

**LINDEN HEIGHTS BAPTIST CHURCH
 CONSTITUTION AND BYLAWS
 SIDE BY SIDE COMPARISON OF ADOPTED 2013 WITH PROPOSED 2025**

Adopted January 13, 2013 (ORDER OF PRESENTATION)	Section Comments	Proposed March 2025
<p><u>PREAMBLE</u></p> <p>For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Missionary Baptist principles, the Cooperative Baptist Fellowship and the Baptist General Association of Virginia, and for the purpose of preserving the liberties inherent in each member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution.</p>	<p>REMAINS IN CONSTITUTION UNDER PREAMBLE</p>	<p><u>PREAMBLE</u></p> <p>For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly and democratic manner, and for the purpose of preserving the liberties inherent in each member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith and doctrine, we do declare and establish this Constitution. The Constitution shall include the following articles: Name, Articles of Faith, Covenant, Character, Membership, Pastor, Deacons, Meetings, Conflict Resolution, and Rules of Order. Changes to these articles shall be decided at a meeting called in accordance the Quorum and Voting for Specific Circumstances rules outline in Article X.</p>
<p><u>ARTICLE I NAME</u></p> <p>The body shall be known as Linden Heights Baptist Church of Staunton, Virginia.</p>	<p>REMAINS IN CONSTITUTION UNDER ARTICLE I NAME</p>	<p><u>ARTICLE I NAME</u></p> <p>The body shall be known as Linden Heights Baptist Church of Staunton, Virginia. The official address shall be 371 Linden Drive, Staunton, Virginia 24401.</p>

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<p>ARTICLE II <u>ARTICLES OF FAITH</u></p> <p>We believe the Holy Scriptures are the authoritative Word of God; that they are all sufficient and only guide in faith and practice.</p> <p>We believe in one God, ruler over all, a triune Godhead, revealed to us as the Father, Son, and Holy Spirit.</p> <p>We believe that all men are by nature sinners; alienated from God, and that they must repent and believe in the Lord Jesus Christ as their personal Savior in order to be saved.</p> <p>We believe that we are saved by grace through faith in Christ, and not of ourselves; grace is the gift of God.</p> <p>We believe that man must be reborn by the power and work of the Holy Spirit justified by imputed righteousness, a gift of God to believers in Christ only. When saved, we have eternal life in Christ.</p> <p>We believe that the first day of the week is the Christian Sabbath and the Lord’s Day, that it should be kept sacred and holy as unto the Lord, that it is to be religiously observed by the church collectively and by individual members thereof.</p> <p>We believe that there are only two positive ordinances given to the church by its great head, Jesus Christ: They are Baptism by immersion and the Lord’s Supper. Baptism is to be administered to believers only. The Lord’s Supper is to commemorate the death of Christ until he comes again.</p> <p>We believe that the visible Church of Christ is a congregation of believers baptized upon profession of their faith in Christ as their only Savior associated by covenant in faith and fellowship of the gospel, observing the ordinances of Christ, governed by his laws, and exercising the gifts, rights, and privileges invested in them by His word.</p> <p>We believe that there will be a bodily resurrection of both the just and the unjust and that all will appear at the judgment seat of God to be judged according to the deeds done in the body. In the final separation of the wicked from the righteous, we believe that the wicked shall go away into eternal punishment and the righteous into eternal life.</p>	<p>REMAINS IN CONSTITUTION UNDER ARTICLE II ARTICLES OF FAITH</p>	<p>ARTICLE II <u>ARTICLES OF FAITH</u></p> <p>We believe the Holy Scriptures are the authoritative Word of God; that they are all sufficient and only guide in faith and practice.</p> <p>We believe in one God, ruler over all, the triune Godhead, revealed to us as the Father, Son, and Holy Spirit.</p> <p>We believe that all persons are by nature, sinners; alienated from God, and that they must repent and believe in the Lord Jesus Christ as their personal Savior in order to be saved.</p> <p>We believe that we are saved by grace through faith in Christ, and not of ourselves; grace is the gift of God.</p> <p>We believe that man must be reborn by the power and work of the Holy Spirit justified by imputed righteousness, a gift of God to believers in Christ only. When saved, we have eternal life in Christ.</p> <p>We believe that the first day of the week is the Christian Sabbath and the Lord’s Day, that it should be kept sacred and holy as unto the Lord, that it is to be religiously observed by the church collectively and by individual members thereof.</p> <p>We believe that there are only two positive ordinances given to the church by its great head, Jesus Christ: They are Baptism by immersion and the Lord’s Supper. Baptism is to be administered to believers only. The Lord’s Supper is to commemorate the death of Christ until he comes again.</p> <p>We believe that the visible church of Christ is a congregation of believers baptized upon profession of their faith in Christ as their only Savior associated by covenant in faith and fellowship of the gospel, observing the ordinances of Christ, governed by his laws, and exercising the gifts, rights, and privileges invested in them by His word.</p> <p>We believe that there will be a bodily resurrection of both the just and the unjust and that all will appear at the judgment seat of God to be judged according to the deeds done in the body. In the final separation of the wicked from the righteous, we believe that the wicked shall go away into eternal punishment and the righteous into eternal life.</p>

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<p>ARTICLE III <u>COVENANT</u></p> <p>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.</p> <p>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, disciplines, 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.</p> <p>We also engage to maintain family and private 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, excessive anger, and to be zealous in our efforts to advance the kingdom of our Savior.</p> <p>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.</p>	<p>REMAINS IN CONSTITUTION UNDER ARTICLE III COVENANT</p>	<p>ARTICLE III <u>COVENANT</u></p> <p>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 Spirit, 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.</p> <p>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 and holiness; to promote its prosperity and spirituality; to sustain its worship, ordinances, disciplines, 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.</p> <p>We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our family and acquaintances; to walk righteously in the world; to be just in our dealings, to be faithful in our engagements, to avoid behavior that is hurtful to others, and to be zealous in our efforts to advance the kingdom of our Savior.</p> <p>We further engage to watch over one another in love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate 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.</p> <p>We moreover engage that when we remove from this place, we will, as soon as possible, unite with another church where we can carry out the spirit of this covenant and the principles of God’s Word.</p>

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<p>ARTICLE IV CHARACTER</p> <p><u>Section 1. Purpose.</u> It is the purpose of the church to win souls to Christ, to bring them into fellowship, which shall stimulate growth in Christian love and the capacity for Christian living, and to help extend the cause of Christ to all parts of the world so that all may be drawn unto Him.</p> <p><u>Section 2. Policy.</u> It shall be the policy of the membership of this church to create a spirit of friendliness and good fellowship that will generate a feeling of brotherly love, which will be evident even to visitors in our midst.</p> <p>Criticism was not practiced by Christ and should not be offered without constructive suggestions. In this church all members are equal in the sight of God and man, and one’s influence is enhanced only by his spiritual activities and usefulness in the church.</p> <p><u>Section 3. Polity.</u> The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which is common among Baptist churches.</p> <p><u>Section 4. Doctrine</u> This church receives the scriptures as its authority in matters of faith and practice. Its understanding of Christian truth, as contained therein, is in essential accord with the <u>Baptist Faith and Message of 1963</u>, a copy of which is found in Appendix “A”.</p>	<p>REMAINS IN CONSTITUTION UNDER ARTICLE IV CHARACTER</p>	<p>ARTICLE IV <u>CHARACTER</u></p> <p><u>Section 1. Purpose.</u> It is the purpose of the church to win souls to Christ, to bring them into fellowship, which shall stimulate growth in Christian love and the capacity for Christian living, and to help extend the cause of Christ to all parts of the world so that all may be drawn unto Him.</p> <p><u>Section 2. Policy.</u> It shall be the policy of the membership of this church to embrace a culture of holiness and love that will generate a spirit of friendliness and good fellowship, which will be evident even to visitors in our midst. In this church all members are equal in the sight of God and man, and one’s influence is enhanced only by his spiritual activities and usefulness in the church.</p> <p><u>Section 3. Polity.</u> We believe that the will of God is discerned by the priesthood of all believers; therefore, the government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which is common among Baptist churches.</p> <p><u>Section 4. Doctrine</u> This church receives the scriptures as its authority in matters of faith and practice. Its understanding of Christian truth, as contained therein, is in essential accord with the <u>Baptist Faith and Message of 1963</u> as follows:</p> <p>SEE NOTE AT END OF DOCUMENT. THE ENTIRE MESSAGE IS NOW INCLUDED IN THE BODY OF CONSTITUTION.</p>

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BYLAWS		BYLAWS The BYLAWS shall include the following articles: Church Officers, Officers of Church Organizations, and Church Committees. Changes to these articles shall be decided at a special called meeting in accordance with the General Quorum and Voting rules outlined in Article X, Section 1 of the Constitution.
<p>ARTICLE I <u>MEMBERSHIP</u></p> <p><u>Section 1. Membership.</u> The membership of this church shall consist of those persons whose names are now on the roll of the church and such persons as may be admitted by majority vote, during any regular or special meeting of the church, at which a quorum (as defined by these bylaws) is present.</p> <p><u>Section 2. Additions to Membership.</u></p> <p><u>(a) By Baptism.</u> Any person professing faith in the Lord Jesus Christ and affirmed by the church body upon an individual's personal decision, will be received as a candidate for baptism. After baptism they will be received into the membership and full fellowship of the church, having assented to and accepted the aims and ideals of the church, as expressed in the Church Covenant.</p> <p><u>(b) By Letter.</u> Members from other Baptist churches of like faith and order may be received as members of this church by presenting a letter of dismissal from such churches and accepting the aims and ideals of this church, as expressed in the Church Covenant.</p> <p><u>(c) By Experience and Restoration.</u> An applicant for membership may be received upon statement of baptism by immersion and experience of faith in the Lord Jesus Christ, after having accepted the aims and ideals of this church, as expressed in the Church Covenant.</p> <p>All non-immersed persons seeking membership in this church, though they may have been or are now members of other faiths, must be received for baptism by immersion upon their profession of faith in Christ and, after baptism, they become members in full fellowship. In extenuating circumstances, it may be reviewed by the pastor and Deacon Body.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE V MEMBERSHIP</p>	<p>ARTICLE V <u>MEMBERSHIP</u></p> <p>The membership of this church shall consist of those persons whose names are now on the church roll and such persons as may be admitted by majority vote, during any regular or specially called meeting of the church.</p> <p><u>Section 1 – Membership Attained</u> Membership shall be attained by:</p> <p>(a) Public profession of faith followed by baptism; or (b) Transfer of letter from a church of like faith and practice; or (c) If such a letter is not available, a statement of prior public profession of faith and baptism; or (d) Following exclusion or erasure from the rolls, a statement of re-commitment having already been baptized. (e) Baptism may be waived for sufficient reasons of health. (f) Baptisms shall be conducted by ordained or licensed Baptist ministers, (g) Persons may be admitted as Associate Members if they are professing Christians and members of another church, whether or not they have received believer's baptism. Associate Members are eligible to participate in the life of the church to the same extent as Members, except serving as an ordained deacon or pastor and voting on the adoption of amendment of the constitution.</p> <p><u>Section 2 - Membership Terminated</u> Membership may be terminated by:</p> <p>(a) letter request from another church; or (b) death; or (c) resignation; or (d) removal from the church roll for not fulfilling one's Covenant of Membership (Article III) as recommended by the Deacon Body and decided upon by a vote of the church.</p>

