

Hinson Baptist Church

Statement of Practices

Revised January 2022

PARAGRAPH 1

Membership

1.1—Membership

1.1.1 - Candidates for membership are required to complete a membership orientation except when waived in individual cases by the Elders.

1.1.2 - Candidates will be recommended by the Elders for membership on the basis of a credible profession of faith, a baptism upon that profession of faith, and agreement with our Statement of Faith and Church Covenant.

1.1.2.1 – Hinson’s baptismal practice shall be by immersion unless physical or other conditions prevent baptism by immersion. When applicable, the Elders shall determine the acceptable mode.

1.1.3 - Membership will be granted upon (a) successful completion of the membership orientation (unless waived), (b) a membership interview with one of the Elders, (c) recommendation from the Elders, and (d) a majority vote of the Voting Members in attendance at any congregational meeting.

1.1.3.1 - Members who are below the age of 18 are not considered members of the Corporation and thus are not able to vote until the age of 18.

1.1.3.2 - Candidates who are members of another church must go through the above membership process and resign their membership from their former church.

1.1.4 - Membership for Staff Pastors will be considered “inherent in their call” to Hinson Church.

1.1.5 – Having joined the membership of Hinson, members will maintain their commitment to the Statement of Faith and Church Covenant.

1.2—Associate Membership

1.2.1 - Students and others temporarily residing in the Portland area who wish to retain membership in their home church of like faith and practice as Hinson and who request this church to exercise spiritual care over them while in the area may be recommended for associate membership. The requirements and membership process are identical to those of membership, as set out in Section 1.1, with the exception that they retain their membership in their home church.

1.2.2 - Associate members do not have voting privileges but may partake in all other duties and privileges of members.

1.2.3 - Associate membership will automatically expire when temporary residence in the Portland area ends.

1.3—Dismissal of Members

1.3.1 – Upon recommendation of the Elders and a majority vote of the Voting Members in attendance at any congregational meeting, dismissal of a member may occur on the basis of one of the following procedures:

1.3.1.1 – By Church Discipline:

1.3.1.2.1 — Following the process of church discipline and a two-thirds vote of the congregation, any member will be removed from membership as an act of discipline.

1.4.1.3 – By Resignation:

1.4.1.3.1 — A member may request to resign his or her membership from Hinson at any time. The request for resignation must be made in writing, be acted upon at an Elders meeting and then presented to the congregation at any congregational meeting. The request for resignation requires an affirmative vote of a majority of the Voting Members present and will be considered effective the date such vote occurs.

1.4.1.3.2 — The Elders may reject a request for resignation and choose not to present it to the congregation if the request for resignation occurs while the member is in the process of church discipline, or for any other biblical reason.

1.4.1.3.3 — Members who resign their Membership are expected to join another evangelical church.

1.4.1.3.4 – Evidence that a member has joined another evangelical church may serve as a resignation from membership from Hinson.

1.5—Church Discipline and Restoration

1.5.1 — Purpose: Church discipline is the process of confronting a member regarding unrepentant sin, including a denial of our Statement of Faith or neglecting the membership duties as outlined in the Church Covenant, which may culminate in the removal of that member from membership in the church as an act of discipline. The purpose of church discipline is to maintain unity of the

church body, defend the honor of Christ, and restore each offending member to Christian fellowship.

1.5.2 — In all cases where an offense has occurred, the responsibility for administering the process of church discipline rests with the Elders, and the responsibility to remove the member from membership rests with the congregation (Matthew 18:17; 1 Corinthians 5:4-5; see section 1.3.1.2).

1.5.3 — Neglect of Membership Duties: The name of any member who has ceased to regularly gather with the congregation for one year may be removed from membership as an act of discipline. Our process will be informed and guided by the principles of God's Word as outlined by the multiple steps in Matthew 18:15-20. The process will be treated as a private offense as outlined in 1.5.4.2 and 1.5.4.3.

