

1 **BYLAWS OF**

2
3 **HARTFORD MEMORIAL BAPTIST CHURCH OF DETROIT, MICHIGAN**

4
5 **PREAMBLE**

6
7 These Bylaws of Hartford Memorial Baptist Church of Detroit, Michigan (“HMBC”) seek to uphold
8 the principles and truths of the Holy Bible, particularly as it relates to the life and continued presence
9 of Jesus Christ. These Bylaws also comply with any applicable federal, state or local laws. The
10 unabridged version of the “Principles and Practices for Baptist Churches,” authored by Edward T.
11 Hiscox, published by Kregel Publications and containing 598 pages may be consulted for additional
12 guidance.

13 **Baptists Believe:**

- 14 • In baptism by immersion,
15 • In freedom of conscience,
16 • In the autonomy of the local church,
17 • In separation between Church and State,
18 • That the Bible is the only rule of faith and practice, and
19 • In the priesthood of all believers.

20 **BYLAWS**
21 **OF**
22 **HARTFORD MEMORIAL BAPTIST CHURCH OF DETROIT, MICHIGAN**

23
24 **ARTICLE I**
25 **OFFICES**

26 **Section 1. Location.** The principal office and registered office of HMBC shall be located at
27 18700 James Couzens Highway, Detroit, Michigan 48235 (the "Principal Office").
28

29 **ARTICLE II**
30 **MEMBERSHIP**

31 **Section 1. Membership.** The membership of HMBC shall consist of full-fledged members
32 ("Members"). In order to be accepted as a Member, an individual must be affirmatively approved by
33 a majority vote of the Members present at a meeting or worship service and satisfy one of the following
34 requirements:
35

36 (a) make a public profession of faith in Jesus Christ as Savior and receive baptism by
37 immersion; (b) provide a letter from another church evidencing its previous membership in
38 such church; or (c) provide a statement of Christian experience indicating previous compliance
39 with (a) or (b).
40

41 **Section 2. Duties of Members.** The Members shall have duties consistent with the HMBC
42 Covenant (see Exhibit A), the principles of God's word and these Bylaws.
43

44 **Section 3. Termination of Members.** A Member may be excluded and/or removed from
45 membership of HMBC: (a) by death, (b) by written or oral request or (c) by exclusion, which requires
46 the due process in the Spirit of Christ with great care, patience and by a majority vote of the Members
47 present at a special meeting of the Members (constituting a quorum, which is a minimum of 175
48 Members present) called for that purpose.
49

50 **ARTICLE III**
51 **MEETINGS OF THE MEMBERS**

52 **Section 1. Bi-Annual Member Meetings.** Regular meetings of the Members shall be held twice
53 per year – the first to be held prior to the end of the month of May and the second to be held prior to
54 the end of the month of November (each a "Bi-Annual Meeting"). Notice of the dates, place and times
55 of each Bi-Annual Meeting shall be published in the HMBC Bulletin and announced from the pulpit
56 not less than ten (10) days or two Sundays, nor more than sixty (60) days before such Bi-Annual
57 Meeting.
58

59 **Section 2. Order of Business at Bi-Annual Meetings.** The order of business at each Bi-Annual
60 Meeting shall include the following:

61 (a) Determining existence of quorum;

- 62 (b) Scripture and prayer;
- 63 (c) Minutes from previous Bi-Annual Meeting;
- 64 (d) Pastor's report;
- 65 (e) Deacon and Trustee Ministry reports;
- 66 (f) Leadership Council report;
- 67 (g) Financial report;
- 68 (h) Transaction of other business; and
- 69 (i) Adjournment and benediction.
- 70

71 **Section 3. Annual Elections Meeting.** There will be a meeting by the end of each year held for
72 the purpose of electing officers, ministry leaders (ministries is defined as all auxiliaries, groups, clubs
73 and organizations of HMBC) and others, as recommended by the Nominating Committee (the
74 "Annual Elections Meeting").