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<p><u>Section 3. Dismissal of Members.</u> Any member may be granted a letter of dismissal to unite with some other Baptist Church of like faith and order at the request of that church. Any member of this church who shall unite with another church denomination shall have his or her name dropped from the church's roll.</p>		<p>Note: We believe that salvation comes entirely by faith in Jesus through grace. We also believe that in order to carry out the purpose of the church (Article IV, Section 1) we must work together in harmony. Therefore, membership in this church requires that we enter into covenant with one another regarding our personal conduct (Article III). Failure to abide by our church covenant that becomes egregious, will after due process, result in dismissal from church membership.</p>
<p>ARTICLE II <u>CHURCH OFFICERS</u></p> <p>The officers of the church shall be as follows: the Pastor, Director of Youth and Children's Ministries, and Trustees who shall serve during the pleasure of the church. All other church officers shall be elected annually unless approved by the church. It shall be the responsibility of each officer to submit, when appropriate, a budget to the Finance Committee for consideration so that it may be incorporated into the church's budget.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I CHURCH OFFICERS</p>	<p>ARTICLE I <u>CHURCH OFFICERS</u></p> <p>The officers of the church shall include church staff, trustees, and elected church officers. Church staff and trustees shall continue to serve at the pleasure of the church. All other officers are elected annually by the church in accordance with these bylaws. The duties required of these officers shall be outlined in the church's policies and procedures. It shall be the responsibility of each officer to submit, when appropriate, a budget to the Work Committee for consideration so that it may be incorporated into the church's budget. It shall be the responsibility of each officer to submit, when appropriate, policy and procedure statements for consideration and approval by the Church Council for their designated tasks.</p>
	<p>NEW BYLAW SECTION TO CONSOLIDATE ALL STAFF POSITIONS.</p>	<p>A. <u>CHURCH STAFF</u></p> <p>Within the budget adopted by the church, and in consultation with the Church Council, Deacon Body and the appropriate committees, the pastor shall select and, as approved by the church, employ staff to carry out the ministries of the church. All church staff members shall serve under the direction of the pastor, including both their duties and their tenure.</p>

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<p>B. <u>PASTOR</u></p> <p><u>Section 1. Call.</u> A seminary-educated pastor, preferably a graduate of a reputable seminary, shall be called by an affirmation vote of two-thirds of the membership of the church who are present at any congregational business meeting, the required quorum being present, (see Article VII, Section 2) provided notice of such proposed action shall have been given at least two weeks in advance of the regular Sunday morning service and provided a written or printed notice has been mailed to each member or each family head.</p> <p><u>Section 2. Termination of the Pastor’s Services.</u> To sever his relation with the church the pastor shall present written notice at least four weeks before he plans to terminate his service. If the church should ask for the resignation of the pastor, he shall be given three months’ notice in order to secure another position. If at the end of the three-month period, the pastor has not secured other employment, he shall be given one month’s severance salary.</p> <p><u>Section 3. Duties.</u> It shall be the duty of the Pastor to minister to the spiritual needs of the church and congregation. He shall conduct the public services of worship of the church. He shall be an ex-officio member of all committees, and all staff personnel shall be responsible to him for the performance of their duties. He shall practice a ministry of visitation appropriate to his position.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE VI PASTOR</p>	<p>ARTICLE VI <u>PASTOR</u></p> <p><u>Section 1. Call.</u> A seminary-educated pastor, preferably a graduate of an accredited Baptist seminary, shall be called in accordance with the Quorum and Voting for Specific Circumstances rules outlined in Article X, Section 2 of these bylaws provided notice of such proposed action shall have been given at least two weeks in advance of the regular Sunday morning service and provided a written or printed notice has been mailed to each member or each family head.</p> <p><u>Section 2. Termination of the Pastor’s Services.</u> To sever his relation with the church, the pastor shall present written notice at least four weeks before planning to terminate service. If the church asks for the pastor’s resignation, he shall be given three month’s severance pay and his work shall cease following an affirmative vote of dismissal at a meeting called in accordance with the Quorum and Voting for Specific Circumstances rules outlined in Article X, Section 2 of these bylaws.</p> <p><u>Section 3. Duties.</u> It shall be the duties of the Pastor to minister to the spiritual needs of the church and congregation. He shall conduct the public services of worship of the church. He shall be an ex-officio member of all committees, and all staff personnel shall be responsible to him for the performance of their duties. He shall practice a ministry of visitation appropriate to his position.</p>

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<p>C. <u>DEACONS</u></p> <p><u>Section 1. Desired Qualifications.</u> The qualifications as well as the functions of a deacon are closely akin to those of the pastor, and there is the same high level of consecration and service demanded of both. Each deacon elected is expected to follow the scriptural plan of the faithful stewardship of his/her money. He/She is expected to be a servant of the church and a peacemaker.</p> <p>As the church is the organized expression of the ministry of Christ and divinely commissioned by Him, each deacon is expected to cooperate with the pastor and the church, be loyal and faithful to the entire church program, attend regular services of the church, and give of his/her time and ability sacrificially to all its causes.</p> <p>No one should be elected to this place of honor unless he/she is willing to commit themselves to the high standard of consecration and service set forth in the scripture (I Timothy 3: 1-13).</p> <p><u>Section 2. Number.</u> The Deaconate shall consist of twelve active members in good standing, representing the first two hundred members of the church and two additional members for every one hundred additions to the church or major fraction thereof. These shall be rotated on a three-year basis and may be re-elected after one year. A deacon filling an unexpired term is eligible for re-election at the close of that term. No immediate family members shall serve simultaneously on the Deacon Body. Immediate family is defined as parents, spouse, and children.</p> <p>Any member who is absent for an extended period of time shall be reviewed by the pastor and chairman of the deacons, and an appropriate recommendation made to the church body. Vacancies in unexpired terms may be filled at the annual or any regular church meeting during the year.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE VII DEACONS</p>	<p>ARTICLE VII <u>DEACONS</u></p> <p><u>Section 1. Desired Qualifications.</u> The qualifications, as well as the functions of a deacon are closely akin to those of the pastor, and there is the same high level of consecration and service demanded of both. Each deacon elected is expected to be a faithful steward of his/her time, talent, and resources. He/She is expected to be a servant of the church and a peacemaker. Candidates for this office shall have been a member of the church for a period of not less than one year.</p> <p>As the church is the organized expression of the ministry of Christ and divinely commissioned by Him, each deacon is expected to cooperate with the pastor and the church, be loyal and faithful to the entire church program, attend regular services of the church, and give of his/her time and ability sacrificially to all its causes.</p> <p>No one should be elected to this place of honor unless he/she is willing to commit themselves to the high standard of consecration and service set forth in the scripture (I Timothy 3: 1-13).</p> <p><u>Section 2. Number.</u> The Deacon Body may consist of twelve active members in good standing, representing the first two hundred members of the church and two additional members for every one hundred additions to the church or major fraction thereof. These shall be rotated on a three-year basis and may be re-elected after one year. A deacon filling an unexpired term is eligible for re-election at the close of that term. No immediate family members shall serve simultaneously on the Deacon Body. Immediate family is defined as parents, spouse, and children.</p> <p>Any member who is absent for an extended period of time shall be reviewed by the pastor and chairperson of the deacons, and an appropriate recommendation made to the church body. Vacancies in unexpired terms may be filled at any church meeting during the year.</p>

