

CHURCH OFFICERS

PASTOR

OTHER MINISTERS

DEACONS

Duties (Additional Reference: Bylaws Section III(3))

In accordance with the meaning of the word "Deacon", and the practice of the New Testament, the duties of the Deacons are as follows:

- (1) They are to be zealous to guard the unity of the Spirit within the Church in the bonds of peace.
- (2) They are to visit the sick, the poor, and the afflicted of the Church, and to visit new Baptists moving into the community.
- (3) In counsel with the Pastor, and guided by the teachings of the New Testament relative to such matters (cf. Matthew 18:15-17; I Corinthians 5:9-13; and I Thessalonians 5:12-14), they are to have oversight of the discipline of the Church.
- (4) They are to uphold and strengthen the hands of the Pastor in his labors, and in concert with him, exercise a general supervision over the spiritual life of the Church and congregation.
- (5) In the absence of the Pastor, the Deacons shall see that the pulpit is supplied, it being understood, however, that the Pastor may personally arrange for such supplies, and it being further understood that except in emergencies no person shall be invited to supply the pulpit without the approval of the Pastor. When the Church is without a Pastor, it shall be the duty of the Deacons to see that the regular program of the Church is carried out, and during such times the Chairman of the Deacons, in concert with the Assistant Moderator, shall give (or cause to be given) general direction to the work of the Church.

METHOD OF PROCEDURE

10/15/02 The Deacons shall hold ^{four (4)} ~~regular~~ meetings each ^{year} ~~month~~ at ~~a~~ times to be determined by themselves. Written notices shall be sent to every Deacon in advance of these regular meetings. Special meetings may be called by the Chairman or upon the written request of at least one-third of the Deacons. Announcement of such meetings shall be made in a regular service or by mail to each Deacon.

A majority of the members of the body of Deacons shall constitute a quorum without which no business shall be transacted.

DEACONS (continued)

The whole body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies, but they may organize themselves into such committees as their wisdom may direct for efficiency in service. [1953]

MODERATOR

The moderator and vice-moderators are church officers elected annually in accordance with the Bylaws, Article II, Section 4.

The moderator, vice-moderator or acting moderator (hereinafter referred to as moderator) shall be the presiding officer in business meetings and shall conduct such meetings in accordance with the church's Constitution and Bylaws and Robert's Rules of Order (Newly Revised).

The general duties of the moderator shall be, but not limited to, the following:

- Consider persons more important than procedures by maintaining the spirit of Christian love while presiding and trying to inspire Christian warmth into the deliberations of the members.
- Develop an agenda for conducting each business meeting (see Appendix No. 1 for an example of a standard order of business).
- Maintain the fellowship by bringing about unity among those with different views, ideas and convictions.
- Conduct the business in an orderly manner to assure accomplishing the purpose of the meeting (See Appendix No. 2 for the principal duties of a presiding officer).
- Help members who are not familiar with parliamentary procedure in a way not to embarrass them.
- Execute business with dispatch respecting the rights of each one.
- Follow the principle of full and free debate leading members to talk through their differences.
- Alternate discussions to bring out both sides of a question.
- Respect the minority — the majority must prevail; however, the minority has a right to be heard.
- Clarify matters voted for action to assure those assigned responsibility will understand what is to be done and when.

MODERATOR (continued)

APPENDIX No. 1

Standard order of business after calling the meeting to order:

1. Reading and Approval of Minutes.
2. Reports of Officers, Boards, and Standing Committees.
3. Reports of Special (Select or Ad Hoc) Committees.
4. Special Orders (matters which have previously been assigned a special priority).
5. Unfinished Business and General Orders (matters previously introduced which have come over from the preceding meeting).
6. New Business.

APPENDIX No. 2

Principal duties of a presiding officer:

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present.
2. To announce in proper sequence the business that comes before the body in accordance with the prescribed order of business or agenda.
3. To recognize members who are entitled to the floor.
4. To state and to put to vote all questions that legitimately come before the body as motions.
5. To protect the body from obviously frivolous or dilatory motions by refusing to recognize them.
6. To enforce the rules relating to debate and those relating to order and decorum within the body.
7. To expedite business in every way compatible with the rights of members.
8. To decide all questions of order, subject to appeal, unless the presiding officer prefers initially to submit such a question to the body for decision.
9. To respond to inquiries of members relating to parliamentary procedure or factual information.
10. To authenticate by signature, when necessary, all acts, orders, and proceedings of the body.
11. To declare the meeting adjourned.

