HILLSBOROUGH BAPTIST CHURCH INC.
CONSTITUTION
&
BYLAWS

Version 1.5
September 28th, 2026

Hillsborough Baptist Church Inc.
26 Braam Crescent
Hillsborough
New Brunswick, Canada, E4H 0B7
www.hillsboroughbaptist.org

Hillsborough Baptist Church Inc. is a member of:
Canadian Baptists of Atlantic Canada
www.atlanticbaptist.ca

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ARTICLE 1: Who We Are and Our Purpose

Hillsborough Baptist Church Incorporated (HBC) is a not-for-profit organization, a registered charity under the Federal Income Tax Legislation and Regulation, a member of the Albert Association of Baptist Churches, and affiliated with the Canadian Baptists of Atlantic Canada (CBAC). HBC is located at 26 Braam Crescent, Hillsborough, New Brunswick, Canada, E4H 0B7.

The mission of HBC is to advance the kingdom of Jesus Christ by evangelizing and discipling individuals towards spiritual maturity through the preaching and teaching of scriptural principles, encouraging prayer, Christian fellowship, and local and global missions under the direction and power of the Holy Spirit. The mission statement of HBC is: "Making a difference for Jesus Christ, in our church, in our community and in our world, one life at a time." Our purpose is not for the profit of individual gain for its members, but for the promotion of HBC's mission.

We Believe:

1. The Bible is God's inspired Word.
2. Our statement of doctrine (beliefs), and our church polity (governance), are agreed upon as a Basis of Union by the Regular Baptist and Free Will Baptist Churches of New Brunswick in 1905-06. See Appendix I
3. Our Core Values:
    a) Christ Centered
    b) Biblically Focused
    c) Spirit Led
    d) Prayer Dependent
    e) Authentic Worship
    f) Mobilized Members
    g) Mission Minded
    h) Family Focused
    i) Community Concerned
    j) Committed Stewardship
    k) Caring Relationships
    l) Trustworthy
    m) Striving for excellence
4. Church Covenant. See Appendix II

ARTICLE 2: Membership

To be and to become a member of HBC, one must have professed faith in Christ, been baptized by immersion, authorized by the Board of Directors (BoD), and affirmed by a vote of the

membership. Individuals can also become members by letter of transfer from another church, or by experience, where they have been baptized but a letter of transfer is not available.

Anyone who is a member of an organization that promotes universal religious views which deny the fact that Jesus Christ is the Redeemer and the only way to God is restricted from church membership. Further, anyone who is a member of an organization that requires the swearing of oaths or promises that bind a person to beliefs or views in conflict with the aims and principles of HBC is restricted from church membership. Should there be a concern that a current member may be involved with such an organization or ascribe to a belief system contrary to the beliefs of HBC, the BoD will investigate the matter with the knowledge and participation of the member. After consultation with the church member, the BoD will make a recommendation to the membership when suspension or dismissal of membership is warranted.

Active members are those who attend in person, or on-line, and actively support the ministry at HBC, unless unable to do so because of illness, age, or other extenuating circumstances. Non-Active members are those who have chosen to withdraw themselves from the fellowship of the Church in person, or on-line, for a period of more than twelve (12) months. During this time, consistent attempts will be made to restore them to active membership, (James 5:19-20).

Members are responsible to support HBC prayerfully and financially, and to use their spiritual gifts and talents where possible in the church. Members have the privilege of voting on all motions brought to the membership, the pleasure of seeing the ministry at HBC grow, and the enjoyment of benefiting from mutual fellowship with fellow church members.

ARTICLE 3: Board of Directors

The Board of Directors (BoD) is a body of church elders that includes trustee and officer roles, that provides oversight to the operation of the ministry of HBC. The BoD is responsible for the development of the strategic plan for HBC in consultation with the Senior Pastor and membership, to be reviewed annually. The BoD is responsible for ensuring the ongoing operation, administration, and management of HBC. The BoD provides oversight to all committees, with representation on each committee. Each BoD member must serve on at least one standing committee.

