

By-Laws of SHILOH HILLS *Fellowship*

I. NAME

The name of this church shall be Shiloh Hills Fellowship. It is affiliated with the General Baptist Conference and the Columbia Baptist Conference.

II. STATEMENT OF FAITH

ARTICLE ONE: SCRIPTURE

We believe the Bible is the word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.

(I Cor. 2:13; 2 Tim. 3:16-17; 2 Peter 1:20-21)

From these convictions flow the following articles of faith.

ARTICLE TWO: TRINITY

We believe there is one God, infinitely perfect, without change, creator of all yet not created, distinct from His creation yet everywhere present, perfectly balanced in all His attributes, omniscient over all time, wholly sovereign. He alone is the sole object of worship. God exists eternally in three persons—Father, Son and Holy Spirit—equal in essence and divine perfection, all three uncreated, executing distinct but harmonious offices.

(Gen. 1:1-2; Deut. 6:4; Mt. 28:19; 1 Jn. 1:1-2, 5:7)

ARTICLE THREE: GOD THE FATHER

We believe God the Father is an infinite, personal spirit, perfect in holiness, wisdom, power and love. He concerns himself mercifully in the affairs of his creation, hearing and answering prayers, saving from sin all who come to him through Jesus Christ. All life is to be lived ultimately for his glory.

(Ps. 103:8, 104:24, 147:5; Mt. 5:48; Jn. 14:6, 13-14)

ARTICLE FOUR: GOD THE SON

We believe God the Son eternally existed with the Father, is fully God and fully human, without confusion or mixture, the unique and only Son. He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died on the cross as the sacrifice for our sins, was physically raised from the dead as prophesied, ascended into heaven, and is now exalted, sitting at the right hand of God the Father, interceding for the saints as the sole mediator. He will return to earth, and ultimately every knee shall bow and every tongue confess that Jesus Christ is Lord.

(Mk. 16:19; Lk. 1:34-35; Jn. 1:1, 3:16, 12:37; Acts 1:11, 12:31; Rom. 8:34; 2 Cor.. 5:21)

ARTICLE FIVE: GOD THE HOLY SPIRIT

We believe God the Spirit is sent to convict the world of sin, righteousness, and judgment. He fully indwells every true believer as a guarantee of his inheritance, guides and empowers them, gifts them for ministry, interceding in accordance with the will of God.

(Gen. 1:2; Jn. 16:7-13, 14:26; Acts 1:8, 15:16; 1 Thes. 2:13; Titus 3:5)

ARTICLE SIX: ANTHROPOLOGY (DOCTRINE OF MAN)

We believe Adam and Eve were both created in the image of God, Adam from the dust of the ground and Eve from his side. They disobeyed God and died, spiritually and physically. Therefore, all people are objects of wrath, sinners by nature and by choice. They are dead in their sins and incapable of pleasing God. Without the direct intervention of God, they will live separated from God, die in their sins, and receive the condemnation that their sin deserves.

(Gen. 2:7, 21-22; Rom. 5:17-19, Rom 6:23)

ARTICLE SEVEN: SOTERIOLOGY (DOCTRINE OF SALVATION)

We believe salvation from sin and access to God is available only through the work of Christ on the cross, given by God's grace, mercy, and love, received solely by faith in Jesus Christ. In conversion, the believer is drawn by God to Himself, repents, is redeemed, declared wholly righteous, born again, made alive in Christ as a new creature, reconciled to God, becomes a child of God, and is filled with the fullness of the Holy Spirit through whom he is empowered for a life of obedience.

(Jn. 3:5; Rom. 5:8, 11-21, 8:1; I Jn. 1:8-9)

ARTICLE SEVEN: SANCTIFICATION (DOCTRINE OF HOLINESS)

We believe God's will for every believer is his sanctification. It is the necessary and certain fruit of salvation, yet not meritorious; it is God alone who saves. Through the work of the Spirit, saints are called and enabled to live lives of holiness, "in" but not "of" the world, fully dedicated disciples of Jesus Christ, persevering to the end. Disciples are declared to be sanctified through the work of Christ and are also called to become sanctified in the experiences of life.

One of the many results of sanctification is the desire to share the gospel with sinners; evangelism grows out of an awareness of what Christ has done for you.

(Rom. 6:3-11; Eph. 4:1-7; I Thess. 5:23; Col. 5:22-25)

ARTICLE EIGHT: ECCLESIOLOGY (DOCTRINE OF THE CHURCH)

We believe the church consists of all true disciples of Jesus Christ. All things exist under the supremacy of Christ, and therefore Christ and Christ alone is the head of the church. The local expression of the church is comprised of disciples gifted for the work of building up the body of Christ, living in unity, bound together by love. While different local expressions may have different emphases, all are commanded to make disciples, which includes both evangelism and teaching obedience to all that Jesus taught. The church is to be committed to worship, prayer, the reading of Scripture, the exhortation to obedience, and teaching of the doctrinal truths of Scripture, all to the glory of God.