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<p><u>Section 3. Election.</u> In any such election, the Nominating Committee will canvass the membership for potential deacon candidates. In June, the Nominating Committee will send to the membership in the July Newsletter, submission slips for four potential deacon candidates. These slips MUST be returned by July 12. From these names two candidates will be obtained for each vacancy. In August, the Nominating Committee will present the slate of deacon candidates to the business meeting for consideration. Nominations will also be forthcoming from the floor. At the September Business meeting the final slate of deacon candidates shall be presented for election by the church membership. The church membership shall elect one person for each vacancy by secret ballot at the September Business meeting to take office October 1.</p> <p style="padding-left: 40px;">Note: If nominations come from the floor, the Nominating Committee shall be empowered to make an exception in the interest of the ministry of the church.</p> <p><u>Section 4. Duties.</u> It shall be the duty of the deacons to fill the pulpit in the absence of the pastor. It shall be the duty of the deacons to cooperate with the pastor in the work of the church, to visit membership of the church, to be zealous for the growth and spiritual advancement of the same, and to distribute the elements of the Lord’s Supper. A deacon shall act as moderator of the business meetings of the church, and shall present to the church for action such matters as have been approved by the Deaconate and require the vote of the church.</p> <p>The regular monthly meeting of the Deaconate shall be reserved for matters relating to the spiritual growth and development, and business of the church. They, along with the Administrative Committee, shall recommend to the church the dismissal of any staff member. Dismissal is contingent upon a majority vote at a regular business meeting.</p> <p>The deacons shall act as advisors and counselors to the pastor with regard to the church, and any possible differences which might arise.</p>		<p><u>Section 3. Election.</u> In any such election, the Nominating Committee will canvass the membership for potential deacon candidates. In June, the Nominating Committee will send to the membership in the July Newsletter, submission slips for four potential deacon candidates. These slips must be returned by the second Sunday in July. From these names, candidates will be obtained for each vacancy. In August, the Nominating Committee will present the slate of deacon candidates to the business meeting for consideration. Nominations will also be forthcoming from the floor. At the September Business meeting the final slate of deacon candidates shall be presented for election by the church membership. The church membership shall elect one person for each vacancy by secret ballot at the September Business meeting to take office October 1.</p> <p><u>Section 4. Duties.</u> It shall be the duties of the deacons to fill the pulpit in the absence of the pastor. It shall be the duties of the deacons to cooperate with the pastor in the work of the church, to visit membership of the church, to be zealous for the growth and spiritual advancement of the same, and to distribute the elements of the Lord’s Supper. A deacon shall act as moderator of the business meetings of the church, and shall present to the church for action such matters as have been approved by the Deacon Body and require the vote of the church.</p> <p>The regular monthly meeting of the Deacon Body shall be reserved for matters relating to the spiritual growth and development, and business of the church. They, along with the pastor, shall have authority to dismiss any staff member.</p> <p>The deacons shall act as advisors and counselors to the pastor with regard to the church, and any possible differences which might arise.</p>

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<p>The deacons shall distribute and/or officiate the observance of the Lord’s Supper in the absence of the pastor.</p> <p>The deacons shall have charge of the worship services in the absence of the pastor or in cooperation with the pastor at his request.</p> <p>The deacons shall consider any person or persons who wish to voice concern or make petition at the regularly scheduled deacons’ meetings. Should the issue not be satisfactorily resolved, it shall be the duty of the deaconate to bring it before the church body in a business session.</p>		<p>The deacons shall distribute and/or officiate the observance of the Lord’s Supper in the absence of the pastor.</p> <p>The deacons shall have charge of the worship services in the absence of the pastor or in cooperation with the pastor at his request.</p> <p>The deacons shall consider any person or persons who wish to voice concern or make petition at the regularly scheduled deacons’ meetings. Should the issue not be satisfactorily resolved, it shall be the duty of the Deacon Body to bring it before the church body in a business session.</p> <p>The deacons shall establish a written policy and procedure statement for an annual review of the Church’s membership to determine removal from the church roll for not fulfilling one’s Covenant of Membership (Article III). The revised church roll will be presented to the church body for a vote in a business meeting.</p>

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<p>D. <u>DIRECTOR OF YOUTH AND CHILDREN'S MINISTRIES</u></p> <p><u>Section 1. Desired Qualifications</u> The Director of Youth and Children's Ministries must be called of God to the specific field of ministry and be adequately equipped/educated for the position. Ideally, he/she should have a master of Divinity Degree from a reputable seminary, or have training in youth-related activities that demonstrate qualifications to hold the position. He/she must hold to the basic precepts of the Cooperative Baptist Fellowship and the Baptist Association of Virginia: Trinity, Biblical Authority, Divinity/Humanity of Christ, etc. The Director of Youth and Children's Ministries must maintain a vital relationship with Christ in public and private worship. He/she must manifest leadership ability. He/she must have a Christ-like love for people. He/she must set a positive moral and ethical example.</p> <p><u>Section 2. Expectations.</u> The position of Director of Youth and Children's Ministries will be filled on a six-month trial period with a ninety-day evaluation. Should the Director of Youth and Children's Ministries find that the relationship is mutually beneficial and spiritually enhancing, a salary increase will be considered. After completion of a trial period, membership in Linden Heights would be expected.</p> <p><u>Section 3. Duties/Responsibilities.</u> The Director of Youth and Children's Ministries will oversee all Youth and Children's Programs at Linden Heights Baptist Church. See Administrative Guidelines and Job Description.</p> <p><u>Section 4: Termination of Director of Youth and Children's Ministries Service.</u> To sever his/her relation with the church, the Director of Youth and Children's Ministries shall present a written notice of at least four weeks before he/she plans to terminate his/her service. If the church should ask for the resignation of the Director of Youth and Children's Ministries, he/she will be given four-weeks' notice.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I.A CHURCH STAFF - JOB DESCRIPTIONS ARE POLICY AND PROCEDURE STATEMENTS UNDER CHURCH STAFF</p>	

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<p>D. TRUSTEES</p> <p><u>Section 1. Number, Election, and Tenure.</u> This board shall be composed of six or more members elected by the church (see Art. II E, Section 2), and subject to the confirmation of the court. They shall serve during the pleasure of the church.</p> <p><u>Section 2. Duties.</u> As provided by law, they shall be the legal tenants of all church property, subject to the instructions of the church, and shall take all necessary measures for its insurance and protection to be reviewed annually. The Board of Trustees shall be consulted and shall make a recommendation to the church concerning any proposed action to buy or sell property.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE 1.B TRUSTEES</p>	<p>B. TRUSTEES</p> <p><u>Section 1. Number, Election, and Tenure.</u> This body shall be composed of five or more members elected by the church at a business meeting and subject to the confirmation of the court. They shall serve at the pleasure and direction of the church.</p> <p><u>Section 2. Duties.</u> As provided by law, they shall be the legal tenants of all church property, subject to the instructions of the church, and shall take all necessary measures for its insurance and protection to be reviewed annually. Trustees shall refer to the church’s policy and procedures for specific duties.</p>
<p>E. CLERK</p> <p><u>Section 1. Election.</u> The church clerk shall be elected annually by the church at the September business meeting.</p> <p><u>Section 2. Duties.</u> It shall be the duty of the clerk to keep accurate minutes of each and every business meeting of the church and submit a copy to the church secretary. He/she shall also see that the election of each new trustee is confirmed by the court.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE 1.C ELECTED OFFICERS</p>	<p><u>Section 1. Clerk.</u> The clerk shall keep accurate minutes of each business meeting of the church and submit a copy to the church secretary. The clerk shall also see that the election of each new trustee is confirmed by the court.</p>
<p>F. CHURCH SECRETARY</p> <p><u>Section 1. Duties.</u> It shall be the duty of the secretary to preserve all business records and documents of the church and to keep an accurate and up-to-date roll of the church membership. All records shall be maintained by the church secretary in the database and backed-up daily by hard copy. (See Administrative Guidelines and Job Description.)</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I.A CHURCH STAFF - JOB DESCRIPTIONS ARE POLICY AND PROCEDURE STATEMENTS UNDER CHURCH STAFF</p>	

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<p><u>G. TREASURER</u></p> <p><u>Section 1. Election.</u> The treasurer shall be elected annually by the church at the September business meeting and take office January 1.</p> <p><u>Section 2. Duties.</u> The treasurer shall be the custodian of all church funds, receiving same from the Counting Committee and verifying all funds received. He/she shall keep a correct record of all receipts and deposit same in the bank in the name of Linden Heights Baptist Church of Staunton, with his/her own name as treasurer. All non-budgeted bills and over-budgeted bills shall be approved by the Finance Committee before being paid by the treasurer. All bills shall be paid by check. The treasurer shall keep his/her records in such a way as to enable the Auditing Committee annually to audit the same with as little difficulty as possible. The treasurer shall be an ex-officio member of the Finance Committee. The church shall provide a bond for the treasurer in an adequate amount. All books, records, and accounts kept by the treasurer shall be considered the property of the church. The treasurer shall supply the church secretary a copy of the monthly treasurer's report for filing.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I.C ELECTED OFFICERS</p>	<p><u>Section 2. Treasurer.</u> The treasurer shall be the custodian of all church funds. The treasurer shall keep a correct record of all receipts and deposit same in the bank in the name of Linden Heights Baptist Church of Staunton.</p>
<p><u>G. 1. ASSISTANT TREASURER</u></p> <p><u>Section 1. Election.</u> The Assistant Treasurer shall be elected annually by the church at the September business meeting to take office on January 1. He/she shall assist the treasurer and shall be an ex-officio member of the Finance Committee.</p>	<p>ELECTED OFFICER POSITION ELIMINATED</p>	
<p><u>H. FINANCIAL SECRETARY</u></p> <p><u>Section 1. Election.</u> The Financial Secretary shall be elected annually at the September business meeting by the church, to take office on January 1.</p> <p><u>Section 2. Duties.</u> The Financial Secretary's duties are to post the amounts recorded on the envelopes; to determine the amounts contributed to current expenses, missions, building fund and other funds as approved by the church, each week, and report the same to the treasurer; to distribute reports to the members at the end of January; to prepare the new records and the envelopes for the coming year and to have the envelopes ready in ample time for distribution. The secretary shall be the keeper of the budget and serve as an ex-officio member of the Finance Committee.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I.C ELECTED OFFICERS</p>	<p><u>Section 4. Financial Secretary.</u> The financial secretary shall weekly prepare a record of contributions for deposit in the name of Linden Heights Baptist Church of Staunton. The financial secretary is responsible for maintaining records of all contributions to be reported annually.</p>

