

Bylaws
University Hills Baptist Church
Charlotte, NC
August 17, 2025

The following Bylaws shall govern the affairs of University Hills Baptist Church (UHBC).

ARTICLE I. MEETINGS

The regular worship services shall be held on Sunday morning and evening and Wednesday evening, unless otherwise agreed upon by the Church. Regular business meetings shall be held at least once a quarter. Special business meetings may be called by the Ministry Development Team (MDT) Chairman, Vice-Chairman, or the Deacons when needed, provided a minimum of one weeks' notice is given in the Church newsletter or at a regular business meeting. In all questions of procedures in any committee or business meeting, the Church shall be governed by the latest edition of *Robert's Rules of Order*. All Church action shall be by majority vote of the members present at a regular or special business meeting, unless otherwise provided in the Constitution or Bylaws.

ARTICLE II. CHURCH OFFICERS

Church officers are defined by UHBC's Articles of Incorporation and are appointed by the Trustees. The officers are a Chairman, a Vice-Chairman, a Clerk, and a Treasurer (otherwise known as a Financial Officer). The Trustees have defined the Chairman role as being occupied by the Sr. Pastor and the Vice-Chairman as serving as the Church Moderator in addition to serving as Chairman in the Chairman's absence.

ARTICLE III. CHURCH COUNCIL

The Church Council shall be known as the Ministry Development Team (MDT) and shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations.

Members of the MDT shall be the church officers, Church ministerial staff members, directors of Church program organizations, Chairman of Deacons, Chairman of Trustees and up to two at-large members. Chairs of committees are encouraged to attend MDT meetings to share ideas and suggestions for programs as needed or desired.

All matters agreed upon by the MDT that call for action not already approved shall be referred to the Church for approval or disapproval.

ARTICLE IV. Church Council (MDT) MEMBERS

A summary of MDT member responsibilities are as follows:

(1) Officer: The Chairman. The Trustees have chosen to name the Pastor as the Chairman of the MDT. The Chairman shall preside over MDT meetings and work with the Clerk to prepare meeting agendas and ensure follow-up of actions.

(2) Officer: The Vice-Chairman, who shall also serve as Moderator of the business

meetings of the Church and serves as Chairman in the Chairman's absence. In the absence of the Moderator, the Chairman of the Deacons shall preside; or in the absence of both, the Clerk shall call the Church to order and an acting Moderator shall be elected.

(3) The Clerk of the Church shall, with the assistance of the Church's Ministry Assistant, keep an accurate record of all actions of the Church. This shall include registration of the names of all members, with the dates of admissions, transfers, dismissions, or death. Church minutes shall be signed by the Clerk before they are presented to the Church for approval. An extra copy of all Church minutes shall be preserved in a fireproof place. Appropriately controlled digital copies may be substituted for the above two requirements. Per UHBC's Articles of Incorporation, the positions of Clerk and Treasurer may be held by the same person.

(4) The Financial Officer shall assure the proper recording of all money received by the Church and that all financial obligations are paid upon proper authority. The Financial Officer shall assure that all receipts and disbursements are reported to the Church on a monthly and year-to-date basis. If necessary and in conjunction with the Finance Committee the Finance Officer shall direct that money received be prorated according to the budget after the following priority items are paid: salaries of Pastor and staff members, utilities, and Cooperative Program. The Church may designate special expenditures by a vote at conference. All books, records, and accounts kept by the Financial Officer shall be considered the property of the Church and shall be open to any member, with the exception of confidential giving records. A Treasurer or assistant treasurer shall assist the Financial Officer in all regular duties and be responsible for those duties in the Financial Officer's absence. Per UHBC's Articles of Incorporation, the positions of Clerk and Financial Officer may be held by the same person.

(5) The Sunday School Director shall oversee and administer the affairs of UHBC's Connect Groups. (The Director shall work in cooperation with the Pastor, staff ministers, other Church officers, co-workers, and teachers.)

(6) The Discipleship Training Director shall oversee and administer any discipleship training efforts at UHBC. The Director shall work in cooperation with the Pastor, staff ministers, other Church officers, associates, and leaders.

(7) The Baptist Men Director shall seek to enlist the men of our Church in an active missions program for Christ. The Baptist Men Director shall work in cooperation with the Pastor, staff ministers, other Church officers, and workers.