(Mk. 16:15-16; I Cor. 12:12-14; Eph. 1:22-23)

ARTICLE TEN: ESCHATOLOGY (DOCTRINE OF LAST THINGS)

We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the wicked.

(Mt. 24:30-31, 25:31-46; Jn. 5:28-29; Acts 1:11; I Cor. 15; I Thess. 4:13-18; Rev. 19:11-22:21)

ARTICLE ELEVEN: ORDINANCES

We believe baptism and the Lord's Supper are ordinances to be valued and observed. They are visible signs representing spiritual truths; they do not accomplish salvation. Baptism is immersion of a believer in water in the name of the Triune God, signifying that in conversion he has died to his old life and has been raised with Christ into a newness of life in which the power of sin is broken. The Lord's Supper is the present proclamation of Christ's atoning death, and will be observed and administered until His return.

(Mt. 26:26-29, 28:18-20; Acts 8:36-39; I Cor. 11:23-28)

DISTINCTIVES OF SHILOH HILLS FELLOWSHIP

CHURCH COOPERATION

We believe the local church is part of the church universal – all who believe in Jesus Christ as Savior and Lord. We believe that the local churches can promote the cause of Jesus Christ by cooperating with one another. Such cooperation, whether a denominational association, regional or district conference, exists and functions by the will of the churches and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowship on a voluntary independent basis.

(I Cor. 12:12-27; Eph. 5:30-32)

RELIGIOUS LIBERTY

We believe as Christians our faith is in and our allegiance is to God and His Word. Some will be offended by the moral absolutes of Scripture and our adherence to God's instructions. However, we maintain our right of religious freedom and conscience to speak freely of our beliefs and what we believe Scripture teaches. These cannot be dictated by any civil authority.

(Rom. 13:1-8; I Cor. 12:27; I Tim. 2:5)

MARRIAGE, DIVORCE AND HUMAN SEXUALITY

We believe a marriage is a sacred institution ordained by God and consists solely of a relationship between one man and one woman. We believe God disapproves of and hates divorce and intends marriage to last until one of the spouses dies. Sexual relationships outside of marriage, whether heterosexual or homosexual, are against the clear teaching of Scripture. Faithfulness within the marriage and abstinence outside of marriage are the only alternatives faithful to Scripture.

(Gen. 2:18, 24; Mt. 19:3-9; Rom. 7:2; Mal. 2:16)

SANCTITY OF LIFE

We believe that all human life is a gift from God and as such is a sacred trust. We believe life begins at conception and the unborn child is a living human being. Abortion and euthanasia constitute an unjustified and unexcused taking of human life. As a Christian community we must respond with sympathy and understanding to those who have been touched by these choices and not hold it more highly than other sins.

(Ps. 139:3; Ex. 21:22; I Sam. 2:6)

LAWSUITS BETWEEN BELIEVERS

We believe that Christians are prohibited from bring civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander.

(I Cor. 6:1-8; Eph. 4:31-32)

III. MISSION OF THE CHURCH

Shiloh Hills Fellowship is to be driven by the Greatest Commandment as it obeys the Great Commission for the ultimate glory of God. It is to be passionately driven by love for God, and for one another, balanced and fully invested in both the making of new disciples and the making of fully-devoted disciples. Shiloh Hills Fellowship is to strive for balance in fellowship, discipleship, ministry to one another, and outreach to those outside, both in our own culture and to those beyond.

IV. GOVERNANCE PHILOSOPHY

Under the authority of Jesus Christ and the Word of God, Shiloh Hills Fellowship is an elder-led church. For accountability purposes, the elders are subject to the combined membership as outlined below. The authority of the congregation is normally exercised through the election of Elders to lead and serve the Church,. The leadership of the Church shall be vested in the Council of Elders who are responsible for governing the Church, teaching the Word, and shepherding the flock of God. The Elders shall be equal in authority but may be specialized in function. Deacons shall assist the Elders by overseeing the temporal affairs of this Church as outlined in Article VII.

A. LINES OF AUTHORITY

Jesus Christ

Jesus Christ is the head of this Church. His written word enacts the boundaries within which this Church must operate.

Council of Elders

The Council of Elders must seek to discern Christ's leading in all decisions as they direct the affairs of this Church. All decisions and directions must therefore be in harmony with Biblical principles expressed in God's written word.