1.5.4 — Private Offense: All grievances between members will be dealt with in accordance with the principles of Matthew 18:15-20. No public charge will be considered until the initial steps of Matthew 18 have been pursued and the Elders have become involved.

1.5.4.1 — Charges, when made, must first be submitted in writing to the Elders. The Elders may take such action as it deems proper.

1.5.4.2 — Before a charge is brought to the congregation, any person charged with a private offense will be given adequate notice and opportunity to be heard by the Elders.

1.5.4.3 — No member will be removed from membership as an act of discipline for a private offense during the same congregational meeting during which the charge is presented.

1.5.5 — Public Offense: Grievances of a public and/or scandalous nature should be dealt with in accordance with the principles of 1 Corinthians 5, in order to protect the honor of Christ and His church.

1.5.5.1 — A member may be removed from membership as an act of discipline for a public offense during the same congregational meeting during which the charge is presented.

1.5.6 — Restoration: Any disciplined member, upon confession of his or her sins, and upon giving satisfactory evidence of repentance, may be restored to membership (2 Corinthians 2:6-8) following (a) a membership interview with one of the Elders, (b) recommendation from the Elders, and (c) a majority vote of the Voting Members in attendance at any congregational meeting.

PARAGRAPH 2

Staff

2.1—Staff Pastors

2.1.1 — A Staff Pastor will be called by the Church for an indefinite period of time.

2.1.2 — A Staff Pastor must: (a) be qualified by professional training or experience, (b) meet all membership qualifications, (c) hold to historic Baptist principles, and (d) abide by and support the Statement of Faith and Church Covenant.

2.1.3 — A Staff Pastor must evidence by his life his endeavor to meet and maintain the qualifications set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-3.

2.1.4 — A Staff Pastor will perform the duties incumbent upon his office as enjoined in the Word of God.

2.1.5 - Following a unanimous recommendation of the Elders, the Elders will publicly notify the Congregation of the congregational meeting when they will be voting on the candidate for the position of a Staff Pastor.

2.1.5.1. The Elders will offer the opportunity for the Congregation to ask appropriate questions of a Staff Pastor Candidate prior to the vote.

2.1.5.2. The Elders will give the Congregation the opportunity to hear the Staff Pastor teach or preach publicly prior to the vote.

2.1.5.3 — The congregational meeting will be held at least two months after the Congregation has been notified publicly.

2.1.5.4 — A call will be made upon an affirmative vote of three-fourths of the Voting Members present at a congregational meeting of the Church.

2.1.5.5 — The number and roles of positions held by Staff Pastors will be limited to those deemed necessary by the Elders, to carry out an effective spiritual ministry and for whom salaries have been allocated in the church budget. All pastors will be a member of the Elders.

2.1.5.6 — Once a Staff Pastor is offered and accepts the position, he will become a member upon employment, if he isn't a member already.

2.2—Lead Pastor

2.2.1 — A Lead Pastor is subject to the above requirements (Section 2.1) and is considered one of the Staff Pastors.

2.2.2 — Whenever the Lead Pastor position is vacant, the Elders will ensure regular preaching of the Word until the next Lead Pastor is called.

2.2.2.1 — The Elders will serve as the search committee and may appoint others to assist them in this task.

2.2.2.2 — Following a pastoral search process and a unanimous vote of the Elders, the Elders will schedule and publicly notify the Congregation at a congregational meeting for the purpose of calling a candidate for the position of Lead Pastor.

2.2.3 —The Lead Pastor, along with the Elders, will serve as the spiritual leaders of the church. The Lead Pastor will supervise the

Church Staff. The Lead Pastor, upon consultation with the Elders, will have the authority to appoint such persons as he deems necessary to administer church affairs. He will preach the Word regularly, administer the Ordinances, watch over the membership, and be a member of the Elders.

2.3—Termination or Resignation of Staff Pastors

2.3.1—Termination of Staff Pastors

2.3.1.1 — Whenever the tenure of a Staff Pastor is questioned, the Elders will consider the matter and will, within 60 days, determine a course of action.