(8) The Woman's Missionary Union Director shall have charge of and promote the work of the Woman's Missionary Union (WMU), as outlined by the Woman's Missionary Union of the Southern Baptist Convention, seeking to enlist the women of our Church in an active missions program for Christ. The Acteens, Girls in Action, and Mission Friends programs of the Church, sponsored by the WMU, shall be under the direction of the leaders for each organization, subject to approval of the WMU. The Woman's Missionary Union Director shall work in cooperation with the Pastor, staff ministers, other Church officers, and workers.

ARTICLE V. DEACONS

Section 1 - Election

One of the most important duties of Deacons is their ministry to the members of the Church. To facilitate this ministry, the size of the Deacon body should grow in accordance with the size of the Church body.

No later than its May meeting, the Deacon body, taking into account the number of Deacons needed to effectively minister to the members of the Church and the number of Deacons rotating off for that year, shall determine the number of Deacons to be elected to active service in that year.

The length of each term shall be 1–4 years, with a normal term being 3 years, to ensure approximately an equal number of total Deacons rotate off each year. The deacon term shall begin on September 1. Those elected receiving the higher number of votes shall be assigned the longer available terms. When a Deacon has rotated off or resigned from the Deacon body, he is not eligible for re-election for one full year.

By the second Sunday in June, all members shall be furnished a list of the men, 21 years and over, who are members of the Church and have been enrolled and attended Bible Study at least 50% of the time for the 12 months prior to election. Each potential candidate will also be contacted to verify their willingness to serve prior to his name being placed on the list for nomination and election. Not later than the first Sunday in July each year, each Church member may recommend men they think will qualify in the highest measure to serve as Deacon. The number of men that each member may recommend shall be no more than the number of Deacons to be elected to active service in that year. One year of Church membership is required for election eligibility.

All recommendations are to be submitted to the Chairman of Deacons and tabulated by a three-man committee from the Deacon body, appointed by the Chairman of Deacons. The Pastor and Deacons shall review the list in the light of I Timothy 3:8-13. After review of recommendations, a ballot shall be prepared of the men receiving the highest number of nominating votes and given to the Church not later than the third Sunday in August of each year, at which time the Church members shall vote. The number of men on the ballot shall be no more than twice the number of Deacons to be elected for active service that year. The men obtaining the highest vote in the Church shall be declared to have been elected to that office, and the number of such men shall be the number of Deacons that the Deacon body shall have determined necessary for service that year. Any ballot containing more votes than the number of Deacons to be elected for that year will be discarded. Each Church member who fills out a ballot must sign their name on it. Each ballot can only be used by a single individual.

When a vacancy occurs in the Deacon body, the Deacons may recommend to the Church a person to fill the vacancy within 30 days. That person must meet the qualifications listed above.

Section 2 - Privileges

The Deacons will have the privilege of electing their own Chairman, Vice-Chairman, and Secretary. Any Deacon will have the privilege of calling a meeting other than the regular monthly meeting. The Chairman of Deacons will have the privilege of calling for a secret ballot when deemed necessary.

Section 3 - Duties

- (1) General oversight. The Deacons are to be considered the servants of the Church and should be zealous to guard the unity of the spirit within the Church in the bond of peace. They shall advise the Pastor in all matters pertaining to the welfare and work of the Church. The Secretary of Deacons shall make a record of actions taken, and these shall be read and counter-signed by the Chairman.
- (2) Discipline. Any Deacon who accepts the place of deaconship, after having been elected and ordained by the Church, and fails to fulfill the duties of this high office, shall be contacted by the other Deacons with the idea of restoring him to full fellowship and service of the Church. He shall be asked to explain his actions before the remaining active Deacons. If two-thirds of remaining Deacons deem the complaint justified, they shall bring it before the Church, unless the Deacon resigns. The deacons also have oversight of the discipline of the Church as stated in ARTICLE IV, Section 4, of the Constitution.
- (3) Pulpit Supply and Pastor Search. The Deacons are to serve as a general pulpit committee, *i.e.*, to provide for pulpit supply in any period when the Church is without a Pastor. When the pastorate is vacated, the Chairman of Deacons shall convene the Deacons in session as soon as possible for the purpose of nominating and presenting to the church a Pastor Search Committee for election in the usual manner practiced by the church. The committee should consist of not more than five members, with two alternates. When the committee is duly elected, they shall proceed with their duties.
- (4) Ordinances. The Deacons shall be responsible for all necessary preparations for the observance of the Lord's Supper and shall make all necessary arrangements for the ordinance of Baptism, giving such assistance to the Pastor and candidates that may be necessary.