75
76 **Section 4. Special Meetings.** Special meetings of the Members may be called by the Pastor or, in
77 his or her absence, the Chairman of the Deacon Ministry, upon request of either (a) the Pastor, (b) a
78 majority of the Deacons and Trustees or (c) a majority of the Members present at the last HMBC
79 meeting, by providing at least ten (10) days prior written notice to all Members, by mail or other means
80 of written communication specifying the day, hour and purpose or purposes for such meeting (the
81 "Special Meeting Notice"). The business transacted at any such special meeting shall be limited to
82 such purpose or purposes described in the Special Meeting Notice. Notwithstanding, attendance of a
83 Member at a meeting constitutes a waiver of objection to lack of notice or defective notice of the
84 meeting, unless at the beginning of the meeting the Member objects to holding the meeting or
85 transacting business at the meeting.

86
87 **Section 5. Place of Meetings.** All Bi-Annual Meetings, Annual Elections Meetings and special
88 meetings shall be held at HMBC unless otherwise designated in the notice for such meetings.

89
90 **Section 6. Quorum.** 175 Members present shall constitute a quorum at any meeting of the
91 Members. If less than 175 members are present, a meeting can take place but no action can be taken.

92
93 **Section 7. Voting.** Each Member enrolled on the HMBC register and present at the meeting shall
94 have one vote.

95
96 **Section 8. Removal or Replacement of Church Leaders.** All Deacons, Trustees, and
97 other volunteer leaders of HMBC, who are elected by the Members and are not governed by
98 Article V of these Bylaws, shall serve at the pleasure of the Members and may be removed or
99 replaced at any time, upon recommendation of the Pastor and by a majority vote of the
100 Members present at a special meeting of the Members (constituting a quorum, which is a
101 minimum of 175 members present) called for that purpose. This Section 7 does not affect or
102 change the employment terms or conditions of any person employed by HMBC, including any
103 employee-at-will.

104

105 **Section 9. Adjourned Meetings and Notice Thereof.** A meeting of the Members may be
106 adjourned to another time and place by the affirmative vote of a majority of the Members in attendance.

107 **ARTICLE IV**

108 **PUBLIC WORSHIP**

109 **Section 1. Regular Worship Services.** The regular worship services of HMBC shall be on
110 Sunday morning and any other time agreed upon by the Pastor and the Deacon Ministry. It shall be
111 the responsibility of the Pastor to ensure the pulpit is filled at all religious services. In the event the
112 Pastor is unable to fulfill this responsibility, it is the responsibility of the Deacon Ministry to ensure
113 that the pulpit is filled at all religious services.

114
115 **Section 2. Special Services.** Special services may be held as directed by the Pastor and the
116 Deacon Ministry.

117
118 **ARTICLE V**

119 **PASTOR, CO-PASTOR, AND OTHER HMBC OFFICERS**

120
121 **Section 1. The Pastor and Co-Pastor.**

122
123 (a) The Pastor's and Co-Pastor's duties are: (i) to preach the Gospel; (ii) to
124 superintend the religious work of HMBC; (iii) to be shepherd of the flock; (iv) to serve the
125 people for Jesus' sake; and (v) to administer the total program of HMBC, including its day to
126 day business activities.

127
128 (b) (i) Whenever a vacancy is to be filled in the office of the Pastor, the Co-Pastor
129 shall become the Pastor, without the need for a vote of the Members. (ii) Whenever there is a
130 vacancy in a Co-Pastor position, there is no requirement for the Co-Pastor position to be filled.
131 (iii) Whenever a vacancy is to be filled in the office of the Pastor and there is no Co-Pastor to
132 fill the position of Pastor, the Deacon Ministry will initiate a process to provide a candidate to
133 the Members for consideration. To be elected, the candidate must receive a two-thirds (2/3)
134 majority vote of the Members present (a minimum of 175) at a special meeting called
135 specifically for that purpose. Notice of such a special meeting must be announced from the
136 pulpit for two (2) consecutive Sundays. Once elected, the Pastor shall serve until his
137 resignation, removal, death or replacement in accordance with these Bylaws. The Pastor shall
138 be at liberty to resign upon giving ninety (90) days notice. The Members may remove the
139 Pastor upon a two-thirds (2/3) majority vote of the Members present (a minimum of 175) at a
140 special meeting called specifically for that purpose, using due process as required in the spirit
141 of Christ with great care and patience. If charges are alleged, the charges must be written and
142 signed by the person(s) bringing such charges. The person(s) alleging the charges must be
143 present when the charges are read.

