

April 2015 Business Meeting

Review of Revisions to the Bylaws

1. Page 9: Article II Church Officers, Section 1 Pastor
2. Page 10: Article II Church Officers, Section 3 Deacons
3. Page 11: Article II Church Officers, Section 4 Moderator
4. Page 11: Article II Church Officers, Section 5 Clerk
5. Page 12: Article III Church Support Staff
6. Pages 12 and 13: Article IV Church Council
7. Page 13: Article V Ministry Coordination Group
8. Page 13: Article VI Church Ministries, Section 1 General
9. Page 13: Article VI Church Ministries, Section 3 Organization And Authority of Teams
10. Page 14: Article VI Church Ministries, Section 5 Auxiliary Ministries
11. Page 14: Article VII Church Finances, Section 1 Church Budget
12. Page 14: Article VIII Church Meetings, Section 3 Regular Business Meetings
13. Page 15: Article VIII Church Meetings, Section 4 Special Business Meetings
14. Page 16: Article VIII Church Meetings, Section 7 Quorum
15. Page 16: Article IX Church Policies and Procedures, Section 1 Organizational Chart
16. Page 16: Article IX Church Policies and Procedures, Section 2 Operations Manual
17. Page 16: Article X Amendments

BON AIR BAPTIST CHURCH

CONSTITUTION AND BYLAWS

Adopted May 14, 1972

Revised April 16, 1997

Revised April 18, 2001

Revised June 16, 2010

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Latest Updates

Bon Air Baptist Church
2531 Buford Road
Richmond, Virginia 23235
804-272-1475
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Constitution

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

I. NAME

This body shall be known as Bon Air Baptist Church located in Chesterfield County, at 2531 Buford Road, Richmond, Virginia 23235.

II. MISSION STATEMENT

Proclaiming the Grace of God ...Growing Followers of Christ

III. CHURCH COVENANT

We the members of Bon Air Baptist Church,

- Confess that sin separates us from God,
- Receive by faith Jesus Christ as Savior, and
- Commit to serve Him as Lord.

As baptized believers in the presence of God, we intentionally commit to join our lives together in becoming one body in Christ. Under the leadership of the Holy Spirit, with the Bible as our guide, we seek to grow into fully devoted obedient followers of Christ by:

- Living the great commandments to love God with all of our heart, soul, mind, and strength and to love our neighbors as ourselves
- Sharing our faith by following Christ's commission to go ... make ... disciples ... baptizing ... and teaching them to obey everything He commanded, in order to advance God's kingdom in our community, in our nation, and around the world.
- Participating faithfully together in worship
- Serving one another and the community by the discovery, development, and exercise of spiritual gifts and natural abilities
- Contributing regularly to the ministry of this church with financial resources and time
- Developing the personal spiritual disciplines of worship, prayer, and Bible study
- Engaging in regular fellowship and encouraging each other to live godly lives.

IV. STATEMENT OF FAITH

This statement of faith constitutes a consensus of some Baptist bodies for the general instruction and guidance of our own people and others concerning those articles of the Christian faith which are most surely held among us. It is not intended to add anything to the simple conditions of salvation revealed in the New Testament, viz., repentance towards God and faith in Jesus Christ as Savior and Lord.

We do not regard it as a complete statement of our faith, having any quality of finality or infallibility. As in the past, so in the future, Baptists should hold themselves free to revise their statements of faith as may seem to them wise and expedient at any time. Any group of Baptists has the inherent right to draw up for itself and publish to the world a confession of faith whenever it may think it advisable to do so.

The sole authority for faith and practice among Baptists is the Scriptures of the Old and New Testaments. Confessions are only guides in interpretation, having no authority over the conscience.

It is a statement of religious convictions, drawn from the Scriptures, and is not to be used to hamper freedom of thought or investigation in other realms of life.

1. **The Scriptures** - The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.
2. **God** - There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
 - A. **God the Father** - God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.
 - B. **God the Son** - Christ is the eternal Son of God. In His incarnation as Jesus Christ he was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.
 - C. **God the Holy Spirit** - The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to the Savior, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His Church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

3. **Man** - Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every man possesses dignity and is worthy of respect and Christian love.

4. **Salvation** - Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification.
 - A. **Regeneration**, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.
 - B. **Sanctification** is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.
 - C. **Glorification** is the culmination of salvation and is the final blessed and abiding state of the redeemed.

5. **God's Purpose of Grace** - Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgements on themselves, yet they shall be kept by the power of God through faith unto salvation.

6. **The Church** - A New Testament Church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and

privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

The church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. In such a congregation, members are equally responsible. Its Scriptural officers are pastors and deacons.

The New Testament speaks also of the church as the body of Christ which includes all of the redeemed of all ages.

- 7. Baptism and the Lord's Supper** - Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

- 8. The Lord's Day** - The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from worldly amusements, and resting from secular employment, work of necessity and mercy only being excepted.
- 9. The Kingdom of God** includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.
- 10. Last Things** - God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.
- 11. Evangelism and Mission** - It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the re-generate life, and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the gospel of Christ.