Deacons

The Deacons shall have broad authority over the temporal affairs of this Church. They shall carry out their service in accordance with the Council of Elder's discernment of Christ's will for this Church, and shall keep the Elders informed of their actions. Under normal circumstances, the Elders shall direct the Deacons through broad objectives, leaving the details of implementation to their collective discernment.

Members

All members (including members of the Council of Elders) willingly submit themselves individually to the collective authority and leadership of the Council of Elders.

B. ACCOUNTABILITY OF THE COUNCIL OF ELDERS TO THE CONGREGATION:

Under normal circumstances, the Council of Elders is the final human authority in this Church. However, for the purpose of accountability, the Council of Elders must submit itself to the collective authority held by a vote of the membership of this Church at a properly called meeting, as provided in these By-Laws. A vote of the membership shall be required to effect the following actions:

1. Elect Elders and Deacons of the Church.
2. Approve annual budgets of the Church, authorize expenditure of the funds of the Church when such expenditure is not covered by the approved budget, and approve any transactions regarding real property. (Note: Reapportionment by the Council of Elders between budget categories and additional expenditures not exceeding a total of 5% of the annual budget during the budget year do not require an additional vote of the congregation.)

3. Adopt or amend the By-Laws of this Church.

The Congregation reserves the right to override the Elders' decision by a two-thirds (2/3) vote, including, but not limited to the following:

1. Add or drop members from the Church roll, as provided below.
2. Hear the appeal of a member removed from membership by the Council of Elders, as provided below.
3. Discipline Elders and Deacons by removing them from office after following the steps from the *Policy on Church Discipline*.)

V. MEMBERSHIP

There are two categories of membership: Church Member and Non-Resident Member.

A. QUALIFICATIONS FOR CHURCH MEMBERSHIP

Persons seeking membership must meet the following qualifications:

1. Public confession of faith in the Lord Jesus Christ as their personal Lord and Savior, and striving to live in a manner consistent with the clear teaching of Scripture.
2. Baptized as a believer by immersion.
3. Attend a membership class that covers the Statement of Faith, and other pertinent information as determined by the Elders, and affirms his or her agreement (including Shiloh Hills Fellowship policies on member discipline) by signing the Membership Covenant. In unusual cases, the Council of Elders may agree to replace this class with a one-on-one meeting with two or more Elders, but the new member will still sign the Membership Covenant.
4. Concurrent membership in no other church

B. FELLOWSHIP MEMBERSHIP

Persons seeking fellowship membership will meet the same qualifications as Members except that they are not required to be dropped from the membership of their home church.

They enjoy the full rights of membership except that they cannot vote for any change in the By-Laws and may not vote on Elders or to call a new pastor. Non-Resident membership is automatically dropped as soon as the person ceases attending Shiloh Hills Fellowship on a regular basis (with allowance for summer vacation for students).

C. ACCEPTANCE

Qualified candidates are received into membership when affirmed by the Council of Elders. They will be acknowledged before the Body at a regular Church service or by notice in the Church bulletin.

D. REMOVAL

The Council of Elders may call for the removal of any member who meets any of the following criteria:

1. Any member who upon examination is found to be living in a manner inconsistent with the Qualifications for membership.
2. Having received Church discipline according to the *Policy on Church Discipline*.
3. Any member who has been absent for a period of 6 months without giving satisfactory reason for his/her absence. Before removal, the Council of Elders must first try to contact the member, determine the reasons for his/her absence and attempt to restore him/her to fellowship.

A member has the right to appeal his/her dismissal by the Council of Elders to the membership at a regularly convened business meeting of the Church. By doing so, the member is granting the Council of Elders the right to publicly state the reason(s) for removal, and the member has the opportunity to explain himself/herself, as set forth in the *Policy on Church Discipline*. The membership can override the Elders' dismissal with a two-thirds (2/3) majority vote.

E. PRIVILEGES

A member of the church is entitled to the following privileges:

1. The right to vote in all congregational meetings when 18 years of age or older.
2. The right to teach or serve in elective offices of the Church (for which they prove qualified). Qualified non-members may teach upon approval of the ministry team leader and having signed the Statement of Faith.
3. Serve as chairman of a team if they should be elected.

F. ACTIVE MEMBERS IN GOOD STANDING

“Active” members are those who have attended regular services at least three times in the last six months. Members in “good standing” are members who have not

had their membership suspended as indicated in the *Policy on Church Discipline*.

VI. THE COUNCIL OF ELDERS

A. OFFICE OF ELDER

The office of Elder is both an office and a spiritual calling. It is an office of honor, respect, and authority, and is to be filled by qualified men gifted for the task.

Elders are not merely representatives of the people: they are spiritually qualified shepherds who protect, lead, care, and teach the people. They are the official shepherds of the church.

Elders are to *lead* the church, not *rule* the church. Christ is the head of the church.