2.3.1.2 — The Elders may reject a Staff Pastor's resignation and choose not to present it to the Congregation; this may occur if the resignation comes about while the Staff Pastor's tenure is under investigation or for any other biblical reason.

2.3.1.3 — Upon affirmative vote of three-fourths of the Elders, the Elders will recommend termination of the Staff Pastor and will refer the matter to the Congregation.

2.3.1.4 - Following an affirmative vote of three-fourths of the Voting Members at a regularly scheduled or specially called Congregational Meeting, the Staff Pastor will be terminated.

2.3.1.5 – A Staff Pastor who has been terminated may also be removed from membership as an act of discipline through a separate act of church discipline.

2.3.2—Resignation of Staff Pastors

2.3.2.1 — A Staff Pastor who resigns from his position will maintain his membership.

2.3.2.2 – Following his resignation, he may then withdraw his membership according to Section 1.4.1.3.

2.3.3—Severance

2.3.3.1 - If a Staff Pastor is terminated or resigns, the Elders may authorize up to four months' salary and benefits as severance pay.

2.3.3.2 - Should the Staff Pastor secure new employment at any time during that severance pay period, the Elders may authorize termination of that compensation. In the event that compensation from the new employment is lower than that provided by the Church, the Elders may authorize compensation to offset any difference in salary and benefits for the remainder of the severance pay period.

2.4 — Ministry Staff

2.4.1 — The Lead Pastor, in consultation with the Elders, may hire other Ministry Staff. Compensation, fringe benefits and incidental expenses to be provided will be determined by the Lead Pastor, subject in each instance to review and approval by the Elders and subject to the provisions of Section 3.3.5 below.

2.4.2 — The number and roles of ministry staff will be limited to those deemed necessary by the Lead Pastor, in consultation with the Elders, to carry out effective ministry and for which salaries have been allocated in the church budget.

2.4.3—Ministry staff must: (a) meet all membership qualifications, (b) hold to historic Baptist principles, (c) abide by and support the Statement of Faith and the Church Covenant, and (d) be members in good standing.

2.4.4 – Ministry staff will be involved in the spiritual ministry of this church, providing leadership in a diaconal capacity, serving the diverse and practical needs of the church. Therefore, in addition to the requirements above, they must meet the qualifications of a Deacon, set forth in 1 Timothy 3:8-13 and the model provided in Acts 6:1-7.

2.4.5 – Should it become necessary to terminate Ministry Staff, termination without cause may be made by the Lead Pastor in consultation with the Elders.

2.5 — Custodial and Maintenance Staff

2.5.1 — The Lead Pastor may hire or terminate Custodial and Maintenance Staff as he deems necessary and as is allocated for in the church budget.

PARAGRAPH 3

Elders

3.1 - The Elders will be comprised of male Members of Hinson Baptist Church who have been recognized by the Congregation as Elders. It will include all Staff Pastors the Congregation has called. The number of Elders making up the Elders will be based on the shepherding needs of the church. A majority of the Elders will be Members not in the regular employ of the Church.

3.2—Elder Qualifications

3.2.1 - Elders of Hinson Baptist Church are men who have been called to shepherd the Members of the Church through the defining functions of teaching and leading. The primary focus of such men is to be prayer and ministry of the Word, priorities that should characterize both the individual Elders and the Elders as a whole. The Elders are to be men of wisdom and experience who have been called to lead the church and who serve as examples of maturity in Christ to the rest of the Congregation. Elders must have the desire,

the time and be committed to this ministry.

3.2.2 — Elders must meet and maintain the biblical qualifications found in 1 Timothy 3:1-7; Titus 1:5-9; and 1 Peter 5:1-3.