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<p>I. <u>CHURCH MUSICIANS</u></p> <p><u>Section 1. Election.</u> In the event of a vacancy, the Administrative Committee along with the Music Committee shall recommend qualified persons for these positions to the church body for approval.</p> <p><u>Section 2. Duties of the Choir Director.</u> The Choir Director is responsible to the Administrative Committee and Pastor for the work desired. The duties required of this position include organizing, maintaining, and training of the choirs. (See Administrative Guidelines and Job Description.)</p> <p><u>Section 3. Duties of Instrumentalists.</u> The church instrumentalists shall be responsible to the Pastor, Administrative Committee, and Choir Director to cooperate in the music program of the church. It shall be the duty of the instrumentalists to play for the regularly scheduled services of the church and practice periods of the choir. (See Administrative Guidelines and Job Description.)</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE I.A CHURCH STAFF - JOB DESCRIPTIONS ARE POLICY AND PROCEDURE STATEMENTS UNDER CHURCH STAFF</p>	
<p>J. <u>CHURCH HISTORIAN</u></p> <p><u>Section 1. Election.</u> The Church Historian shall be elected by the church annually at the September business meeting.</p> <p><u>Section 2. Duties of Historian.</u> The Historian shall be responsible for gathering the information and presenting a yearly written report to the church at the annual September business meeting. The Historian may solicit any help desired.</p>	<p>CHURCH OFFICER POSITION ELIMINATED.</p>	
	<p>ADDITION TO BYLAWS – ARTICLE I.C ELECTED OFFICERS</p>	<p><u>Section 5. Church Librarian.</u> The church librarian shall oversee the church’s library collection.</p>

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<p><u>ARTICLE III OFFICERS OF CHURCH ORGANIZATIONS</u></p> <p>A. <u>THE ORGANIZATIONS</u></p> <p>All organizations of the church and all officers being elected by the church shall be under church control. It is understood that the pastor is ex-officio head of all organizations named, and his leadership is to be recognized in all of them. No immediate family members shall serve simultaneously on the Administrative Committee, the Nominating Committee, and the Counting Committee. Immediate family members shall include parents, spouses, and children. It shall be the responsibility of the head of each church organization to submit, when appropriate, a budget to the Finance Committee for consideration so that it may be incorporated into the church's budget.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZAITONS</p>	<p><u>ARTICLE II OFFICERS OF CHURCH ORGANIZATIONS</u></p> <p>All organizations of the church and all officers being elected by the church are subject to the will of the church. The pastor is an ex-officio member of all organizations. It shall be the responsibility of the head of each church organization to submit, when appropriate, a budget to the Work Committee for consideration so that it may be incorporated into the church's budget. It shall be the responsibility of the head of each church organization to submit, when appropriate, policy and procedure statements for consideration and approval by the Church Council for their designated tasks.</p>
<p>B. <u>SUNDAY SCHOOL SUPERINTENDENT</u></p> <p><u>Section 1. Election.</u> The Superintendent of the Sunday School and its other officers and teachers shall be elected annually by the church at the September business meeting to take office on October 1. The Superintendent shall become a member of the Nominating Committee.</p> <p><u>Section 2. Purpose and Duties.</u> The Superintendent shall be responsible for organizing and keeping intact the officers' and teachers' council, consisting of the officers and teachers of the Sunday School, which shall so conduct the school that all of its activities conform to the general policies and regulations of the church. The Superintendent shall make reports of the activities of the Sunday School to the church at the monthly business meeting, with any suggestions, which will help to bring the school in closer touch with the church. Any major change in the organizational set up of the Sunday School shall be approved by the church before it is put into operation.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZAITONS</p>	<p>A. <u>SUNDAY SCHOOL DIRECTOR</u></p> <p><u>Section 1. Election.</u> The Sunday school director and teachers shall be elected annually by the church at the September business meeting to take office on October 1. The elected director shall serve a three-year term and may be re-elected after one year. The director shall become a member of the Church Council.</p> <p><u>Section 2. Purpose and Duties.</u> The director shall serve as the general administrative leader of the church Sunday school ministry. The director is responsible for coordinating the work of all church Sunday school classes to include planning, organizing, enlisting, and equipping teachers. The director shall make reports of the activities of the Sunday school to the church at the monthly business meeting. Any major change in the organizational set up of the Sunday school shall be approved by the church before it is put into operation.</p>

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<p><u>B. 1. ASSISTANT SUNDAY SCHOOL SUPERINTENDENT</u></p> <p><u>Section 1. Duties.</u> It shall be the duty of the Assistant Sunday School Superintendent to fill in for the Superintendent in his/her absence and to assist the Superintendent in all matters as requested.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZATIONS</p>	<p><u>B. SUNDAY SCHOOL ASSISTANT DIRECTOR</u></p> <p><u>Section 1. Election.</u> The Sunday school assistant director shall be elected annually by the church at the September business meeting to take office on October 1. The elected assistant director shall serve a three-year term and may be re-elected after one year.</p> <p><u>Section 2. Duties.</u> It shall be the duty of the Sunday school assistant director to fill in for the director in his/her absence and to assist the director in all matters as requested.</p>
<p><u>C. VACATION BIBLE SCHOOL SUPERINTENDENT</u></p> <p><u>Section 1. Election.</u> The Director of Youth and Children’s Ministries shall serve as VBS Director. In the event of a vacancy in this position, the pastor along with the Nominating Committee shall appoint a VBS Director.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZATIONS</p>	<p><u>C. VACATION BIBLE SCHOOL DIRECTOR</u></p> <p>The children’s church director shall serve as VBS director. In the event of a vacancy in this position, the pastor along with the Nominating Committee shall appoint a VBS director.</p>
<p><u>E. WEDNESDAY EVENING OUTREACH DIRECTOR</u></p> <p><u>Section 1. Election.</u> The Director of Wednesday Evening Activities and its other officers and leaders shall be elected by the church annually at the September business meeting to take office on October 1.</p> <p><u>Section 2. Purpose and Duties.</u> It shall be their duty to promote and conduct a program of training in the Christian life, and in church membership designed to prepare and equip leaders to the life of the church. The Director shall make monthly reports to the church.</p>	<p>DELETED – FUTURE POSITION, IF NEEDED WOULD BE ADDRESS UNDER ARTICLE I.A CHURCH STAFF</p>	
<p><u>F. SUNDAY SCHOOL OUTREACH DIRECTOR</u></p> <p><u>Section 1. Election.</u> This person shall be elected annually at the September business meeting and take office on October 1.</p> <p><u>Section 2. Purpose and Duties.</u> The duties of the Outreach Director shall be to coordinate, encourage, and oversee outreach of the Sunday School Department. The Sunday School Outreach Director shall work closely with the Sunday School Superintendent, teachers, and workers to facilitate growth of the department. The Director shall maintain a master file of prospects and encourage individual classroom prospect files. He/she shall initiate and oversee prospect visitation, send cards, etc., and communicate with the pastor concerning visitation. He/she shall work with the Sunday School Superintendent to facilitate promotion activities and special events as they relate to Sunday School growth.</p>	<p>DELETED – FUTURE POSITION, IF NEEDED WOULD BE ADDRESS UNDER ARTICLE I.A CHURCH STAFF</p>	

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<p>G. <u>BAPTIST WOMEN ON MISSIONS COORDINATOR</u></p> <p><u>Section 1. Election.</u> The Coordinator of the Baptist Women on Missions, who has been chosen by the society, shall be affirmed by the church in September and become a member of the Nominating Committee. The Coordinator takes over all other of her duties on October 1. All other Baptist Women on Missions officers are elected by the society.</p> <p><u>Section 2. Purpose and Duties.</u> The Baptist Women on Missions have as its objective to stimulate a missionary spirit in the women and young people of this church by prayer, study of the missionary message of the Bible and world missions, individual and directed community missions, regular contributions through the cooperative program, and the special offerings in connection with the seasons of prayer for home, state, and foreign missions. A further objective shall be the missionary education of the young people of our church by fostering the young people’s work.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZATIONS</p>	<p>D. <u>BAPTIST WOMEN ON MISSIONS COORDINATOR</u></p> <p><u>Section 1. Election.</u> The coordinator of the Baptist Women on Missions, who has been chosen by the society, shall be affirmed by the church at the September Business meeting, and become a member of the Church Council. The coordinator shall serve a three-year term and may be re-elected after one year. The coordinator assumes her duties on October 1. All other officers of the Baptist Women on Missions shall be elected annually by the organization.</p> <p><u>Section 2. Purpose and Duties.</u> The Baptist Women on Missions encourages people to grow in faith by learning about missions, praying for missions, supporting missions, and doing missions. The Baptist Women on Missions goal is to equip and inspire the entire church to be on a mission in our local community, regionally and internationally.</p>
<p>G. <u>BROTHERHOOD OFFICERS</u></p> <p><u>Section 1. Election.</u> The Officers of the Brotherhood shall be consistent with those of the Cooperative Baptist Fellowship Brotherhood and they shall be elected annually, by the Brotherhood, and affirmed by the church at the September Business meeting. The President of the Brotherhood shall become a member of the Nominating Committee.</p> <p><u>Section 2. Purpose and Duties.</u> The Brotherhood has as its purpose to: deepen spirituality, promote religious knowledge, cultivate fellowship and stimulate activity among men of the church, enlarge benevolences, seek in an earnest way to lead lost men to Christ, cooperate with the promotion of the general work of the church, and report its activities monthly to the church.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE II OFFICERS OF CHURCH ORGANIZATIONS</p>	<p>E. <u>BROTHERHOOD PRESIDENT</u></p> <p><u>Section 1. Election.</u> The president of the Brotherhood, who has been chosen by the society, shall be affirmed by the church at the September Business meeting, and become a member of the Church Council. The president shall serve a three-year term and may be re-elected after one year. The president assumes his duties on October 1st. All other Brotherhood officers shall be elected annually by the society.</p> <p><u>Section 2. Purpose and Duties.</u> The Brotherhood is open to all men of the church. We engage in Christian fellowship through works of service both within the church and in the community.</p>