B. QUALIFICATIONS FOR ELDER

1. Elders have shown themselves to be above reproach in their marriage (if married) and in their personal, professional, and public life. If the man is single, he must have shown himself to be appropriate and above reproach in his relations with all women.
2. Elders have shown themselves to be committed to Scripture, able to explain the truth and refute error, and are committed to using this giftedness within the Church in one form or another.
3. Elders have proven their managerial ability in their own family. If an elder is single, his managerial ability must be evident in some other context of working with people.
4. Elders must have been professing Christians for a minimum of five years.
5. Elders must have been part of the Church Membership (see V. A.) of Shiloh Hills Fellowship for a minimum of two years.
6. These qualities and leadership abilities, should be evident in his life and involvement at church before being considered as an elder.
7. Elders are to be fully committed to the expressed Vision and Mission of Shiloh Hills Fellowship as well as its Statement of Faith.

C. NUMBER, COMPOSITION, AND TERM

The number of members of the Council of Elders shall be a minimum of five (5) and may vary from time to time up to nine (9) by resolution of the Council without amendment of these By-laws. The goal is to have sufficient members to adequately care for the Church.

The composition and term of the Council of Elders shall be as follows:

1. At their first meeting of the year, the Council of Elders shall elect elders as Chairman and Vice Chairman of the Council. They shall serve as Legal President and Legal Secretary respectively for all corporate matters. They shall hold office for a term of one year and may not serve consecutive terms. Election must be held by secret ballot.
2. A Council Secretary shall be elected for a term of one year. He shall be responsible for all the minutes and correspondence of the Council. He may be re-elected to successive terms.
3. In each pastor's job description, there shall be a statement indicating whether he is to serve continuously as a member of the Council of Elders. The Lead Pastor shall always be a member of the Council of Elders. A pastor cannot hold an elected position.
4. A majority of the Council of Elders may not be pastoral staff.
5. Each Elder shall serve the Church for a three (3) year term with terms to be staggered in a pattern of equitable groupings. Other than pastors indicated above, an Elder may serve for two consecutive terms. After taking one year off, he is again eligible to be elected. It should not be assumed that re-election is automatic. Returning elders are to be considered on the same basis as new elders. If an Elder is appointed to finish another's term, he shall serve until the end of the year.
6. Because eldering is not only an office but also a spiritual calling, we recognize that elders are elders for life (unless they no longer meet the qualifications). When they are not part of the Council of Elders, they can exercise no rights beyond that of any other member of the church. However, it is expected that they will still be involved in the life of the church and its people, and we honor that commitment.

D. ELECTION OF ELDERS

Prior to the Annual Meeting of members, the Council of Elders shall meet and begin preparation of a list of nominees whom they believe are qualified for office and called to be Elders. Members of the congregation are encouraged to submit names to the Council of Elders for consideration as Elders.

The Council of Elders shall interview all recommended persons to determine if they meet the qualifications for eldership. After discussion among the Council of Elders, a vote shall then be taken as to the calling of the Lord on this person to be an Elder; a two-thirds vote of affirmation from the Council is needed for the nominee to be placed on the ballot, which shall then be brought before the Congregation.

After confirmation, the potential Elder will be asked to attend all Elder meetings as a non-voting member to prepare him for eldership.

Two months before the Annual Meeting of the Congregation, a list of potential Elders will be sent to each member of the congregation or included in the bulletin for three (3) consecutive weeks, asking them to respond to the Council of Elders with any concerns about the candidates qualifications for eldership or their fitness for leadership. Members of the congregation should contact an Elder with their concerns at least four weeks prior to the Annual Meeting. If the concerns appear to be justified, the Elders are encouraged to meet with the candidate to discuss the concerns. If necessary, the Elders may drop the name from the list. A final list of candidates will be posted two weeks prior to the Annual Meeting.

At the Annual Meeting, a physical ballot must be cast for Elders. This ballot will have a line for each man whose name has been presented for the office of Elder, and each person must receive a majority of "Yes" votes.

Elected Elders shall begin serving the Council on January 1st of the following year.

E. RESPONSIBILITIES

The Council of Elders shall be ultimately responsible for the spiritual, business, and legal matters of the Church.

The Council of Elders are responsible for establishing the vision and direction of the church as God is leading them. They shall review this vision and direction each year.

It belongs to the office of Elder, both individually and jointly, to watch diligently over the flock committed to their charge, that no corruption of doctrine or of morals enters therein. They should set a worthy example to the flock by their zeal to perform the responsibilities of their office and their specific call to ministry (such as evangelism, discipleship, prayer, outreach). They are to be visible in their leadership.. and are to cultivate zealously their own aptness to teach the Scriptures. As different Elders have different gifts, some may be given greater responsibility in certain areas. It remains to the entire Council of Elders to ensure that all responsibilities of the office are taken care of.

