candidates for Deaconess must meet the qualifications presented in Scripture (Romans 16:1-2; 1 Timothy 3:11). Church membership is not required. Nonmembers must sign the Christian Worker's Agreement.

b. Number

It is recommended to have a minimum of seven (7) members.

c. Election, Vacancies, Officers, and Meetings

On matters pertaining to election, vacancies, officers, and meetings, those policies which apply to the Board of Deacons shall also apply to the Board of Deaconesses, with the exception of requirements regarding gender and church membership (Chairperson will be a member of SHBC).

d. Responsibilities

The Deaconesses shall prepare the Communion, Baptisms, and assist in church community life. They shall perform such tasks as directed by the Board of Elders.

3. Trustees

a. It is recommended that there be a Board of Trustees consisting of at least six (6) individuals. The Trustees, with the exception of the Chairman of the Board of Trustees, need not be members of the Church, but should be actively attending and be in agreement with the Christian Worker's Agreement, in order to be considered for serving as a Trustee.

b. The Trustees shall maintain the property management and safety of the Church. They shall be responsible for the care and maintenance of the buildings, grounds and vehicles.

c. The Trustees shall be appointed by the Board of Elders for a desired term of one (1) year. Each Trustee may be re-appointed at the end of each term served.

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4. Missions

- a. It is recommended that the Missions Commission shall consist of not fewer than five (5) members. They shall be appointed by the Board of Elders, each for a three-year term.
- b. The Missions Commission shall promote interest in and support for foreign and domestic missionaries, evaluate present ministries, and investigate possible new ones, maintain communication between missionaries and the congregation, arrange for church mission conferences, and perform other related duties as may be expedient or as shall be directed by the Board of Elders.

E. ORGANIZATION OF BOARDS, COMMISSIONS, AND COMMITTEES

1. Each Church Board and Commission shall have a Chairman as appointed or approved by the Board of Elders. Each Chairman may appoint or have elections to determine the Vice-Chairman and Secretary, and/or Treasurer.
2. A representative of the Board of Elders shall oversee each church Board or Commission.
3. All church organizations shall meet monthly or at such other times as the Board of Elders may direct.
4. A majority of the members of each Board or Commission shall constitute a quorum.

F. CONGREGATIONAL SECRETARY

The Congregational Secretary shall be elected by the active church members at the annual meeting and shall keep an accurate account of all proceedings of congregational meetings.

G. TREASURER

1. The congregation at the annual meeting shall affirm the church Treasurer who has been appointed by the Board of Elders. The Treasurer shall disburse all funds of the church according to the authority designated by the Board of Elders. The Treasurer shall make regular reports to the Board of Elders and to the membership at the annual meeting and at informational meetings.
2. Audit Committee:

The Board of Elders will periodically appoint an Audit Committee to review the church's financial procedures. This committee will be composed of at least two people who will review the financial practices of the church to ensure that they are financially sound, in compliance with the By-Laws and policies of the church; in compliance with applicable federal, state, and local statutes and regulations in all material respects; and generally, incorporate sound principles for the management, safeguarding, and proper accounting of receipts, expenditures, and investments. This review will be requested by the Board of

Elders as often as practical and prudent, or required by circumstances, but in any event, will be conducted at least every five years. Individuals who are directly involved in the specific accounting and bookkeeping duties will not serve on the Audit Committee. A written report will be provided to the Board of Elders by the Committee of its findings, conclusions and recommendations, if any.

H. FINANCIAL PERSONNEL

1. FINANCIAL SECRETARY: The Financial Secretary shall keep individual record of each contributor, send out statements as directed by the Board of Elders, and make a monthly financial report to the Treasurer.
2. MASTER COUNTER: The Master Counter shall appoint assistants that are not members of their family. The Board of Elders shall confirm the appointments. A Master Counter and assistant shall count and record all offerings and make the bank deposit.

I. TEACHERS AND MINISTRY LEADERS

All teachers and ministry leaders shall be church members in good standing, not recent converts, who have the ability and vision to present the Gospel and nurture spiritual growth. (Any exceptions to this rule will be decided by the unanimous decision of the Board of Elders.)

J. REMOVAL FROM OFFICE

A church officer or member of any board, commission or committee may be removed with cause by unanimous vote of the Board of Elders.

ARTICLE VII: CONGREGATIONAL MEETINGS

A. PRESIDING OFFICERS

The Chairman of the Board of Elders or, in his absence, the Board of Elders Vice-Chairman, shall chair any congregational meeting.