3.3—Elder Responsibilities

3.3.1 — The Elders are responsible for teaching and leading the congregation. This will involve taking particular responsibility to teach God's Word, administer baptism and the Lord's Supper, plan and conduct worship services, examine and instruct potential members, pray for the Congregation, shepherd and care for the Church, equip the Congregation for the work of the ministry, examine and recommend all candidates for offices and positions, oversee and evaluate the work of ministry, establish goals, policies and future course, serve as examples of Christian living, maintain doctrinal soundness, provide leadership in matters of church discipline, and mobilize the Church for world missions.

3.3.2 - To facilitate their fulfillment of these responsibilities, the Elders may recommend the appointment of Deacons to address the various concerns of the Church.

3.3.3 — The Elders will meet regularly to seek God's will through study of the Word, prayer and the wisdom of others for the purpose of carrying out the responsibilities noted above.

3.3.4 — A majority of the Elders will constitute a quorum for the transaction of business.

3.3.5 — Once a year at a congregational meeting, the Elders will present a budget for the following year. By the following congregational meeting, the Elders will present an annual report.

3.3.6—Matters of Church Finance

3.3.6.1 — The Elders will obtain approval from the Congregation for new expenditures other than those designated or approved budget funds.

3.3.6.2 — The Elders will be responsible for fund allocation to pay all obligations of the Church and for the management of all Church finances.

3.3.6.3 — The Elders will appoint a Financial Secretary to administer the Church finances under the authority of the Elders. The Financial Secretary cannot concurrently serve as an Elder.

3.3.6.4 — No financial obligation whatsoever may be incurred against the Church by any of its Members, Employees, or any other individual or group without the approval of the Elders.

3.4—Selection of Elders

3.4.1 — It is God who gifts and appoints the Elders of His church. Hinson Baptist Church will implement this truth by trusting God to direct the leadership and the Congregation in the recognition of new Elders.

3.4.2 — As those entrusted with the task of knowing and shepherding the Congregation, the Elders will evaluate and recommend men of the church to serve as Elders. Any Voting Member may recommend a man they believe to be qualified for the position of Elder by submitting his name to the Elders.

3.4.3 — If there is unanimous agreement among the Elders for a nomination, the candidate will be presented to the Congregation at a congregational meeting.

3.4.4 - The Elders will give the Congregation at least two months to provide input regarding the nomination. Members will be encouraged to talk to the candidate, and any who have concerns about a candidate should communicate their concerns to the Elders, prior to the vote. All responses will be considered by the Elders in determining whether or not to present the candidate for a vote by the Congregation.

3.4.5 - Upon an affirmative vote of three-fourths of the Voting Members present at a regular congregational meeting (or special congregational meeting held for this purpose), the candidate will be recognized as an Elder.

3.4.6 — Once an Elder is recognized, his service will be dependent upon continuing to meet the qualifications set forth in Section 3.2. Elders are to serve fixed terms of three years, which may be renewed once, upon re-nomination by the Elders and an affirmative vote of three-fourths of the Voting Members present at a congregational meeting. After a consecutive three-year term, they are required to step down as an Elder for at least 12 months. Staff Pastors will serve as members of the Elders without term limit.

3.5 – Termination of an Elder

3.5.1 - Upon affirmative vote of three-fourths of the Elders, the Elders will recommend terminating an Elder term and will refer the matter to the Congregation.

3.5.2 - Following an affirmative vote of three-fourths of the Voting Members at a regularly scheduled or specially called Congregational Meeting, the Elder's term will be terminated.

3.5.3 – An Elder who has been terminated may also be removed from membership, if needed, as an act of discipline through a separate act of church discipline.

3.6—Structure of the Eldership

3.6.1 — The Eldership will be composed of a plurality of Elders (Acts 14:23; c.f. Acts 20:17; Titus 1:5; 1 Timothy 4:14)

3.6.2 — Selection of the Eldership Chairman, Vice-Chairman and Secretary, as well as assignment of all other responsibilities will be done within the Eldership.

3.6.3 — **Eldership Chairman**

3.6.3.1 — The Chairman, or in his absence the Vice Chairman, will be responsible for setting the agenda, scheduling meetings, and guiding discussion.