Other specific functions and responsibilities of the Council of Elders shall consist of, but are not be limited to, the following:

1. Supervision of Teams and Ministries;
2. Determining the number of Deacons and supervising Deacons;
3. Being involved in the membership class, and reporting on any changes in the status of members.
4. Removing, suspending, or reinstating members and Elders subject to due process procedures under these By-Laws and the *Policy on Church Discipline*;
5. The Chairman of the Council of Elders (or the Vice Chairman in his absence) shall moderate at congregational meetings.

They may appoint teams to oversee ministries under their care.

F. MEETINGS

1. Annual Meeting: An annual meeting of the Council of Elders shall be held the month prior to the annual meeting of the congregation for the discussion of such business as may come before the meeting.
2. Regular Meetings: The Council of Elders shall meet at least once monthly.
3. Quorum: A majority of the Council of Elders shall constitute a quorum for the transaction of the business at any meeting. An Elder may submit an absentee vote in writing for any issue in which he has been involved in the discussion.

4. Manner of Acting: The act of a majority of the Council members present at a duly convened meeting shall be considered the act of the Church, unless a specific ratio is indicated elsewhere in these By-Laws or if a vote of the congregation is required.
5. Informal Action by Elders: Any action required by law to be taken at a meeting of the members of the Council of Elders, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed or agreed to electronically by all of the members entitled to vote with respect to the subject matter thereof.

G. RESIGNATION AND/OR DISMISSAL

Any member of the Council of Elders may resign at any time by giving written notice to the Chairman of the Council. Such resignation, which may or may not be made contingent on formal acceptance, shall take effect on the date of receipt or at any later time specified therein.

Should an Elder exhibit an attitude or personal conduct not consistent with the requirements of the office, the process outlined in the *Policy on Church Discipline* shall be followed. If this does not result in a satisfactory change, he shall be removed from the Council of Elders. Removal can be accomplished by a three-fourths recommendation of the remaining Elders.

If an Elder is dismissed, his name shall be published at the Church for two weeks. An Elder has the right to appeal his dismissal by the Council of Elders to the membership at a regularly convened business meeting of the Church. By doing so, the Elder is granting the Council of Elders the right to publicly state the reason(s) for removal, and the Elder has the opportunity to explain himself, as set forth in the *Policy on Church Discipline*. The membership can override the Elders' dismissal with a two-thirds vote.

H. VACANCIES

Any vacancy occurring in the Council of Elders by reason of any increase in the number of Council members or resignation or termination of a Council member may be filled by the Council of Elders to finish an unfilled term or until the next election.

I. COMPENSATION

No members of the Council of Elders shall receive any stated salary for their service, except by specific contractual agreement (i.e., paid staff).

VII. DEACONS

A. DESCRIPTION

Similar to the office of Elder, this office, though of less ecclesiastical authority, is likewise an office of dignity and usefulness. The men who fill it hold a spiritual position within the Church dedicated to service of its members.

B. PURPOSE

The purpose of the Deacons is to assist the Elders in taking care of the needs of the church and providing for widows, orphans and others in need. They are responsible for the administration and day-to-day oversight of several ministries of the church as directed by the Council of Elders.

C. RELATIONSHIP

The Deacon Chairman shall attend Elder meetings periodically as the liaison between the Council of Elders and the Deacons to receive direction and assignments from the Council of Elders and to report on the actions and plans of the Deacons. If the Deacon chairman is unable to attend an Elder meeting, he may appoint another deacon to take his place.

D. QUALIFICATIONS

The qualifications for a Deacon are the same as for Elders, with the exception of the teaching requirement.

E. MEETINGS

The DEACON Board shall meet regularly. They shall meet quarterly with the ministries for which they are responsible to coordinate activities and provide direction.

F. ELECTION AND TERMS

The Council of Elders shall determine the number (not to exceed 7) and responsibility of Deacons.

The Deacons shall select their Chairman, subject to approval by the Council of Elders. Deacons are elected by the congregation and shall serve a term of three (3) years, approximately 1/3 of which are elected each year. A Deacon can serve for two consecutive terms. After taking one year off, he is again eligible to be elected. Deacons may be elected at any regular quarterly meeting.

Nominations for Deacons may come from any member of the congregation in good standing, including the Elders and Deacons. These names will be submitted to the Council of Elders to determine if the candidates meet the qualifications and to affirm their call to serve as Deacons, using similar guidelines as used to determine the qualifications of Elders. The list of Deacons for consideration shall be posted at least one month prior to the quarterly meeting at which they will be voted on.

Elected Deacons will begin serving at the beginning of the month following their election.