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<p>ARTICLE IV <u>CHURCH COMMITTEES</u></p> <p><u>Section 1.</u> The following shall be the standing committees of the church. Each committee member elected at-large will serve on a three-year rotational basis, not to be re-elected the following year. A committee member filling an un-expired term is eligible for re-election at the close of that term. The exception would be the Five-Year Physical Assessment Committee and the Special Needs Committee. They shall serve five-year terms.</p> <p><u>Section 2.</u> After the elections in September, all outgoing Committee Chairpersons shall hold a committee meeting for the purpose of electing a new chairperson. He/she shall be elected within two weeks of the church’s annual elections. Election of a committee chairperson requires a majority present, and the person elected to the position must also be present.</p> <p><u>Section 3.</u> It shall be the responsibility of all Committee chairpersons to submit, when appropriate, a budget to the Finance Committee for their consideration so that it may be incorporated into the church budget.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE IV STANDING COMMITTEES</p>	<p>ARTICLE IV <u>STANDING CHURCH COMMITTEES</u></p> <p><u>Section 1.</u> The following shall be the standing committees of the church. Each committee member elected at-large will serve on a three-year rotational basis and may be re-elected after one year. Committee members assume their duties on October 1. A committee member filling an un-expired term is eligible for re-election at the close of that term.</p> <p><u>Section 2.</u> After the annual September election process has been completed, the Nominating Committee shall name the chairpersons for all standing committees for the upcoming year. It shall be the responsibility of all committee chairpersons to submit, when appropriate, a budget to the Work Committee for their consideration so that it may be incorporated into the church budget. It shall be the responsibility of all committee chairpersons to submit, when appropriate, policy and procedure statements for consideration and approval by the Church Council for their designated tasks.</p> <p><u>Section 3.</u> These committees shall meet on the same evening as the Church Council. The chairperson for each committee, or their designee, shall become a member of the Church Council. The pastor shall be an ex-officio member of these committees.</p> <p>A. <u>WORK COMMITTEE</u></p> <p>1. Purpose. The Work Committee has responsibility for overall stewardship of the properties, personnel, and finances of Linden Heights Baptist Church</p> <p>2. Duties:</p> <p>(a) Formulate the budget and administer the financial program of the church.</p> <p>(b) Provide human resource service for staff and congregation.</p> <p>(c) Maintain church properties.</p> <p>(d) Provide plans for capital improvements</p>
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		<p>(e) Manage all Work matters referred to the committee by the Church Council.</p> <p>B. <u>WORSHIP COMMITTEE</u></p> <p>1. Purpose. The Worship Committee has the responsibility for worship, decorations, and hospitality.</p> <p>2. Duties:</p> <p>(a) Provide for the ministry of hospitality through worship and such Sunday morning activities as greeting and ushering.</p> <p>(b) Lead in the preparation of the worship space including such activities as set up for the Lord’s Supper and baptism, ordination, and decoration of church space for specials days such as Thanksgiving, Christmas, and Easter.</p> <p>(c) Maintain the audio-visual capabilities for the church.</p> <p>(d) Assist the pastor in promoting stewardship.</p> <p>(e) Manage all Worship matters referred to the committee by the Church Council.</p> <p>C. <u>WITNESS COMMITTEE</u></p> <p>1. Purpose. The Witness Committee has the responsibility for evangelistic outreach and care ministries of the church.</p> <p>2. Duties:</p> <p>(a) Provide for the overall promotion of evangelistic efforts of the Church.</p> <p>(b) Maintain the website.</p> <p>(c) Administer the kitchen and fellowship meals of the congregation including bereavement meals.</p> <p>(d) Provide oversight and support for all nursery, pre-school, and infant care activities of the church.</p> <p>(e) Provide oversight and support for the pantry activities of the church.</p> <p>(f) Manage all Witness matters referred to the committee by the Church Council.</p>
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<p>A. <u>ADMINISTRATIVE COMMITTEE</u></p> <p><u>Section 1. Size and Election.</u> The Administrative Committee shall be composed of six members, all of whom must have been a member of LHBC for at least five years. The Committee shall consist of one member from the Finance Committee and five members at-large. At-large members will be elected in September to serve three-year rotating terms, not to be re-elected the following year. No immediate family members shall serve simultaneously on the Administrative Committee. Immediate family members shall include parents, spouses, and children.</p> <p><u>Section 2. Responsibilities.</u></p> <p>(a) Evaluation - This committee shall be responsible for the evaluation of each paid staff person on no less than a yearly basis. It shall also be responsible to both the church and paid staff by acting upon the best interest of the congregation with moral, caring, and spiritual convictions.</p> <p>(b) This committee shall make recommendations to the Finance Committee regarding the salary of each paid staff person based on performance evaluations. These recommendations are to precede the yearly budget formation.</p> <p>(c) In the event of a staff vacancy or newly created position, this committee shall be responsible for recruiting paid staff, with the exception of the pastor. Such nominees shall be presented to the church for action.</p> <p>(d) The committee shall consult with the pastor when seeking a ministerial staff person.</p> <p>(e) The committee shall consult with the Music Committee in seeking a music coordinator, choir director, organist, pianist, etc.</p> <p>(f) The committee shall consult with the pastor when a church secretary is to be hired.</p> <p>(g) Prior to the recruiting of a salaried staff member, the committee shall present a job description and plan of compensation to the church body for approval.</p> <p>(h) This committee may exercise appropriate disciplinary action up to and including the possible dismissal of any staff members. Dismissal is contingent upon the Deacon Body and a majority vote of the church body at a church business meeting.</p> <p>(i) This committee shall be responsible for initiating any special recognition of staff persons and for purchasing and presenting gifts to the church staff – upon approval of the Finance Committee.</p> <p>(j) All paid staff report to and receive supervision from the Pastor and Administrative Committee.</p>		<p>DUTIES MOVED TO WORK COMMITTEE</p>
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<p>B. <u>AUDIOVISUAL COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Audiovisual Committee shall consist of fifteen members, including a chairperson to be elected by the committee. The members shall be elected at-large, from the membership, and will serve three-year terms, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u></p> <p>(a) This committee shall be responsible to set up and run the Sunday Plus program to be used during both Sunday morning worship services.</p> <p>(b) This committee shall enter announcements into PowerPoint so that they may be shown prior to both Sunday morning worship services.</p> <p>(c) This committee shall provide audiovisual accompaniment for Wednesday night programs.</p> <p>(d) This committee shall provide audiovisual accompaniment for special services upon request by the pastor or church body.</p> <p>(e) This committee shall be responsible to ensure regular scheduled maintenance is performed on all PowerPoint and audiovisual equipment of Linden Heights Baptist Church.</p>		DUTIES MOVED TO WORSHIP COMMITTEE
<p>C. <u>AUDITING COMMITTEE</u></p> <p><u>Section 1. Number and Qualifications.</u> The Auditing Committee shall consist of two people with accounting experience who are members of the church, elected in September to take office on January 1, to serve three-year rotating terms, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> It shall be their duty to audit the treasurer's books, prepare a written report, and submit same to the church at the March business meeting.</p>		DUTIES MOVED TO WORK COMMITTEE
<p>D. <u>BAPTISMAL COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Baptismal Committee shall be composed of six members, three men and three women, including a chairperson to be elected by the committee. The members shall be elected at-large from the membership and will serve three-year terms, two retiring each year, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> They shall serve at all baptisms and aid all candidates in and out of the pool. They shall take good care of all robes, and see that the pool is filled and that the water is the right temperature.</p>		DUTIES MOVED TO WORSHIP COMMITTEE

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<p>E. <u>BENEVOLENCE</u></p> <p><u>Section 1. Number.</u> This committee shall consist of the Deacon Body, pastor, and three members of the congregation at-large. At-large members will serve three-year terms, one retiring each year, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u></p> <p>(a) This committee shall work with the pastor in receiving and assessing requests for food, payment assistance, etc. (A general policy of <u>no cash</u> given directly to persons is to be observed.)</p> <p>(b) The three at-large members shall hold membership cards at Blue Ridge Food Bank. Food assistance shall be obtained from the Food Bank and/or our own food closet.</p> <p>(c) Financial assistance shall be put in letter form by the church secretary and presented to the church treasurer for payment. (Copies are to be kept on file.)</p>		<p>DUTIES MOVED TO WITNESS COMMITTEE</p>
<p>F. <u>BUILDING AND GROUNDS COMMITTEE</u></p> <p><u>Section 1. Number.</u> This committee shall consist of at least nine members including a chairperson to be elected by the committee. The members shall be elected at-large from the membership and will serve three-year terms, three retiring each year, not to be re-elected the following year (exceptions discussed).</p> <p><u>Section 2. Duties.</u> This committee shall employ and supervise the work of the janitor, see that the church grounds and parking lots are kept neat and clean, and shall recommend any repairs after consulting with the Finance Committee regarding the financing of all work. The Finance Committee must be consulted before purchasing any supplies or equipment above budgeted amount, to determine if funds are available.</p> <p>The committee shall oversee repairs and improvements on the church property. When items not budgeted need attention, the committee may proceed without consulting the church for approval of the work, however, anything not covered by the budget shall be brought to the Finance Committee in advance of work to see if funds are available.</p> <p>The committee is directed to report to the church semi-annually on the condition and state of repair of all church property.</p>		<p>DUTIES MOVED TO WORK COMMITTEE</p>

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<p><u>G. CHURCH COUNCIL</u></p> <p><u>Section 1. Number.</u> This Committee shall consist of the Pastor, Director of Youth and Children’s Ministries, Sunday School Director, Baptist Women’s Director, Brotherhood Chairperson, Finance Committee Chairperson, Building and Grounds Committee Chairperson, Deacon Body Chairperson, Outreach Director, Music Committee Chairperson, and Kitchen Committee Chairperson.</p> <p><u>Section 2. Duties.</u> The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by the church officers, organizations and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.</p> <p>Note: All matters agreed upon by the Council, calling for action not already authorized, shall be referred to the church for approval or disapproval. Church members directed to the Church Council for advice or planning retain the right to petition the congregation during scheduled business meetings without regard to the Council’s decision.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE III CHURCH COUNCIL</p>	<p><u>ARTICLE III CHURCH COUNCIL</u></p> <p><u>Section 1. Membership.</u> The Church Council shall consist of the pastor, chairperson of the Deacon Body, active head of each church organization, and chairpersons of the Work, Worship, and Witness committees. The pastor shall serve as moderator for the church council meetings. In the event of a pastoral vacancy, the chairperson of the Pastor Search Committee shall be a member of the Church Council and the chairperson of the Deacon Body shall serve as moderator.</p> <p><u>Section 2. Duties.</u> The primary functions of the council shall be to recommend to the congregation suggested church goals and objectives, review and coordinate recommendations by church officers, organizations and committees, recommend to the congregation the use of leadership, calendar time, and other resources according to church goals and objectives, and evaluate program achievements in terms of church goals and objectives.</p> <p>Note: All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval. Church members directed to the council for advice or planning retain the right to petition the congregation during scheduled business meetings without regard to the council’s decision. In the event of an emergency that endangers personnel and/or property, the council upon recommendation from the Work Committee and in accordance with established policy and procedure statements can approve emergency spending of existing funds and subsequently report their actions at the next scheduled business meeting.</p>
<p><u>H. COMMUNION COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Communion Committee shall be composed of six members including a chairperson to be elected by the committee. The members shall serve three-year terms with two retiring each year, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> It shall be the duty of this committee to prepare the elements of the Lord’s Supper prior to the quarterly observance. The committee shall also be responsible for cleaning and storage of glasses, trays, etc.</p>		<p>DUTES MOVED TO WORSHIP COMMITTEE</p>