The BoD is responsible for the hiring of all staff except for the Senior Pastor. The BoD will create a Search Committee, also known as a Pulpit Committee, when hiring a new Senior Pastor, and bring the name of a candidate to the membership for their approval. The hiring of a Senior Pastor will require a 90% vote of approval by the membership. The Senior Pastor reports to, and is accountable to, the BoD. The BoD is responsible for the dismissal of staff members, including pastoral positions.

The BoD is responsible to maintain confidentiality and will occasionally conduct “in camera” sessions without the Senior Pastor. The BoD is responsible for overseeing Human Resources matters, while the Senior Pastor is responsible for day-to-day supervision of the other staff members. The BoD can make purchases according to the spending limitations policy.

The BoD is elected by the membership based on recommendations from the BoD, who have selected names from those recommended by the Nominating Committee. To serve on the BoD, Godly character is essential, and you must be at least 21 years of age. Consideration will also take into account an individual’s giftedness, skill sets, and a willingness to serve the mission of HBC. Consideration will also be taken to ensure a representation of men, women, and age ranges. No more than one person per household can serve on the BoD at the same time. A BoD member must be an active HBC member for at least two years. The BoD will be comprised of a minimum of 6, and a maximum of 12 members, plus the Senior Pastor in a non-voting capacity. The chair of the BoD and any other roles on the BoD are chosen by the BoD. The chair of the BoD will act as the chair at the Annual General Meeting (AGM) and at Special General Meetings (SGMs). The BoD will determine the number of positions required for the BoD on an annual basis. BoD members will serve a 3-year term, renewable once, for a maximum of 6 years before a required one-year break. All BoD meetings will require a quorum of 50% plus one of the voting directors. The BoD is accountable to the church membership and will report to the church body at least three times a year on its activities, including at the AGM.

If, for some reason, the BoD determines the necessity of removing a Director from the BoD, an 80% vote of the full BoD will be required. The BoD will notify the membership within 10 days of this removal.

In the case of an emergency, the BoD may take the necessary action, and only that action, to reduce or eliminate the concerns expressed. In such a case, subject to confidentiality, the action will be reported to the church membership within 30 days.

The BoD is responsible, in consultation with each standing committee, for the creation, storage, implementation, and approval of a policy document on the operations of the church.

The Officers of HBC Corporation shall be a Chairman, a Vice Chairman, a Secretary and a Treasurer. The office of Secretary and Treasurer may be combined.

ARTICLE 4: Committees

The following standing committees exist to serve the ministry needs of HBC, reporting to the BoD, in all matters, including financial:

1. Congregational and Community Care Committee
2. Local and Global Missions Committee
3. Christian Education and Development Committee

4. Worship Committee
5. Facilities Committee
6. Finance Committee
7. Nominating Committee

All committees must have at least 4 but no more than 12 persons, of which a minimum of 50% must be members of HBC. The appointments to a committee will last one year. The Nominating Committee will make recommendations to the church membership at the AGM for membership to a committee. The chair of a committee must be a member of HBC for at least one year. The chair of each committee is chosen by its committee members, at the first meeting following the AGM.

Ad Hoc Committees, generally understood to be temporary in nature, are formed by the BoD to address ministry needs as required. All Ad Hoc Committees expire at the end of their mandate.

Descriptions of the Standing Committees:

1. Congregational and Community Care Committee
This committee is a vessel to show God's love to others. We strive to serve as Christ would by loving people as they are, and blessing them in their physical, spiritual, emotional, and social needs. The Committee can have various teams such as, but not limited to, prayer, benevolent, visitation, meal train, and social fellowship teams and first impressions.

2. Local and Global Missions Committee
This committee will seek to Love, Connect, and Serve by diligently seeking opportunities to initiate and work with local missions. It will educate and inspire the congregation regarding missions, review and evaluate the mission program of HBC, counsel and disciple people in the congregation to participate in missions and organize mission projects and trips.