G. RESIGNATION AND REMOVAL

A Deacon may resign by giving written notice to the Chairman or Vice Chairman of the Deacon Board. Should a Deacon exhibit an attitude or personal conduct not consistent with the Scriptural requirements of the office, the process outlined in the *Policy on Church Discipline* shall be followed. If this does not result in a satisfactory change he shall be removed from the Deacon Board. Removal can be done by a three-fourths vote of the Council of Elders.

A Deacon has the right to appeal his dismissal by the Council of Elders to the membership at a regularly convened business meeting of the Church. By doing so, the Deacon is granting the Council of Elders permission to publicly state the reason(s) for removal, and the Deacon has the opportunity to explain himself, as set forth in the *Policy on Church Discipline*. The membership can override the Elders' decision with a two-thirds (2/3) vote.

H. RESPONSIBILITIES

The Deacons are responsible for the administration and day-to-day oversight of the various ministries of the church as determined by the Council of Elders. Deacons may specialize in different functions at the discretion of the Deacons.

These include, but are not limited to the following:

1. Assisting with projects related to care of widows, orphans, shut-ins, and the needy
2. Maintaining the church facility, inside and outside
3. Overseeing janitorial and maintenance of the church facility

The Deacons will encourage the ministries for which they are responsible to use a mentoring program to include other members of the congregation in their activities and working in pairs or more.

VIII. MINISTRY TEAMS

A. DESCRIPTION AND PURPOSE

The basic ministry structure of the church is designed to empower spiritually gifted individuals to head up specific tasks. He or she is to develop a ministry team, and together they are to serve the church.

B. RELATIONSHIP TO COUNCIL OF ELDERS

The Council of Elders may appoint ministry teams for the purpose of conducting specific aspects of the church's business. All teams serve at the approval of the Council of Elders or Deacon Board (with the exception of the teams mentioned below, which cannot be dissolved, although members may be removed).

Ministry Teams shall select their own chairman, subject to the approval of the Council of Elders.

The Council of Elders may dissolve any team not mentioned below or remove any member of such team after a complete review and a two-thirds approval of the Council of Elders.

C. QUALIFICATIONS

The chair of any Team ministry must be a Church or Fellowship Member in good standing.

Members of the ministry teams may be any person deemed to be qualified by the Elders who has actively demonstrated a willingness to work toward the goals of the church. Unless specifically required by the Elders or these ByLaws for a specific team, team members are not required to be members of the Church.

D. TERMS, RESIGNATIONS & REMOVALS

The term of office for team members shall expire at the end of the calendar year, unless otherwise specifically designated in the resolution appointing the team or team member.

Any member of a team may resign at any time by giving written notice to the chair of the team. Such resignations shall take effect on the date of receipt or at any later time specified therein. Any member of a team may be removed at any time by resolution of a majority of the Elders.

D. MEETINGS

Functioning teams must meet at least quarterly. There must be a written ministry description and expectations for each ministry team.

E. FINANCE MINISTRY TEAM

The Finance Team shall include the Financial Secretary and Treasurer, and other members as designated by the Council of Elders. The Financial Secretary will be a member of the church (not Fellowship member) and is responsible for all monies coming into the church. The Treasurer, if not a member, will be approved by the Council of Elders and is responsible for all expenditures (except the Benevolence Fund). The Financial Secretary and Treasurer cannot be the same person, nor can they be married to each other.

The Finance Team is responsible for the following:

1. Teams for counting the offering.
2. They shall hold, manage, and invest at its discretion all funds of the church for which no other provision is made in These ByLaws.
3. They shall create the annual budget for the church, subject to approval by the Elder Council.

4. They shall have a competent auditor , when requested by the Council of Elders, examine the records and the accounts of the church; the audit report shall be presented to the Council of Elders, and be available for review by any member of the congregation.
5. They shall not exceed budget authority, except as authorized by the Council of Elders, or by the congregation in a business meeting.

The team is responsible to the Council of Elders and shall report to them at least twice a year.

A separate checking account will be obtained for the Benevolence Fund.

No funds may be solicited from members of the Church without the approval of the Council of Elders, nor may any phone list or directory of the Congregation be used as a means for solicitation.

F. MISSIONS MINISTRY TEAM

The Missions Team shall have charge over the missions funds and missions programs of the church. The team is responsible to the Council of Elders and shall report to them at least twice a year.

They are encouraged to invest more deeply in fewer ministries so that the church can be more involved in a mission's outreach.

G. CHRISTIAN EDUCATION TEAM

The Christian Education team shall organize and supervise a .comprehensive program of discipleship and education for children, youth, and adults of the church in line with the Statement of Faith and the vision and direction of the church as determined by the Elders. The team is responsible to the Council of Elders and shall report to them at least twice a year.