3.6.3.2 — The Chairman serves as the President of the Corporation.

3.6.3.3 — The Chairman, in consultation with the other Elders, will select an Elder to preside at the congregational meetings of the Membership.

3.6.3.4 — Special meetings of the Elders may be called at the discretion of the Chairman.

3.6.3.5 — An Elder may serve as Chairman of the Elders for no more than three consecutive years.

3.6.4 — Eldership Vice Chairman

3.6.4.1 — The Vice Chairman is responsible for chairing Elders meetings in the absence of the Chairman.

3.6.5 — Eldership Secretary

3.6.5.1 — The Secretary is responsible for taking accurate minutes of Elder and Congregational Meetings.

3.6.5.2 — The Secretary of the Eldership is also the Secretary of the Corporation.

3.6.5.3 — The Secretary of the Eldership is also responsible for maintaining an accurate membership accounting but may delegate the administration to the church staff and/or a deacon.

PARAGRAPH 4

Deacons

4.1 — The office of Deacon is described in 1 Timothy 3:8-13 and Acts 6:1-7. Deacons are appointed to serve the diverse, practical needs of the Church, for the unity of the Church.

4.2 — *Deacon Qualifications*

4.2.1 — Deacons are to be men and women who are Members of Hinson Baptist Church who have been recognized and set apart by the Congregation for service to the Church, because of their spiritual gifts and godly character.

4.2.2 — Deacons must meet the qualifications set forth in 1 Timothy 3:8-13 and the model provided in Acts 6:1-7.

4.3 — *Deacon Responsibilities*

4.3.1 — Deacons are to care for the practical needs of the Church and attend to the facilities used for public worship and ministry.

4.3.2 — Each deacon will be appointed to a particular area of ministry.

4.3.3 — Deacons will be responsible for the organization and administration of the assigned ministry. Their responsibilities might include recruiting volunteers, directing activities, promoting the ministry among the Congregation, communicating with the Elders, coordinating with the church office, disbursing funds, training a successor, or other such tasks.

4.3.4 — Deacons are to promote the unity of the Church.

4.4 — *Selection of Deacons*

4.4.1 — The Elders will evaluate the men and women of the Church and nominate potential new Deacons. Upon an affirmative vote of three-fourths of the Elders for a nomination, the candidate will be presented to the Congregation at a congregational meeting.

4.4.2 — The Elders will give the Congregation at least two months to provide input regarding a nomination.

4.4.3 — Upon an affirmative vote of three-fourths of the Voting Members present at a congregational meeting, the candidate will be recognized as a Deacon.

4.4.4 — A Deacon will be elected to a fixed term lasting three years, which may be renewed once, according to the process outlined above. After a consecutive three-year term, a Deacon is required to step down for at least 12 months.

4.5 — *Authority*

4.5.1 — Although Deacons are given responsibility in specific areas of ministry, fundamentally their role is to serve. Therefore, each Deacon will function under the authority and oversight of the Elders.

4.5.2 — Diaconal positions will be determined by the Elders based on the practical needs of the Church.

4.5.3 — If the Elders determine that the Church no longer needs a particular diaconal position, they may bring that position to an end.

PARAGRAPH 5

Congregational Meetings

5.1 — Regularly scheduled congregational meetings will be held during the year, on the third Sundays of January, March, May, July,

September, and November, or on such other date or dates as the Elders may determine.

5.1.2 — The Elders, in consultation with the Church Staff, will determine the agenda for congregational meetings.

5.1.3 — Unless otherwise specified, all votes require a simple majority.

5.1.4 — Once a year the elders will present a budget for congregational approval. The vote on the budget is an up or down vote.

5.2 — *Special Congregational Meetings*

5.2.1 — A special congregational meeting may be called at the discretion of the Elders.

5.2.2 — The Church may act on membership recommendations of the Elders at any congregational meeting.