3. Christian Education and Development Committee
This committee oversees curriculum for programs of all ages, to ensure that the programming, events, and education taught are scriptural. They will also recommend courses for the training of teachers / leaders for all aspects of the ministry. This committee will work jointly with staff to plan, promote, and oversee this work. Such programs may include, but are not limited to, HillzChurch, HillzKids, HillzYouth, Library Services, Vacation Bible School, and Connect Groups. This committee will also oversee that the *Criminal Record Check in the Vulnerable Sector* and training is completed and reviewed prior to staff / volunteer involvement with vulnerable populations.

4. Worship Committee
This committee will be comprised of teams working together to help in preparing hearts and minds to praise God. These would include, but are not limited to, audio/visual equipment

operators, and musicians. This committee will work jointly with staff to determine the order of worship service according to the leading of the Holy Spirit.

The Worship Committee will be responsible for maintaining and purchasing all musical instruments, music materials, and maintaining an inventory.

5. Facilities Committee
This committee is responsible for the management and maintenance of the physical structures of HBC. Examples of responsibilities include grounds keeping, as well as interior design decisions such as painting and assignment of room and facility usage, and oversight of audio-visual equipment in conjunction with the worship committee.

6. Finance Committee
This committee is responsible to manage the financial gifts given to God through HBC, for the purposes of serving Him and for maintaining and recording financial records, including government reporting. It will prepare a detailed budget in consultation with the other committees and BoD and present it at the AGM for approval by church membership. All committees must consult with the Finance Committee regarding any requests that exceed their budget. This committee, in consultation with the Board of Directors, will be responsible for authorising methods of financing any deficits. They may also recommend changes to the budget if necessary.

7. Nominating Committee
This committee will recommend to the church membership at an AGM, names of individuals to serve on standing committees. The BoD will recommend to the church membership at a November SGM, names of individuals selected from recommendations of the Nominating Committee. This committee will also meet as necessary to fill vacancies of the BoD and standing committees.

ARTICLE 5: Annual & Special General Meetings

The BoD is responsible for calling an Annual General Meeting (AGM) each year. The BoD may also call a Special General Meeting (SGM) from time to time. An SGM follows the same regulations as an AGM. At least 14 days notice to the church membership must be given for an AGM, or an SGM, to take place. An AGM, or an SGM will follow the latest version of *Roberts Rules of Order* in conducting the meeting.

A quorum for an AGM, or an SGM, is 40 members present, including online, for all voting decisions, including new membership, annual budget, strategic plan, and voting for a new Senior Pastor. Voting approval must be a simple majority, 50% plus one, with the following exceptions:

1. For calling a new Senior Pastor, requires a 90% approval.

2. Buying or selling of major church property, including properties having a PID, requires a 2/3 majority approval.
3. Any capital expenditure, or any borrowing of, greater than $10,000, requires a 2/3 majority approval.
4. Amendments to the Church Constitution and the Church Covenant, requires a 2/3 majority approval.
5. For a member-initiated dismissal of a BoD or Committee member, earlier than their appointed term, requires a 2/3 majority approval.

If the church membership would like an SGM, not otherwise called by the BoD, regarding a specific purpose, the membership may create a written petition with the specific purpose, consisting of at least 25 member signatures, to request an SGM.

The fiscal reporting period is based on the calendar year, January 1 to December 31.

ARTICLE 6: Limitation of Liability

No BoD member or officer of HBC shall be liable for the acts, receipts, neglects, or defaults of any other BoD member, officer, or employee, for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to HBC through the insufficiency or deficiency of title to any property acquired by order of the BoD for, or on behalf of HBC, or for the insufficiency or deficiency of any security in or upon which any of the moneys of HBC shall be invested, or for any loss or damage arising from the bankruptcy, insolvency, or tortuous act of any person with whom any of the moneys, securities or effects of HBC shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage, or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto, unless the same are occasioned by one's own willful neglect or default.

ARTICLE 7: Indemnity

Every BoD member, officer, employee, or other agent of HBC and such persons' heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Church from and against:

1. all costs, charges, and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding that is brought, commenced, or prosecuted against such person for or in respect of any act, deed, matter, or thing whatsoever made, done,

or permitted by such person in or about the execution of the duties of such person's office; and

2. all other costs, charges, and expenses that such person sustains or incurs, in or about or in relation to the affairs of HBC; except such costs, charges, or expenses as are occasioned by such person's own willful neglect or default.