IX. GENERAL PROVISIONS FOR COUNCILS, BOARDS AND TEAMS

Petitioning the Lord for His wisdom, blessing, and discernment through thoughtful prayer shall be the first order of business at all meetings. All meetings shall be closed with prayer.

Minutes of meetings shall be kept for a minimum of seven (7) years.

Special meetings of any Council, Board or Team may be called by or at the request of any member of the Council, Board or Team. At least one week notice must be given of the time and place of a meeting unless each member of the Council, Board or Team has been contacted and consented to the time and place.

All elections shall require a two-thirds majority unless otherwise specified in these By-Laws.

The rules contained in the current version of the document "Shiloh's Rules for Meetings" shall govern the conduct of business meetings for all procedures not specifically addressed by these ByLaws.

X. PERSONNEL

A. HIRING A LEAD PASTOR

When there is a Lead Pastor vacancy, a pastor search team shall be created. It shall consist of at least 1 Elder, 1 staff member, and 2 members of the congregation who are nominated by the Elders and approved by the congregation. All members of the pastor search team shall be members in good standing. Their assignment shall be to interview prospective candidates and submit qualified candidates to the Elders. The specifics of this process will be determined by the Council of Elders

Prospective pastoral candidates shall be considered as to educational qualifications, spiritual maturity, and previous experience. Additionally, the candidate must be in full agreement with the Statement of Faith and agree to respect and not subvert or inhibit the teaching or exercise of the Statement of Faith and consent to be governed by the ByLaws and agree to support the work and worship of the church.

Upon being considered and approved by a unanimous vote of the Council of Elders, the prospective pastor shall be invited to candidate before the congregation. After the candidacy period, the Elders shall call a congregational meeting as soon as possible where the members shall vote on whether or not to extend a call. No less than an 80% majority shall be required to call a pastor. The Elders and /or the candidate may ask for a higher percentage. Voting shall be by secret ballot of members in good standing.

B. HIRING AN ASSOCIATE PASTOR OR STAFF

In lieu of a formal pastor search team effort, the Council of Elders may give the lead pastor authority to search for an associate pastor. Prospective pastoral candidates shall be considered as to educational qualifications, spiritual maturity, and previous experience. Additionally, the candidate must be in full agreement with the Statement of Faith and agree to respect and not subvert or inhibit the teaching or exercise of the Statement of Faith and consent to be governed by the ByLaws and agree to support the work and worship of the church.

Once the Lead pastor has prayerfully discerned God's choice, the candidate shall be recommended to the Council of Elders for their consideration. While the congregation should be informed during the process, the Council of Elders may hire without a vote of the congregation.

C. MEMBERSHIP

All pastors hired and their spouses must become members of Shiloh Hills Fellowship.

D. PASTORAL DISCIPLINE

If a pastor does not demonstrate a Biblical Christian life, demonstrates immoral conduct, improper financial practices, theological views inconsistent with the Statement of Faith or the Bible, or if the relations between a pastor and congregation become, as determined by the Council of Elders, such as to be detrimental to the welfare of the church, the pastor may be terminated by a 2/3 vote of the Council of Elders without a congregational vote. Every attempt will be made prior to termination to resolve any conflicts, including seeking the collective wisdom of any non-council Elders and staff, the district executive minister and any outside counsel that is appropriate before bringing it to the congregation.

E. PERSONNEL TEAM

The Council of Elders shall appoint church members to serve as a personnel team. There shall be at least three (3) members on the team who should be elders, former elders, or members with human resources experience. At least annually they shall review all positions to assess the need for staff assignments, changes, expansion, or reduction. They shall develop evaluation tools to use in this review and shall assess the job performance of positions assigned to them for review by the Elders as specified by the Employee Handbook and recommend the appropriate remuneration for each. They shall also develop and review personnel policies.

Some positions may report directly to the Lead Pastor and he shall be responsible for their reviews and making recommendations.

Personnel reviews may only be reviewed by the Elders or those they assign to review them.

A member of the team shall abstain from discussion and/or voting on any issues related to the employment of any family member employed by the church.

XI. BUSINESS MEETINGS

A. FISCAL YEAR

January 1 shall be the beginning of the church's fiscal year as well as the beginning of the term for all elders and team members.

B. QUARTERLY BUSINESS MEETINGS

Congregational meetings shall be held each quarter to conduct business of the church. The fourth quarter meeting shall include the approval of the budget and the election of officers, and shall be called the Annual Meeting. The first quarter meeting shall include a time for receiving the annual reports of the officers, boards, and teams of the church for the previous year and plans for the year to come. Notice of the meetings, stating the place and time, shall be posted and announced in at least two Sunday services prior to the day on which the meeting is to occur.