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<p><u>I. COUNTING COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Counting Committee shall consist of twelve members including a chairperson to be elected by the committee. The members shall be elected at-large from the church membership and will serve three-year terms, four retiring each year, not to be re-elected the following year. No immediate family members shall serve simultaneously on the Counting Committee. Immediate family members shall include parents, spouses, and children.</p> <p><u>Section 2. Duties.</u> Two persons shall serve each week to count the offerings to the church. The counters shall see that the offerings are counted immediately after they have been collected and that the records, such as individual envelopes, are given to the financial secretary for posting. They shall see that the money is given to the treasurer immediately after it is counted.</p>		DUTIES MOVED TO WORK COMMITTEE
<p><u>J. DECORATING COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Decorating Committee shall consist of six members including a chairperson elected by the committee. The members shall be elected at-large from the membership, and will serve three-year terms, two retiring each rotation, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u></p> <p>(a) Decorate the bulletin board in the vestibule (as needed).</p> <p>(b) Decorate sanctuary and social hall for Thanksgiving, Christmas, and special events as requested by the pastor.</p>		DUTIES MOVED TO WORSHIP COMMITTEE

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<p><u>K. FINANCE COMMITTEE</u></p> <p><u>Section 1. Number and Term of Service.</u> The Finance Committee shall be composed of the financial secretary, the treasurer, the assistant treasurer, all serving as ex-officio members, and six members from the church at-large. The members elected from the church at-large will serve three-year terms, two retiring each year, not to be re-elected the following year. The chairperson shall be elected by the members of the Finance Committee. Any vacancies of unexpired terms shall be elected by the church.</p> <p><u>Section 2. Duties.</u></p> <p>(a) This committee shall maintain a constant study of the financial requests of all departments and phases of the church work throughout the year, always looking toward a more progressive and adequate financial program for the church.</p> <p>(b) It shall be the duty of the committee to exercise general oversight of the finances of the church.</p> <p>(c) It shall study and recommend to the church sound financial policies for handling the business problems of the church.</p> <p>(d) It shall study the financial affairs of the church as to income and expenditures so that the church shall be kept out of debt for regular monthly expenses.</p> <p>(e) It shall present a written budget for the financial program of the church for the coming year to all church families at least two weeks before the October business meeting. This proposed budget shall be discussed and voted on at the November business meeting.</p> <p>(f) It shall formulate plans for meeting the budget of the church by promoting tithing and special giving opportunities.</p> <p>(g) It shall make recommendations to the church for changes or new methods in the handling of the general budget that will facilitate its operation and enhance its service to the church.</p> <p>(h) Any financial matters which this committee cannot or does not wish to resolve shall be brought before the pastor/Deacon Body and subsequently, if not resolved there, shall be brought before the church in a regular or called business meeting.</p> <p>(i) This committee shall approve all non-budgeted bills and over-budgeted bills before these bills can be paid by the Treasurer.</p>		<p>DUTIES MOVED TO WORK COMMITTEE</p>
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<p>L. <u>FIVE-YEAR PHYSICAL ASSESSMENT COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Five-Year Physical Assessment Committee shall consist of nine members including the Sunday School Superintendent and a chairperson elected by the committee.</p> <p><u>Section 2. Guidelines.</u></p> <p>(a) To survey the church facilities (sanctuary, classrooms, fellowship hall, etc.) and determine what changes, renovations, and improvements should be made.</p> <p style="padding-left: 40px;">(1) The Sunday School Superintendent will assess needs within the Sunday School Department, drawing upon suggestions from teachers, members, and also utilizing his/her own personal observations.</p> <p style="padding-left: 40px;">(2) Various groups within the church will be polled for needs as related to their own organizational operation – WMU, Brotherhood, Youth, etc.</p> <p>(b) Once a comprehensive need assessment is made, the committee will prioritize each need and propose a five-year implementation plan.</p> <p>(c) The five-year plan is subject to approval by the Deacon Body and the church body.</p> <p>(d) Although approved in general as a five-year plan, each stage of renovation, improvement, etc. will be voted upon by the church body. (An estimated cost will be presented at each stage.)</p> <p>(e) This committee will not override, but may make suggestions to the Building and Grounds Committee.</p> <p>(f) The committee is charged with the following responsibility: to propose a five-year plan which will maintain, improve, and enhance the ministry of Linden Heights Baptist Church. The committee shall make itself available to God’s leading.</p>		<p>DUTIES MOVED TO WORK COMMITTEE</p>
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<p>M. <u>FLOWER AND GIFT COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Flower and Gift Committee shall consist of six members including a chairperson to be elected by the committee. The members shall be elected at-large from the church membership and will serve three-year terms, two retiring each year, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> It shall be the duties of the Flower and Gift Committee to provide:</p> <ul style="list-style-type: none"> (a) Flowers for the sanctuary. The flowers given by an individual are to be removed by that person within twenty-four hours after their intended use. At the end of the twenty-four-hour time period, the flowers may be sent to the sick or used for other church functions. (b) Flowers for deceased members and their immediate family. (Immediate family is parents, spouse, and children.) (c) Appropriate gifts for special occasions. (d) Coordinate with the treasurer for payment of flowers and follow up when necessary on payment. (e) Roses placed on the Altar in honor of the birth of a child to a church member(s) shall be paid for by the church. 		DUTIES MOVED TO WORSHIP COMMITTEE
<p>N. <u>FUNDRAISING COMMITTEE</u></p> <p><u>Section 1. Number.</u> This committee shall consist of five members, including a chairperson, to be elected by the committee. All members shall be elected at-large in September to serve three-year terms. Not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> This committee shall develop and carry out church-wide fund-raising activities to assist in the financial support of the church and its mission. The committee shall also be available to offer assistance to groups within the church that are also conducting fundraising activities.</p>		DUTIES MOVED TO WORK COMMITTEE

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<p>O. <u>KITCHEN COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Kitchen Committee shall consist of twelve members including a chairperson, an assistant chairperson, and a treasurer to be elected by the committee. The members shall be elected at-large from the membership, and will serve three-year terms, three retiring each rotation, not to be re-elected the following year.</p> <p><u>Section 2. Guidelines.</u></p> <ul style="list-style-type: none"> (a) Inspect all equipment in the kitchen and request repair or replacement of any that is worn or broken. (b) Be responsible for enforcing all rules and regulations posted in the kitchen for which anyone using the kitchen is responsible. (c) Whenever possible regardless of which group is using the kitchen, one committee member should be present. (d) The Kitchen Committee will make sure there are ample supplies at all times such as plates, cups, napkins, paper towels, etc. (e) The Kitchen Committee will coordinate and serve all special meals such as Thanksgiving and Christmas, and when there is a death of a church member, coordinate and serve a meal to the bereaved family. (f) All use of the Kitchen must be scheduled through the church secretary and use by non-members must be approved by the Kitchen Committee, the Buildings and Grounds Committee and the Deacon Body, when necessary. 		<p>DUTIES MOVED TO WITNESS COMMITTEE</p>
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<p>P. <u>LIBRARY AND VIDEO COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Library and Video Committee shall consist of seven members including the Librarian. A chairperson will be elected by the committee. The members shall be elected at-large from the church membership and will serve three-year terms, two retiring each year, not to be re-elected the following year. The Librarian shall serve as an ex-officio member of the committee.</p> <p><u>Section 2. Duties.</u></p> <p>(a) This committee shall have the responsibility of maintaining and preparing for use all books donated to or bought by the church for the library.</p> <p>(b) This committee will maintain a filing system and keep accurate records of audio-visual aids, maps, etc.</p> <p>(c) Hours of operation shall be set up by the committee and such hours are to be posted.</p> <p>(d) This committee is to supplement the activities of the educational programs for all age groups by collecting, conserving, and circulating any type of educational media such as books, periodicals, maps, and video materials and equipment used throughout the church.</p>	<p>REMAINS IN BYLAWS UNDER ARTICLE 1.C ELECTED OFFICERS</p>	<p>DUTIES ASSIGNED TO NEW ELECTED OFFICER – CHURCH LIBRARIAN</p>
<p>Q. <u>MUSIC COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Music Committee shall consist of six members, including a chairperson to be elected by the committee. The Music Committee shall be composed of the Adult Choir Director, the Music Coordinator, the Church Organist and three members to be elected at-large. At-large members will be elected in September to serve three-year rotating terms, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> This committee shall seek to improve the church music.</p> <p>In case of a vacancy in the office of the choir director or musicians, this committee and the Administrative Committee shall recommend to the church a suitable person for either position.</p>		<p>DUTIES MOVED TO WORSHIP COMMITTEE</p>