B. ANNUAL MEETING

1. The annual meeting shall be held in July within thirty-one days of the close of the fiscal year, at a time designated by the Board of Elders. The purpose of the meeting shall be to transact such business as may regularly come before the congregation and to elect the church officary as otherwise designated herein, each of whom shall assume said office immediately after the election.
2. Annual reports from all boards and commissions shall be delivered to the church secretary by the end of the fiscal year on June 30.

3. Notice of the annual meeting shall be given from the pulpit during the morning service and by other media not less than a period of ten days prior to the meeting.

C. INFORMATIONAL MEETINGS

At times designated by the Board of Elders, the congregation shall meet to hear reports from the chairman of each of the boards and committees, the Pastor, and other officers of the church, and to discuss matters of general interest to the church. No formal business shall be conducted at such meetings.

D. SPECIAL MEETINGS

Special meetings of the church membership may be called by the Chairman of the Board of Elders at any time or may be called by any member upon written request signed by fifty members. Notice of such meetings shall be given as in the manner of the annual meeting. No business shall be conducted other than that for which the meeting was called.

E. QUORUM

Twenty-five percent (25%) of the voting members shall constitute a quorum at all congregational meetings.

F. RULES OF ORDER

Exclusively the New Testament shall govern all questions not covered by these By-Laws.

ARTICLE VIII: THE SENIOR PASTOR AND ASSOCIATE PASTORS

A. EMPLOYMENT

1. The employment of the Senior Pastor shall be made by unanimous recommendation of the Board of Elders and confirmation by a vote of the congregation at a duly-constituted congregational business meeting. The Senior Pastor shall employ all other pastoral staff after unanimous approval of the Board of Elders.
2. A Senior Pastor-seeking Committee shall be appointed by the Board of Elders to interview prospective candidates and make recommendations to the Board of Elders. Candidates shall be considered as to educational qualifications, spiritual condition, and previous experience.
3. Upon the recommendation of the Senior Pastor-seeking committee, and being approved by a unanimous vote of the Board of Elders, the prospect shall be invited to candidate before the congregation as soon after as is practical. The Board of Elders shall then call a congregational meeting, at which time members only shall vote to extend or not to extend the call. A two-thirds majority of members present and voting shall be required to call a Senior Pastor. Voting shall be by secret ballot and shall be in an area where only members have access to ballots.

4. A written offer of employment, stipulating salary and other terms of employment shall be given to the finalist for all salaried and hourly positions.

B. QUALIFICATIONS

Candidates for Senior Pastor and Associate Pastors must meet the same qualifications as an Elder listed in these By-Laws under Article VI, Section C, Paragraph 1.

C. AUTHORITY

The Senior Pastor shall manage all Associate Pastors and staff. The Senior Pastor shall be responsible to the Board of Elders.

D. TERMINATION OF EMPLOYMENT

Termination of employment of the Senior Pastor or Associate Pastors shall be by resignation or by unanimous vote of the Board of Elders. If termination by unanimous vote is for cause, then it will be effective immediately. All other notice of termination should receive 90 days notification.

E. RESPONSIBILITIES

1. Senior Pastor

- a. The Senior Pastor shall perform the duties which pertain to that office as described by his job description and determined by the Board of Elders. The Senior Pastor shall be an *ex officio* member of all boards, commissions, and committees.
- b. The Senior Pastor shall agree with Article VI, Section C, Paragraph 9, Point f.

2. Associate Pastors and Staff

- a. All Associate Pastors and Staff shall perform such duties as the Senior Pastor may direct, with the approval of the Board of Elders.
- b. Associate Pastor's shall agree with Article VI, Section C, Paragraph 9, Point f.

ARTICLE IX: NOMINATIONS AND ELECTIONS

A. NOMINATING COMMITTEE

Annually a Nominating Committee shall consist of the Board of Elders. The Senior Pastor shall sit *ex officio*. The committee shall nominate one or more persons to fill the vacancies and positions to be elected.

B. NOMINATIONS BY MEMBERSHIP

Active voting members may make nominations only by filing with the Nominating Committee a written and signed nomination on or before May 30. The Nominating Committee shall examine such persons so nominated, as per Article IV, Section B (Responsibilities of a Member). Upon approval by the Nominating Committee, their names shall be included in the report of the

Nominating Committee with the names of other nominees to be presented at the annual membership meeting.

C. BALLOT

Each nominee for office shall be voted on individually by secret ballot. It shall take a two-thirds majority vote of a congregational quorum to affirm any individual to a leadership position.

ARTICLE X: AMENDMENTS

Proposed amendments to the By-Laws shall be announced at two Sunday morning services and by other media prior to the vote of the congregation. Amendments receiving an affirmative vote of two-thirds of the members present and voting shall be adopted.