144
145 (c) The Co-Pastor assists the Pastor. The Pastor and the Deacon Ministry may
146 recommend a Co-Pastor. The manner by which a Co-Pastor is elected; the related special
147 meeting is announced and conducted; the Co-Pastor's serving term is determined; and the Co-

148 Pastor departs or is removed, shall all be the same as in Article V(1)(b).
149
150

151 **Section 2. Other Officers.** In addition to the Pastor, the officers of HMBC shall include a
152 Secretary/Clerk, Treasurer and such other positions as the Members may approve from time-to-time.
153 All such officers shall serve at the pleasure of the Members and shall be elected by the Members at
154 each Annual Elections Meeting.

155
156 (a) The term of such officers shall be one (1) year, or until otherwise removed or
157 replaced pursuant to these Bylaws.

158
159 (b) All vacancies shall be filled by the Pastor, until filled by the Members at the
160 next Annual Elections Meeting or special meeting called for that purpose.

161
162 (c) An officer may be excluded and/or removed from his or her position at HMBC:
163 (i) by death, (ii) by written or oral request or (iii) by exclusion, which requires the due process
164 in the Spirit of Christ with great care and patience, by recommendation of the Pastor and by a
165 majority vote of the Members present (a minimum of 175) at a meeting of the Members called
166 for that purpose.

167
168 **Section 3. Secretary/Clerk.**

169
170 (a) The Secretary/Clerk shall keep in his or her custody a book containing the
171 minutes of all Joint Ministry and Member meetings and records.

172
173 (b) The Secretary/Clerk shall keep and maintain the roll at the Principal Office,
174 which must list each Member and his or her address.

175
176 (c) The Secretary/Clerk shall keep in safe custody the seal of HMBC.
177

178 **Section 4. Treasurer.** The Treasurer shall maintain and protect the property and the finances of
179 HMBC.
180

181 ARTICLE VI

182 DEACON MINISTRY

183 **Section 1. Number and Term.** The Deacon Ministry shall consist of not less than twenty (20)
184 members (each such member, a "Deacon") who shall serve for a term of one (1) year. There is no
185 limit on the number of terms (successive or otherwise) that a Deacon may serve.
186

187 **Section 2. Qualifications.** The qualifications of a Deacon are to be faithful, have wisdom,
188 be full of the Holy Spirit and be of honest report.
189

190 **Section 3. Duties.** The Deacons shall assist the Pastor and be responsible for the spiritual growth
191 and welfare of HMBC. They shall visit the sick and prepare and serve Communion, as well as other
192 responsibilities according to the Deacon's Manual.

193
194 **Section 4. Quorum.** A number of Deacons equal to at least 20% of the Deacon Ministry shall
195 constitute a quorum at any meeting of the Deacon Ministry.

196
197 **Section 5. Meetings.** Regular or special meetings are to be held as dictated by a majority vote
198 of members of the Deacon Ministry present at a meeting.

199
200 **Section 6. Deacon Manual.** The provisions of this Article VI shall be in concert with the
201 HMBC Deacon Manual; however, if the terms of this manual conflict with any terms of these
202 Bylaws, the terms of these Bylaws shall prevail.

203
204 **ARTICLE VII**
205 **TRUSTEE MINISTRY**

206 **Section 1. Number and Term.** The Trustee Ministry shall consist of not less than twenty (20)
207 members (each such member, a “Trustee”) who shall serve for a term of one (1) year. There is no
208 limit on the number of terms (successive or otherwise) that a Trustee may serve. Nine (9) Trustees,
209 elected by the Members, shall serve as Statutory Trustees and execute the requirements of the State of
210 Michigan and other laws and shall represent HMBC in all matters of legal responsibility.