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<p><u>R. NOMINATING COMMITTEE</u></p> <p><u>Section 1. Number.</u> At the business meeting in September, the pastor, with the advice of the Coordinator of the Baptist Women on Mission, Brotherhood Director, and Sunday School Superintendent, who take office in October, shall name at least six persons from the church at-large. These nine shall constitute the Nominating Committee. The six persons from the church at-large are to serve three-year rotating terms, three retiring each rotation, not to be re-elected the following year. No immediate family members shall serve simultaneously on the Nominating Committee. Immediate family members shall include parents, spouses, and children. The Nominating Committee will elect its own chairperson. Throughout the succeeding twelve-month period, this committee shall have the duty of nominating to the church and its organizations as vacancies may occur.</p> <p><u>Section 2. Duties.</u> At the September Business meeting, the Nominating Committee shall present nominations for all elected church officers and committee positions, but any member of the church may make nominations from the floor (excluding nominations for deacon candidates: Art. II B, Sect. 3). The Nominating Committee shall prepare printed ballots for presentation to the church.</p>	<p>REMAINS IN BYLAWS AS A STAND-ALONE COMMITTEE UNDER ARTICLE IV.D NOMINATING COMMITTEE</p>	<p><u>D. NOMINATING COMMITTEE</u></p> <p>a) Purpose. The committee shall consist of the active chairpersons for the Work, Worship, and Witness Committees and deacons in their last year of active service. These individuals will be identified and elected at the October Business Meeting to serve for the upcoming year.</p> <p>b) Duties. The committee shall nominate church candidates for all elected officers and standing committees at the September Business meeting, but any member of the church may make nominations from the floor (excluding nominations for deacon candidates). After the election process has been completed, the committee shall name the chairpersons for all standing committees for the upcoming year. Members of the same family shall not serve simultaneously in any given year as a chairperson. Immediate family members shall include parents, spouses, and children. During the church year, the committee shall make nominations for vacancies as they occur.</p> <p>c) Initial Meeting. The pastor will convene the initial meeting of the committee, at which time a committee chairperson will be elected.</p>

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<p>S. <u>NURSERY COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Nursery Committee shall consist of six members including a chairperson to be elected by the committee. The members shall be elected from the church at-large and will serve three-year terms, two retiring each year, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u></p> <p>(a) This committee is responsible for all nursery activities.</p> <p>(b) This committee shall make provisions for nursery attendants during all stated and special worship services.</p> <p>(c) This committee shall be responsible for seeing that all facilities are kept in good condition for the care of the children involved.</p>		<p>ASSIGNED TO WITNESS COMMITTEE</p>

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<p>T. <u>PULPIT COMMITTEE</u></p> <p><u>Section 1. Number and Election</u></p> <p>(a) When it becomes necessary to secure a new pastor, a Pulpit Committee of eight persons shall be elected, six from the church at-large, two from and by the Deacon Body. The Deacon Body shall elect two from their body to serve. The church shall elect six from their church at-large to serve. Voting shall be by secret ballot. Of all persons nominated, the six receiving the most votes shall be declared elected.</p> <p>Exception: No more than two active deacons and no two members of the same family shall be eligible to serve on the committee at the same time.</p> <p>(b) If two or more members of the same family are among the six receiving the greatest number of votes, the family member/members who have the fewest votes, shall be considered disqualified, and the eligible person receiving the next highest number of votes shall be declared elected to the place for which the members of the same family were disqualified.</p> <p>(c) If two or more members of the same family receive the same number of votes and are among the six persons receiving the highest number of votes, a separate election shall be held by secret ballot to determine which family member shall serve on the committee.</p> <p>(d) Notice of this election shall be given at least one week in advance.</p> <p><u>Section 2. Duties</u> This committee shall have the duty of recommending a pastor for a call to serve the church in accordance with Article II, Sec. 1. This committee shall present only one prospective pastor to the church at a time and no other shall be presented until the church makes a decision concerning the prospect. This committee shall make known all information concerning the prospective pastor at the meeting called for deliberating on the matter of calling. This committee shall not commit the church to anything to a prospect which has not been agreed upon previously by the church.</p>	<p>REMAINS IN BYLAWS AS A STAND-ALONE COMMITTEE UNDER ARTICLE V PASTOR SEARCH COMMITTEE</p>	<p>ARTICLE V <u>PASTOR SEARCH COMMITTEE</u></p> <p>In the event the Church is without a pastor, the deacons and the Church Council will be responsible for leading the Church through a series of steps in the interim period between settled pastors. These responsibilities will include: the consideration of calling an interim pastor, developing a memorandum of understanding with the staff members for the interim period, recruiting visiting preachers to fill the pulpit, and helping the congregation form a Pastor Search Committee to call a new pastor and working with the Church to install and settle the permanent Pastor.</p> <p><u>Section 1. Interim Pastor.</u></p> <p>A. Call. In consultation with Baptist General Association of Virginia resource persons, the deacons will consider and make a recommendation of an interim pastor to the Church. This recommendation will be presented to the Church for approval at a regularly scheduled business meeting within sixty days of the pastoral position becoming vacant.</p> <p>B. Role of the Interim. This person will, in consultation with the Deacon Body, conduct surveys and meetings among the congregation on such matters as heritage, mission, leadership and connections in order for the congregation to prepare a pastor profile to use in the search process for a new permanent pastor. The interim will not be eligible to become the new permanent pastor.</p> <p><u>Section 2. Staff Leadership.</u> The deacons will consult with Church Staff Members and form an agreement with them concerning their responsibilities during the interim period. The agreement will be affirmed by the deacons and put in writing by the Chair of Deacons and presented to the Church for approval at a regular business meeting within sixty days of the pastoral position becoming vacant.</p> <p><u>Section 3. Visiting Pastors.</u> During the time without an interim or permanent pastor, the deacons will be responsible for recruiting Church Staff Members to preach or for recruiting visiting pastors to fill the pulpit.</p> <p><u>Section 4. Pastor Search Committee.</u> The Pastor Search Committee will use the profiles of the Church to evaluate resumes and to guide interviews of desired candidates with preference given to a graduate of a reputable seminary.</p>

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		<p>A. Composition. The Pastor Search Committee shall consist of seven Members, one of whom shall be the person who is the Chair of Deacons when the committee is formed. Candidates for the remaining six positions will be presented by the Deacon Body to the Church at a regular business meeting for approval.</p> <p>B. Election of Officers. The Chair of Deacons will convene the Pastor Search Committee. The Committee will then elect its officers: a Chair, a Vice-Chair and a Recorder. The Chair of Deacons shall not serve as Chair of the Pastor Search Committee.</p> <p>C. Confidentiality. The Pastor Search Committee’s deliberations shall be confidential and it shall decide its own operating procedures.</p> <p>D. Duties. The Pastor Search Committee will represent the Church in the search for a pastor.</p> <p>E. Term of Office. The Pastor Search Committee will have responsibility for planning with the Church Council an installation service for the new Pastor and will continue to serve for six months after the call has been accepted to complete moving and settling arrangements for the Pastor.</p> <p>F. Reports. A progress report on the search process shall be presented to the Church monthly at a regular business meeting. Such reports shall not disclose the name of any candidate being considered by the Pastor Search Committee, except for the person recommended for call by the Church.</p> <p><u>Section 4 – Pastor Call.</u> Upon completion of its prayerful deliberations, the Pastor Search Committee will present a candidate to the Church for election as pastor in accordance with the Quorum and Voting for Specific Circumstances rules outlined in Article X, Section 2 of these bylaws provided notice of such proposed action shall have been given at least two weeks in advance of the regular Sunday morning service and provided a written or printed notice that has been mailed to each member or each family head. Only one candidate may be considered by the Church at one time.</p>

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<p>U. <u>RECREATION COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Recreation Committee shall consist of four members, including a chairperson to be elected by the committee. The members shall be elected at-large from the membership, and will serve three-year terms, not to be re-elected the following year.</p> <p><u>Section 2. Duties.</u> It shall be the duties of this committee to organize softball, volleyball, bowling and/or any other recreational activities as requested by the church body.</p>		DUTIES MOVED TO WITNESS COMMITTEE
<p>V. <u>SPECIAL NEEDS COMMITTEE</u></p> <p><u>Section 1. Desired Qualifications.</u> The chairperson shall have training and/or experience in working with persons with special needs. Committee members should have working experience with special needs children and adults and/or have shown a desire to work with them.</p> <p><u>Section 2. Number and Election.</u> The committee shall consist of at least nine members including a chairperson. The chairperson, with advice of the pastor, will appoint additional members when deemed necessary by the committee to meet changing conditions.</p> <p>The chairperson shall be appointed by the pastor. Additional officers will be elected by the committee as deemed necessary (vice chairperson, secretary). Members will be subject to a five-year rotational schedule. An exception to this schedule should be considered for special skilled members.</p> <p><u>Section 3. Duties.</u> It shall be the duty of the committee to meet the needs of those present during regular church services and special activities. They will consult with the families of those present for any special needs, aids, and equipment that may be required. They will make recommendations to the church for special equipment, aids, facility change, and any special assistance that will be required to meet the needs of this group.</p>		DUTIES MOVED TO WORK COMMITTEE

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<p>W. <u>TRANSPORTATION COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Transportation Committee shall be composed of four members, including a chairperson to be elected by the committee. The members shall be elected in September from the church at-large to serve three-year rotating terms, not to be re-elected the following year. All approved volunteer drivers shall serve as ex-officio members of this committee.</p> <p><u>Section 2. Duties.</u> It shall be the duties of the Transportation Committee to:</p> <ul style="list-style-type: none"> (a) Ensure that any vehicle owned and operated by the church is properly licensed, inspected, and meets with the existing civil laws governing such vehicles. (b) Ensure that any owned and operated vehicle is maintained and serviced to meet the operational needs of the church. (c) Ensure that all drivers of the van are responsible people and properly licensed. (d) Be responsible for scheduling the usage of the van, with an approved driver, based on church requests. (e) Report to the church at monthly business meetings the number using the van for transportation, cost of operations, and make any recommendations to the church which would improve the service to the church in the area of transportation. (f) Ensure that the interior of the van is kept free of clutter and debris. 		DUTIES MOVED TO WITNESS COMMITTEE
<p>X. <u>USHERS</u></p> <p><u>Section 1. Number.</u> This board shall consist of fifteen or more members, including a chairperson and as assistant chairperson.</p> <p><u>Section 2. Duties.</u> It shall be the duties of the members of this group to be on hand as directed by their chairperson to seat people in a quiet manner, look after sanctuary comfort, see that bulletins and hymnals are properly distributed, and render other needed services.</p>		DUTIES MOVED TO WORSHIP COMMITTEE
<p>Y. <u>WELCOMING COMMITTEE</u></p> <p><u>Section 1. Number.</u> The Welcoming Committee shall consist of twelve members, including a chairperson to be elected by the committee. The members shall be elected at-large from the membership of the church at the September business meeting to serve a three-year term, three retiring each year, not to be re-elected until after one year.</p> <p><u>Section 2. Duties.</u> Greet people at all entrances to the church for Sunday school and both worship services and other functions as deemed necessary.</p>		DUTIES MOVED TO WORSHIP COMMITTEE