ARTICLE VI. TRUSTEES

The Church shall maintain a Board of Trustees consisting of three or more people who will elect the officers for the Church. The Trustees shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to the Church-approved matters. Upon the death, resignation (either voluntary or involuntary), or inability of any of the Trustees to serve, a successor shall be elected by the Church in a conference called for this purpose.

ARTICLE VII. LICENSING AND ORDAINING

Section 1 - License

When a member announces to the Church that they feel the call to the ministry, the

Church, by majority vote, may license that person as acknowledgment of the call to the ministry and encouragement to make preparation for it. The Church Clerk may furnish the member with a copy of the minutes or a certificate of license as the member's credential. It is understood that the performance of civil duties by the member shall be governed by state law.

Section 2 - Ordination

In the event this Church has been requested to ordain a member who has been called as a minister of the gospel, the following procedure shall be followed: the Church will express its approval by a vote of three-fourths of the members present at any regularly arranged business meeting. The Church shall then invite the Ordination Examining Committee of the Metrolina Baptist Association to examine the candidate concerning fitness for ministry. If the Association has no such committee, this Church shall invite representatives of neighboring churches to examine the candidate and report to the Church. If the report of that committee is favorable, the Church shall proceed with the ordination.

ARTICLE VIII. DECLARING AN OFFICE VACANT

The Church may declare the office of a Church officer, Trustee, Pastor, or ministerial staff member to be vacant for the purpose of removing them from Church service. Such action shall take place at a meeting called for that purpose, of which at least 1 week's notice has been given through the Church newsletter. The meeting may be called upon the recommendation of two-thirds of the active Deacons or by written petition signed by not less than one-half of the resident Church members. In the event the Vice-Chairman (who serves as the Moderator) is the subject of the action, then the Pastor shall preside over the meeting. The vote to declare the office vacant shall be by secret ballot; an affirmative vote of the members present is necessary to declare the office vacant. The termination shall be immediate. Except in instances of gross misconduct by the Pastor or ministerial staff member so excluded from office, UHBC will compensate that person with not less than one-twelfth of their total annual compensation, which shall be rendered in not more than 30 days.

ARTICLE IX. ADOPTION

- (1) These Bylaws shall be effective immediately upon their adoption by a two-thirds majority vote of the members present at the business meeting at which a vote is taken.
- (2) These Bylaws and other established procedures and Policies of the Church not inconsistent with these Bylaws shall govern the procedures and affairs of the Church until these Bylaws are altered, amended, or repealed.

ARTICLE X. AMENDMENTS

These Bylaws may be amended or altered by a majority vote of the members present at any regular business meeting of the Church, provided that such amendment or alteration be given to the Clerk in writing and presented to the Church via the Church newsletter 1 week prior to the regular business meeting.

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Revision History

Date	Primary Changes/Comments	Approved?
05/09/13	Deacon election process edited	Yes
03/08/20	Reformatted and edited; no substantive changes	Not needed
02/16/25	Added in roles of MDT Chairman and Vice-Chairman and corrected officer references. Switched Articles II and III, adding two MDT members-at-large positions. Remove assistant clerk role and allow for digital records of church meetings. Removed requirement to pay all church obligations by check and documented financial confidentiality requirements. Updated MDT roles to match current SBC organizations. Clarified Deacon Pastor Search responsibilities.	02/16/25
03/18/25	Art. VIII Declaring an Office Vacant. Clarified who this applies to (had just said <i>Officer</i> ; missed when Feb. change made) and moved Pastor/ministerial compensation from Personnel Policy document.	05/18/25
08/17/25	The role of Treasurer is being changed to refer to a Financial Officer; other wording is changed in support of the Financial Officer providing guidance to the Treasurer. (Articles II & IV.)	08/17/25