APPENDIX I

Statement of Doctrine (Beliefs) and our Church Polity (Governance)

Doctrinal Statement

The Scriptures - The Holy Scriptures of the Old and New Testaments have their authority from God alone, and are given to us by divine inspiration. They are the only perfect, supreme, infallible and sufficient standard of faith and practice.

i. God - There is one true and living God; He is an infinite Spirit; self-existent, omnipresent, omniscient, omnipotent, good, wise, just and merciful. He is the creator, preserver, and sovereign of the universe; He is inexpressively glorious in holiness, and worthy of all honour, confidence and love. In the Godhead there are three persons in one: the Father, the Son and the Holy Spirit, who are equal in every divine perfection, and who execute distinct but harmonious offices in the great work of redemption.
ii. Jesus Christ - Jesus Christ, the Son of God, is the person of the trinity who, by virtue of His sacrificial work, is the world's redeemer and the savior of all who believe. He is at present the intercessor of all His people at the right hand of the Father, and is to be the judge of all men.
iii. The Holy Spirit - The Holy Spirit is the third person of the trinity, by whom all saving, comforting and sanctifying power is exerted upon human hearts.
iv. State and Fall of Man - Man was created sinless. By his own disobedience he fell into sin. Through his fall into sin, an evil nature was transmitted to the whole race, revealing itself in actual transgression, and bringing all under the reign of condemnation and death.
v. Atonement - The perfect life, vicarious death and resurrection of Jesus Christ, have removed the obstacles in the way of the Holy Spirit's regenerating power and of the Father's forgiving grace being extended to the sinner, and constitute for every believing soul an all prevailing plea and sufficient ground for righteousness before God.
vi. Regeneration - In regeneration a new life principle is begotten in the soul of man by the Holy Spirit through the word of truth, producing a disposition to joyful obedience to Christ and to holy conduct in life.
vii. Repentance - In repentance the sinner, having seen his sin, being moved by the energy of the Holy Spirit, is led to grieve for and hate it as an offence against God, and apprehending the grace of our Lord Jesus Christ, he lovingly returns to God to walk in the way of His commandments.

viii. Faith - Faith is a conviction of the intellect that God will perform all that He has promised and an implicit trust of the heart in Christ as a personal savior. It includes a hearty concurrence of the will and affections with the whole plan of salvation as revealed in the gospel, and is a condition of justification and of cleansing from the pollution of sin and of all subsequent gospel blessings.

ix. Justification - Justification is an act of God wherein He accepts as righteous the sinner, to whom is imputed the perfect righteousness of Christ, on the condition of faith alone.

x. Sanctification - The Scriptures teach that sanctification is the process by which, according to the will of God, Christians are made partakers of His holiness; that it has its beginning in regeneration, and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, in the continual use of the appointed means: the Word of God, self-examination, self-denial, watchfulness and prayer.

xi. The Christian Sabbath - We believe that the first day of the week is the Lord's day or Christian Sabbath and is to be kept sacred to religious purposes by abstaining from all secular labour and sinful recreations, by the devout observance of all means of grace, both private and public, and by preparation of that rest that remaineth for the people of God.

xii. A Gospel Church - We believe that a church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word. In the more general sense, the word church is used to designate all whose names are written in the Lamb's Book of Life. The only scriptural officers are bishops (pastors), and deacons, whose qualifications, claims and duties are defined in the epistles of Timothy and Titus.

xiii. Baptism - This is the immersion of believers in water into the name of the Father, Son and Holy Spirit, in which are represented their death to the world, the washing of their souls from the pollution of sin, their resurrection to newness of life, the burial and resurrection of Christ, their resurrection at the last day, and their engagement to serve God.

xiv. The Lord's Supper - The Lord's Supper is an ordinance of Christ, to be observed by the churches in the manner indicated by Him in Matt. 26:26-30.