**LINDEN HEIGHTS BAPTIST CHURCH
 CONSTITUTION AND BYLAWS
 SIDE BY SIDE COMPARISON OF ADOPTED 2013 WITH PROPOSED 2025**

Adopted January 13, 2013 (ORDER OF PRESENTATION)	Section Comments	Proposed March 2025
<p>ARTICLE V MEETINGS</p> <p><u>Section 1. Worship.</u></p> <p>(a) Public services shall be held on the Lord’s Day and on other occasions as the pastor and the church determine.</p> <p>(b) The Lord’s Supper shall be observed on the first Sunday of each quarter, unless providentially hindered as the church may determine, and at such other times as the church may desire.</p> <p>(c) Members who are considered shut-ins shall observe the Lord’s Supper the same week if at all possible.</p> <p><u>Section 2. Business Meetings.</u></p> <p>Regular business meetings of the congregation shall be held on the first Wednesday night following the first Sunday of each month.</p> <p><u>Section 3. Special Meetings</u></p> <p>The church may be called to meet in a special meeting by the pastor or the Deacon Body. The purpose and time shall be announced not less than two weeks in advance of the meeting date in the worship services and in the church bulletins.</p> <p><u>Section 4. Procedure</u></p> <p>All business meetings and special meetings will be conducted in accordance with the applicable provisions of Article VII of these bylaws.</p> <p><u>Section 5. Committee Meetings</u></p> <p>Committees shall meet as needed in order to accomplish their assigned task unless otherwise specified in these bylaws. Committee meetings and procedures shall be conducted in accordance with Robert’s Rules of Order as specified in Article VII, Section 5 of these bylaws.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE VIII MEETINGS</p>	<p>ARTICLE VIII <u>MEETINGS</u></p> <p><u>Section 1. Worship Services.</u> These services shall be held on the Lord’s Day and on other occasions as the pastor and the church determine.</p> <p><u>Section 2. The Lord’s Supper.</u> The church shall observe the Lord’s Supper. The pastor and the Deacon Body will schedule and administer the Lord’s Supper.</p> <p><u>Section 3. Business Meetings.</u> Congregational business meetings shall be held on a regular schedule. The church may be called to meet in a special called meeting by the pastor or Deacon Body. The purpose and time shall be announced not less than two weeks in advance of the meeting date in the worship services.</p> <p>Note: Regular meeting schedules will be defined in the Bylaw section of this document. All business meetings and special called meetings will be conducted in accordance with the applicable provisions of Article X (Rules of Order) of this constitution.</p>
<p>ARTICLE VI <u>CONFLICT RESOLUTION</u></p> <p><u>Section 1. Method and Spirit.</u> Any member having cause of complaint against another must first work to remove it as directed in Matthew 18. If this is not sufficient, the complaint shall be brought to the attention and counsel of the Deacon Body, who shall report their findings and recommend to the church such action as may seem wise and proper.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE IX CONFLICT RESOLUTION</p>	<p>ARTICLE IX <u>CONFLICT RESOLUTION</u></p> <p>Any member having cause of complaint against another must first work to remove it as directed in Matthew 18. If this is not sufficient, the complaint shall be brought to the attention and counsel of the Deacon Body, who shall report their findings and recommend to the church such action as may seem wise and proper.</p>

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<p>ARTICLE VII <u>RULES OF ORDER</u></p> <p><u>Section 1. General Quorum and Voting</u></p> <p>In business meetings and special meetings, a minimum of fifteen members shall constitute a quorum. An affirmative vote for a motion to carry requires a majority of the members present and voting unless otherwise specified in these bylaws or in <u>Robert’s Rules of Order</u>.</p> <p><u>Section 2. Quorum and Voting for Specific Circumstances</u></p> <p>For calling or dismissing the senior pastor, sale or purchase of real property, assumption of a large non-budgeted financial expenditure (defined as an amount in excess of \$7,500) or changing the constitution and bylaws, the fifteen-member quorum requirement of Article VII Section 1 shall be increased to sixty members. Also, the majority vote requirement of Article VII, Section 1 shall be increased to a two-thirds majority affirmative vote of the members present and voting required for a motion to carry.</p> <p><u>Section 3. Special Quorum Provision</u></p> <p>In the event that a quorum cannot be obtained after two successive attempts, having abided by all applicable provisions of Articles V and VII, then on the third attempt, the members who attend the meeting will constitute a quorum.</p> <p>Note: The word “members” whenever used in Article VII, Sections 1, 2 or 3 is intended to mean persons whose names are on the church roll and who have attended or contributed to the church within the past year.</p>	<p>MOVED FROM BYLAWS TO CONSTITUTION UNDER ARTICLE X RULES OF ORDER</p>	<p>ARTICLE VII <u>RULES OF ORDER</u></p> <p><u>Section 1. General Quorum and Voting</u></p> <p>In business meetings and special meetings, a minimum of fifteen members shall constitute a quorum. An affirmative vote for a motion to carry requires a majority of the members present and voting unless otherwise specified in these bylaws or in <u>Robert’s Rules of Order</u>.</p> <p><u>Section 2. Quorum and Voting for Specific Circumstances</u></p> <p>For calling or dismissing the senior pastor, sale or purchase of real property, assumption of a large non-budgeted financial expenditure (defined as an amount in excess of \$7,500) or changing the constitution and bylaws, the fifteen-member quorum requirement of Article VII Section 1 shall be increased to sixty members. Also, the majority vote requirement of Article VII, Section 1 shall be increased to a two-thirds majority affirmative vote of the members present and voting required for a motion to carry.</p> <p><u>Section 3. Special Quorum Provision</u></p> <p>In the event that a quorum cannot be obtained after two successive attempts, having abided by all applicable provisions of Articles V and VII, then on the third attempt, the members who attend the meeting will constitute a quorum.</p> <p>Note: The word “members” whenever used in Article VII, Sections 1, 2 or 3 is intended to mean persons whose names are on the church roll and who have attended or contributed to the church within the past year.</p>

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<p><u>Section 4. Previous Notice</u></p> <p>Any meeting held pursuant to the actions mentioned in Article VII, Section 2 shall require that notice be given not less than two weeks in advance of the meeting date. The purpose and time shall be announced in the worship services and written in the church bulletins.</p> <p><u>Section 5. Parliamentary Authority</u></p> <p>The rules contained in the current edition of <u>Robert’s Rules of Order</u> shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the church body may adopt.</p> <p><u>Section 6. Fiscal Year of the Church</u></p> <p>The fiscal year of the church shall be from January 1 through December 31 and all reports shall be for this term.</p> <p><u>Section 7. Filling a Vacancy</u></p> <p>In the event of a vacancy in any elective office before the regular September business meeting, the church may fill the same by election at any church business meeting from names presented by the Nominating Committee and/or nominations received from the floor.</p> <p><u>Section 8. Reading the Church Covenant</u></p> <p>Once in every six months, on a communion Sunday, or more often if the pastor deems it advisable, the Church Covenant shall be read and the right hand of fellowship be extended to all new members in recognition of their admission to all the rights and privileges of the church.</p> <p><u>Section 9. Authority and Periodic Review</u></p> <p>This Constitution and Bylaws shall supersede, replace, and render null and void all previous constitution and bylaws or similar documents previously adopted or used, printed, or otherwise, by this church and/or its membership. It shall be reviewed every two years by a five-member committee to be appointed by the pastor. This committee shall then bring any proposed changes to the church body for approval in accordance with the applicable provisions of Articles V and VII of these bylaws.</p>		<p><u>Section 4. Previous Notice</u></p> <p>Addressed in Article VIII Meetings – Section 3. Business Meetings.</p> <p><u>Section 5. Parliamentary Authority</u></p> <p>Addressed in Article X Rules of Order – Section 1. General Quorum and Voting.</p> <p><u>Section 6. Fiscal Year of the Church</u></p> <p>Outstanding items to be address prior to formal vote.</p> <p><u>Section 7. Filling a Vacancy</u></p> <p>Addressed in Article IV Standing Church Committees – Section D Nominating Committee – Item b – Duties.</p> <p><u>Section 8. Reading the Church Covenant</u></p> <p>Outstanding items to be address prior to formal vote.</p> <p><u>Section 9. Authority and Periodic Review</u></p> <p>Outstanding items to be address prior to formal vote.</p>

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<p style="text-align: center;"><u>APPENDIX "A"</u></p> <p>Note: See Constitution, Article IV, Section 4 on page 5</p> <p>Adopted by the Southern Baptist Convention May 9, 1963</p> <p>REPORT OF COMMITTEE ON BAPTIST FAITH AND MESSAGE</p>	<p>MOVED FROM APPENDIX "A" TO CONSTITUTION UNDER ARTICLE IV CHARACTER</p>	<p><u>CONSTITUTION</u></p> <p><u>ARTICLE IV CHARACTER</u></p> <p><u>Section 4. Doctrine</u> This church receives the scriptures as its authority in matters of faith and practice. Its understanding of Christian truth, as contained therein, is in essential accord with the <u>Baptist Faith and Message of 1963</u> as follows:</p>
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