C. SPECIAL BUSINESS MEETINGS

Special business meetings may be called at any time by the Council of Elders or by written request of a quorum of the active members of the church. Notice of such meeting and the object for which it is called shall be given from the pulpit and posted in the bulletin at least one week in advance of the date of the meeting. Notice may be waived in an emergency provided that each church member is notified of said meeting at least one day prior to such meeting.

D. QUORUM

Twenty percent of the church members in good standing, eligible to vote, shall constitute a quorum. A majority of such members present and voting on any particular matter, in a regularly and properly called meeting, at which a quorum is present, shall be required to decide any questions presented unless these By-Laws specify otherwise. Voting shall be by secret ballot if requested by any church member.

E. VOTING

All active members in good standing may vote in a meeting. Unless otherwise stated in these By-Laws, congregational votes require only a simple majority of members present.

F. ABSENTEE BALLOTS

By a two-thirds (2/3) vote at a congregational meeting, the congregation may authorize the Council of Elders to allow signed absentee ballots.

G. MINUTES

Minutes of all proceedings of the business meeting shall be taken by the Elder Secretary, or by another member designated by the Elders.

XII. ORDINATION AND MARRIAGE

A. ORDINATION

We recognize the right of the local church to ordain ministers of the gospel. We will use the ordination standards of the Columbia Baptist Conference (dba Converge Northwest), maintaining the right to modify it as the Elders deem necessary.

B. MARRIAGE

Marriages may not be performed in the church, or by a pastor of the church, between a believer and an unbeliever. Premarital counseling must be performed by an individual or individuals approved by the Council of Elders if the ceremony is held in the church's facilities.

XIII. MISSIONS

A. COMMITMENT

In recognition of the fact that the biblical Church, while having local expressions, is the total of all true believers, we commit ourselves to serving the church beyond our local assembly, both to the church in our local area and also to the church around the world.

B. AMOUNT

We commit to tithing a minimum of 10% of our actual income designated to the General Fund to missions, with the hope that this percentage will increase throughout the years to come.

XIV. PROPERTY AND RECORDS

A. INDEBTEDNESS

No note or contract exceeding 5% of the total annual budget whereby the credit of the Church is pledged shall be made except by recommendation of the Council of Elders and approval by the Church membership.

The Council of Elders may authorize any officer(s) or agent(s) to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances.

B. BOOKS AND RECORDS

The Church shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Council of Elders, teams, and business meetings.

Any member of the congregation may inspect all books and records of the Church at any reasonable time. Exceptions to this are records of the Council of Elders specifically designated as Executive Session and any individual giving records.

Additionally, individual giving records may only be inspected by those authorized by the Council of Elders to create and review them and any auditor authorized to review the individual giving records. The pastoral staff shall never be authorized to review the individual giving records.

C. DIVISION

In the event that the membership of the Church becomes divided in its beliefs, doctrines, policies, practices, conduct or any other aspects relating to the purposes for which this church was formed, and with the result that the division creates individual groups unable to work together with common effort to accomplish these purposes, the church property shall belong to those members who abide by this constitution and carry on the ministry of the church. Should there be a dispute on this matter, representatives from the Columbia Baptist Conference shall determine which group is abiding by the By-Laws.

D. DISSOLUTION

Dissolution of the church shall only be accomplished by recommendation of the Council of Elders followed by a three-fourths affirmative vote at a congregational meeting.

1. A special Board shall use its best efforts to sell all assets for the largest realizable return, either through private or public sale.
2. From the proceeds thereof, the special Board shall:
 - a. First, pay all current long-term obligations of the Church;
 - b. Second, pay all commitments of the Church under the Missions budget;
 - c. Third, all remaining assets shall be divided equally among the Church Planting Ministry of the Baptist General Conference, the Columbia Baptist Conference, and Camp Bighorn.

XV. INDEMNIFICATION

The Church shall indemnify any member authorized to do the work of the church. (See Policy on Indemnification.)

XVI. AMENDMENTS

Amendments to these By-Laws may be made only by following all steps below:

1. Amendments may be brought forth by any member in good standing.
2. Amendments must be approved by two-thirds of the Council of Elders prior to being brought before the congregation, or by a petition signed by a quorum of the membership.
3. The proposed amendment(s) must be presented by written motion at a quarterly or special business meeting held at least three months prior to the meeting at which the amendments will be voted on.
4. Amendments may only be voted on at a regularly scheduled quarterly meeting.
5. Notice of the proposed amendment(s) must be given in writing and from the pulpit on at least two Sundays in the interim period between said meetings.
6. Amendment(s) must be passed by a two-thirds majority of those members present and voting at the meeting.