211
212 **Section 2. Qualifications.** The qualifications of a Trustee are to be faithful, have wisdom,
213 be full of the Holy Spirit and be of honest report.

214
215
216 **Section 3. Duties.** The Trustee Ministry shall hold in trust all property of HMBC and take all
217 necessary measures for its protection, management, upkeep, and improvement. The Trustee Ministry,
218 in consultation with the Pastor and its committees, shall establish guidelines for the management of
219 all HMBC funds, including but not limited to collections, deposits, disbursements and investments.

220
221 **Section 4. Quorum.** A number of Trustees equal to at least 20% of the Trustee Ministry shall
222 constitute a quorum at any meeting of the Trustee Ministry.

223
224 **Section 5. Meetings.** Regular or special meetings are to be held as determined by a majority vote
225 of the members of the Trustee Ministry.

226
227 **ARTICLE VIII**
228 **JOINT MINISTRY**

229 **Section 1. Composition.** The Joint Ministry is comprised of the Deacon and Trustee Ministries
230 and will have the responsibility of reporting on the deeds and requirements of HMBC. The Joint
231 Ministry will meet as mutually agreed.

232
233 **ARTICLE IX**
234 **LEADERSHIP COUNCIL**

235 **Section 1. Composition.** The Leadership Council is comprised of all the ministry leaders of
236 HMBC. The Leadership Council will submit a written report twice per year at the Leadership Council
237 meetings.
238

239 **Section 2. Purpose.** The purpose of the Leadership Council is to support HMBC missions of
240 spreading the gospel, helping the poor and saving souls, support the expenses of HMBC, and support
241 the HMBC community.
242

243 **ARTICLE X**

244 **HMBC MINISTRIES**

245 **Section 1. Auxiliary Ministries.** Auxiliary ministries of HMBC may be authorized by the Pastor
246 and Joint Ministry. This list will change from time to time.
247

248 **Section 2. Reports.** All ministries shall submit full written reports at each Bi-Annual Meeting.
249

250 **ARTICLE XI**

251 **COMMITTEES**

252 **Section 1. Standing Committees.** HMBC shall have four (4) standing committees, including a
253 (a) Finance Committee, (b) Nominating Committee, (c) Personnel Committee and (d) Building and
254 Grounds Committee.
255

256 **Section 2. Duties of Committees.**
257

258 (i) The Finance Committee, in consultation with the Pastor, Trustee Ministry and
259 Treasurer, shall convene meetings as required to review, propose and approve annual budgets
260 and capital expenditures plans, property transactions and financial investments, and provide
261 minutes of the meetings. The Finance Committee is appointed by the Pastor and the Trustee
262 Ministry.
263

264 (ii) The Nominating Committee shall make recommendations for officers and
265 elected positions of HMBC. The Nominating Committee is appointed by the Pastor and the
266 Deacon Ministry.
267

268 (iii) The Personnel Committee shall develop employment policies and
269 procedures, interview and make recommendations of applicants for employment with
270 HMBC. The Personnel Committee is appointed by the Pastor and the Trustee Ministry.
271

272 (iv) The Buildings and Grounds Committee shall be responsible for the
273 maintenance of all HMBC grounds. The Building and Grounds Committee is appointed
274 by the Pastor and the Trustee Ministry.
275