[Adopted 6/16/96]

CLERK

TREASURER

The report of the Day School/Mother's Morning Out will be presented monthly along with the church Treasurer's report. [8-17-83]

Funds of Bon Air Baptist Church may be deposited by its officers and agents and each of them hereby be authorized to endorse for deposit or negotiation any and all checks, drafts, notes, bills of exchange, and orders for payment of money, either belonging to or coming into the possession of this organization. Endorsements for deposit may be by the written or stamped endorsement of the organization without designation of the person making the endorsement.

The Treasurer, Assistant Treasurer and Chairman of the Stewardship Committee, any two of the three, are authorized to sign any or all checks, drafts and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of the Organization with the said bank, and that the said bank hereby is authorized to honor any checks, drafts and orders so signed, including those drawn to the individual order of any such officer and/or other person signing the same, without further inquiry or regard to the authority of said officers and/or other persons or the use of the said checks, drafts and orders or the proceeds thereof.
[9-21-94]

TRUSTEES

FUNCTION

The Trustees serve as legal representatives in most transactions related to the church. They hold legal title to the church property, and they sign all documents related to the purchase, sale, mortgaging, leasing or transfer of church property after approval by the church in business session and, where required, the approval of the Circuit Court. Trustees affix their signatures to other legal documents where the signatures of Trustees are required.

MEMBERSHIP

In accordance with the Bylaws, Article II, Section 7, the Trustees shall be composed of three (3) members, each serving for six (6) years on a rotating basis, one (1) of whom rotates off every two (2) years. A Trustee may be reelected only after two (2) year's absence from service. The Nominating Committee will recommend nominees to the church for election every two (2) years.

DUTIES

1. Act as legal representative at the discretion and direction of the church and affix signatures to all legal documents involving church property and other legal documents requiring the signatures of Trustees. Trustees shall not act independently of the church's actions. A Trustee acting without the authority of the church, is personally responsible for the actions.
2. Maintain an up-to-date inventory of all church property, property deeds, mortgage loans, and insurance on church property. The Trustees are authorized to effect the required inventories of church property. The inventories of all church property shall be accomplished no less frequently than every five (5) years; provided, however, the kitchen equipment and materials (silverware, pots, pans, utensils, etc.) shall be inventoried annually.
3. All such documents as enumerated in paragraph 2 above, shall be kept in a safe deposit box with copies filed in the church office, or where such documents are maintained on file by others, the appropriate evidence of the documents (such as accords) shall be kept in a safe deposit box with the actual documents filed in a suitable file in the church office.
4. Consult with church officers, committees and organizations and church staff concerning legal matters. Such consultation may be with, but not limited to: Properties/Grounds Committee, Stewardship Committee, Treasurer, Deacons and Building Committee.
5. The Trustee serving the last two (2) years of the six (6) year term shall be chairman. If no Trustee is serving such last two years or if there are two or more Trustees serving the last two years of their six year terms, the Trustees shall select one Trustee to serve as chairman.

TRUSTEES (continued)

6. The Trustees shall meet with all three Trustees present at least one time each calendar year. Meetings of the Trustees shall be called by the chairman or on the call of the others two Trustees.

SUMMARY

1. Trustees are responsible to the church as a body.
2. Trustees have authority only as approved by the church in business session and in some cases court approval.
3. Every action of the Trustees is to be recorded in the minutes.
4. Documents signed by the Trustees will reflect that Trustees sign as Trustees of the church and not as individuals.
5. Trustees are legal representatives of the church in the event suit is brought for or against the church.
6. Trustees hold themselves bound by every consideration of morality and honor to carry out the wishes of the church and to act under its instructions, whatever technical rights, civil laws and decisions of courts may give them in certain emergencies.

SAFETY DEPOSIT BOX

The church Trustees are authorized to lease on behalf of Bon Air Baptist Church a safe deposit box from Signet Bank and further authorized any one of the Trustees to have complete access to the box.

The office of Trustee is called into being by the relationship to the state rather than by any scriptural injunction. The Commonwealth of Virginia requires specific persons in each church to be the legal holders of property. They are chosen for their sound, careful and accurate business judgement and integrity.

[Adopted 3/15/95]