xv. Death - At death our bodies return to dust, our souls to God who gave them. The righteous being then perfected in happiness are received to dwell with God, awaiting the full redemption of their bodies. The wicked are cast into Hades reserved unto the judgement of the great day.

xvi. Resurrection - There will be a general resurrection of the bodies of the just and of the unjust; the righteous in the likeness of Christ, but the wicked to shame and everlasting contempt.

xvii. General Judgement - There will be a judgement of quick and dead, of the just and unjust, on the principles of righteousness, by the Lord Jesus Christ, at His second coming. The wicked will be condemned to eternal punishment, and the righteous received in fullness of eternal life and joy.

b. Church Polity
   i. Article I - The voluntary principle underlies the whole church polity of the New Testament. Each church is independent, but the churches are inter-dependent. All the power the more general bodies have over the less general and the individual churches, is to advise and to enforce advice with the strongest moral motives. In case a church, of the churches composing a less general body, depart from the belief and practice of the denomination, it shall be the right of the more general body to withdraw fellowship.
   ii. Article II - Each church, as occasion may require, shall have the right to appeal to the more general body for the help of their advice and moral influence, or to call a council from other churches. If a church, torn by dissensions and heresy, declines to seek assistance of this kind, it is the right of the more general body to send a delegation to assist the church as far as this may be possible.
   iii. Article III - Any church should be careful in granting a license to preach. Every license, to be valid, must be signed by the pastor and clerk of the church granting it, and countersigned by at least two neighbouring pastors after an examination of the candidate's qualifications.
   Note with regard to Article III - The local church license to preach has been replaced with the License to Minister. Also, neighbouring pastors are no longer required to countersign and examine candidates. This process has been replaced by the association License to Minister.

   iv. Article IV - When a church desires the ordination of a brother, a council from as many of the nearest churches as will secure the attendance of at least five ordained pastors, with a suitable number of laymen may be called; or the more general body may be requested to attend to the matter.
   Note with regard to Article IV - In 1922, this policy was replaced by the current practice of having a convention examining council consisting predominately of association representatives. Nevertheless, ordination still continues to be the responsibility of the local church.

APPENDIX II

Church Covenant

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels and this assembly most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, disciplines and doctrines, to contribute regularly and proportionately as the Lord prospers us, to the support of its ministry and general expenses, the relief of the poor and the spread of the Gospel at home and abroad.

We also engage to maintain family and personal devotions, to educate our children in the Christian faith, to seek the salvation of our family, friends and others, to be zealous in our efforts to advance the Kingdom of our Savior, to walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our conduct, to avoid all gossip, slander and excessive anger and to abstain from all behaviours which defile the body which is the temple of the Holy Spirit.

Since God never leads contrary to His Word:

i. We will ask ourselves, “Does this behaviour violate any particular part of Scripture?” (II Tim. 3:16, 17)
ii. We will ask, “Does it harm my mind or body in any way?” (I Cor. 6:13, 15, 19; Romans 12:1-2)
iii. We will ask, “Will this behaviour hinder my witness as a Christian?”, or “Will it be a stumbling block to others?” (Romans 14:13-23; I Cor. 8:1-13; 10:31-32)
iv. We will ask, “What is God’s will?” and “Can I ask His blessing upon it?” (James 1:5; John 3:20-21; Is. 65:24)
v. We will ask, “What would Jesus do?”, and “Can I ask Christ to go with me? (I Peter 2:21; Matt. 5:13-16)

We further engage to watch over one another in brotherly love, 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 teachings of our Savior, to secure it without delay.

And 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.

Changes to the Church Constitution:

Details of the Change:	Date Approved:
Approved for Version 1.0 at a Special General Meeting	June 19, 2023
Approved for Version 1.1 at a Special General Meeting	September 23rd, 2024
Approved for Version 1.2 at an Annual General Meeting	January 19th, 2026
Approved for Version 1.3 at a Special General Meeting	April 20th, 2026
Approved for Version 1.4 at a Special General Meeting	June 1st, 2026
Approved for Version 1.5 at a Special General Meeting	September 28th, 2026