EXHIBIT A

COVENANT

- LEADER:** Let us recite together the Scripture upon which this Covenant is based.
- PEOPLE:** “And they entered into a Covenant to seek the Lord God of their fathers with all their heart and with all their soul.” —II Chronicles 15:12
- LEADER:** What common experience leads us into spiritual fellowship and covenant relations with God and one another?
- PEOPLE:** 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, the Son and 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.
- LEADER:** By what pledge do we promise to turn from the ways of the world?
- PEOPLE:** We promise by the aid of the Holy Spirit to forsake the paths of sin, and to walk in the ways of holiness all the days of our lives.
- LEADER:** What are some of the privileges and duties in this our church?
- PEOPLE:** With this view, we engage to strive together for the advancement of this church in knowledge, holiness and comfort, to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline and doctrines.
- LEADER:** What vows do we gladly make as stewards of that which God has entrusted to us?
- PEOPLE:** To contribute cheerfully, by tithing, as taught in the Bible for the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel throughout all nations.
- LEADER:** For the sake of our home and loved ones, what tasks do we humbly assume?
- PEOPLE:** We also engage to maintain family and secret devotion, to religiously educate our children, to seek the salvation of our kindred and acquaintances.
- LEADER:** For the sake of the unsaved for whom Christ died, to what manner of life and conversation are we solemnly pledged?
- PEOPLE:** 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, and excessive anger, and to oppose all unloving acts and attitudes in all walks of Life toward any of God’s children, and to be zealous in our efforts to advance the kingdom of our Savior.
- LEADER:** Since one is our master, even Christ, and we are all sisters and brothers, by what ministries are we to strengthen each other and adorn the teachings of our Lord and Savior?

- PEOPLE: We further agree to walk together in Christian love and watchfulness, giving and receiving admonition with meekness and affection, to remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian 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.
- LEADER: For the good of our own spiritual development and for the best interest of the Master's kingdom, what do we promise to do if we move beyond the reach of this church?
- PEOPLE: 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.
- ALL: Humbly confessing our past sins, we pray for grace and strength to keep these, our holy vows, for the sake of Jesus Christ our Lord. AMEN

Exhibit B

HARTFORD MINISTRIES

Acolytes	Hartford Resource Center
Agape House	Hartford Transitional Outreach
All States	Hartford Women United
Ambassadors for Christ	Headstart
Athletic	Izandela Deaf
Birth Month Council	Joint Ushers
Boy Scouts	Jubilee Chorus
Cathedral Choir	Junior Deacon
Charles G. Adams Drama	Kitchen
Cherubic Choir	Ladies Aid
Cherubic Choir Parent	Lions
College Christian Fellowship	Male Chorus
Consolation Choir	Married Couples
Cub Scouts	Media & Public Relations
Deaconess	Media Advisory
Girl Scouts	Missionary
God's Chosen Generation Choir	Mother's
God's Gifted Host Choir	Nursery
God's Gifted Host Choir Parents	Nurses
Harambee	Pastor's Courtesy
Hartford Bazaar	R.E.A.C.H.
Hartford Bus	Scholarship
Hartford Business	Singles'
Hartford Greeters	Social Justice
Hartford Health	Social Service
Hartford Institute for Biblical Studies	Special Needs
Hartford Liturgical Dance	Sunday School
Hartford Men United	T.R.U.T.H.
Hartford Optimist	Tutorial
Hartford Progressives	Website
Hartford Quilting Sisters	Wedding

276

ARTICLE XII

277

AMENDMENTS

278

These Bylaws may be amended or repealed by a majority vote of the Members present (a
279 *minimum of 175) at any Bi-Annual Meeting or special meeting of the Members called for that*
280 *purpose, if notice of the proposed addition, alteration, amendment, or repeal shall have been included*
281 *in the notice of such meeting via an announcement from the pulpit or HMBC bulletin or waived in*
282 *writing not less than ten (10) days before such meeting.*

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285

Approved by the Members, Pastor, Deacon Ministry and Trustee Ministry:

286

287

Pastor:

Signature:  Date: 5/18/2018
Printed: Charles Christian Adams

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Deacon Ministry Chair:

293

294

Signature:  Date: 5/18/2018
Printed: Thomas R Williams

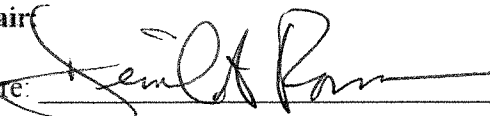
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Trustee Ministry Chair

Signature: 
Printed: Derrick A. Roman

Date: 5/18/18

Secretary/Clerk:

Signature: 
Printed: Maxine J. Borden

Date: 5-18-18

Meeting Approval Date: 5/18/18