5.3 — *Notification*

5.3.1 — Notification of any congregational meeting must be given to the congregation at least two Sundays prior to the congregational meeting.

PARAGRAPH 6

Miscellaneous

6.1—*Physical Properties*

6.1.1 — Upon an affirmative vote of two-thirds of the Voting Members present at a congregational meeting, the Elders may purchase, encumber, or dispose of any real property of the Church. Notification of any proposed action must be given to the Congregation at a regularly scheduled worship service at least three weeks prior to the congregational meeting.

6.1.2 — The Elders will have the authority to purchase, sell and maintain, and will have complete supervision over all personal property of the church.

6.1.3 — The Chairman or Vice-Chairman, and the Secretary of the Elders will be required to sign any official documents that relate to real property transactions.

6.1.4 — To minimize scheduling conflicts, no meetings except regularly scheduled worship services of the church will be held in the church buildings without prior permission of the Church Office.

6.2—*Solicitations*

6.2.1 — No one will be permitted to solicit funds from church members, the Congregation as a whole, or any organization within the Church for the work of the Church, a related ministry or activity, or any other objective without prior approval of the Elders. This does not restrict the various organizations of the Church from carrying on regular and ordinary functions, provided these functions are related to the church budget.

6.2.2 — Neither the church directory nor any other list that includes the names of members of the Church, or of any organization within the Church, may be used by any person or organization for any promotional or sales purpose not related to the Church.

6.3—*Rules of Order*

6.3.1 — Robert's Rules of Order will be standard for conducting all congregational meetings of the Church, except as otherwise provided in the Scriptures, the Church Constitution, or this Statement of Practices.

6.4—*Voting*

6.4.1 — Provided all provisions for notification have been met, a quorum will be understood to be met by those Members present in whatever mode or platform the elders present (either online or in-person). All votes will be tallied based on the number of votes cast by Members present. The elders are not required to provide an online option for members who cannot attend if the meeting is held in person.

6.4.2 — No absentee ballots or proxies will be permitted for any vote at any congregational meeting of the Church.

6.4.3 — A secret, written ballot must be used on a question at any congregational meeting when twenty (20) or more Voting Members in attendance request such a vote.

6.5 — *Indemnification*

6.5.1 — If a legal claim or criminal allegation is made against a person because he or she is or was an officer, employee, or agent of the church, the church shall provide indemnification against liability and costs incurred in defending against the claim if the elders determine that the person acted (a) in good faith, (b) with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, and (c) in a manner the person reasonably believed to be in the best interest of the church, and the person had no reasonable cause to believe his or her conduct was or would be considered to be unlawful.

6.5.2 — At the discretion of the elders, the church also may indemnify any person who acted in good faith and reasonably believed that his or her conduct was in the church's best interest.

6.5.3 — If a quorum of the elders is not available for an indemnification determination because of the number of elders seeking

indemnification, the requisite determination may be made by the membership or by special legal counsel appointed by the membership.

6.6—Amendment

6.6.1 — This Statement of Practices may be amended only upon an affirmative vote of two-thirds of the Voting Members present at any congregational meeting of the Church.

6.6.2 — The Elders will submit any proposed amendment to the Statement of Practices in written form at least two months prior to such a meeting.

6.7—Power Reserved to Members

6.7.1 — Any Member of the Church will have the right to present any matter, question, or issue before the Church – except the calling of a Staff Pastor – as a motion at any congregational meeting of the church.

6.7.2 — The Eldership Chairman may defer any matter, question or issue raised by a Member of the Church at any congregational meeting to the Elders unless the matter, question or issue was presented in writing to the Eldership Chairman at least two weeks in advance of the meeting.

6.7.3 — Any Elder may postpone a vote on any matter, question, or issue until the next congregational meeting of the church unless that same matter, question or issue was previously postponed. If a matter, question, or issue is presented by the Elders, only a majority action by the Voting Members present at the congregational meeting may postpone the vote until the next meeting, unless that same matter, question or issue was previously postponed.