- 12. Education** - The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian schools is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

- 13. Stewardship** - God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

- 14. Cooperation** - Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

- 15. The Christian and Social Order** - Every Christian is under obligation to seek and to make the will of Christ supreme in his own life and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Christ Jesus. The Christian should oppose in the spirit of Christ every form of greed, selfishness and vice. He should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends, Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

- 16. Peace and War** - It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ, they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical

application of His law of love.

17. **Religious Liberty** - God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.
18. Scripture references to support these doctrines to be found in "Baptist Faith and Message, 1963."

V. ORDINANCES

The ordinances of this church shall be Baptism and the Lord's Supper. The ordinances shall be administered as an act of worship and shall be administered by the pastor or whomever the church shall authorize.

VI. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this church will cooperate with and support the association and state convention-affiliated with the Southern Baptist Convention.

VII. GOVERNING DOCUMENTS

The governing documents of this church consist of the following integrated set of documents: Constitution, Bylaws, Operations Manual, and Philosophy of Ministry.

VIII. AMENDMENTS

This constitution may be amended by a two-thirds vote of those present at a quarterly church business meeting after such proposed changes have been submitted in writing and carried over from the previous quarterly church business meeting, printed copies made available at the church for all members who wish a copy, and an announcement of the proposed changes published in church publication(s) within seven (7) days preceding the business meeting at which the vote will be taken.

Bylaws

Revised: April 18, 2001

Edits added: January 2015

I. MEMBERSHIP

Section 1. General

This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

Section 2. Qualifications

Individuals shall be eligible for membership in Bon Air Baptist Church who (1) have accepted and confessed Jesus Christ as personal Savior and in gratitude, commit to serve Him as Lord, and (2) have been baptized by immersion in accordance with the example and command of the New Testament, and (3) accept the principles of the Church Covenant, and (4) have completed the “Joy of Belonging” (membership) class.

The primary method for a person to request church membership is by offering himself/herself as a candidate for membership. However, where there are exceptional circumstances, as determined by the pastor, a person who has accepted and confessed Jesus Christ as personal Savior and Lord and in gratitude, commits to serve Him as Lord, may be received for membership without having to complete the other membership requirements.

Any person may request membership in the church in any of the following ways:

1. By profession of faith and for baptism, having confessed Jesus Christ as Savior and Lord.
2. By letter confirming membership from another Baptist church.
3. By statement of Christian experience to be followed by baptism where applicable.
4. By restoration upon giving evidence of repentance and reformation or in the case of continued absence upon giving a satisfactory explanation.

Under unusual circumstances, a person may be received into the fellowship in his/her absence.

Should a person present himself/herself for membership and it is obvious to the pastor that a delayed reception would be to the advantage of the person, the congregation expects the pastor to request permission to hold further discussion(s) with the person before presenting him/her as a candidate for membership.

Upon completion of the appropriate membership class, candidates for membership shall be received into the fellowship of the church by congregational vote.

Any person may request to come under the watchcare of this church at any service where an invitation to membership is extended and may be received for watchcare by vote of the congregation, provided such person (1) has accepted and confessed Jesus Christ as personal Savior and Lord, (2) is a member of another Baptist church and is a temporary resident of the community, e.g., college student, temporary business/government assignment, etc., or is a member of another denomination and does not wish to be baptized by immersion, and (3) has been counseled by the ministerial staff of this church. A person received for watchcare shall be entitled to participate in all privileges of the church except to vote at elections or on other

questions submitted to the church, nor shall such person be eligible to hold any elected church position described in the Bylaws: Article II, Church Officers; and Article V. Church Ministries.

Section 3. Commitment

Each member is expected to be faithful in all duties essential to the Christian life; to attend regularly the worship services of this church; to give financial support to the church and its causes, to share in its organized ministries, and to enter into its covenant.

Section 4. Voting Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church provided the member is present or provision has been made for absentee balloting except as established in Article VII., Section 5. Formal Conference. Participation is expected.

Section 5. Termination

Membership in this church may be terminated as follows:

1. By death.
2. By a letter of dismissal and recommendation to any other Baptist church entitled to receive same.
3. By a certificate to a church of another denomination, upon written request from such a church. A certificate is a statement that the person seeking membership in the other denomination's church is a member in good standing of Bon Air Baptist church.
4. By erasure upon request of a member in good standing to be released from his/her covenant obligations to this church, but only after patient and kind endeavor to secure the continuance of his/her fellowship.
5. By removal, should a member become an offense to the church and to its good name by reasons of immoral or unchristian conduct; or for prolonged and unexplained absence from worshipping with the church, but only after due notice by registered mail and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.
6. All requests for termination of membership or action thereon shall be considered by the deacons, who shall then make recommendations to the church.

The clerk of the church is authorized to grant letters and certificates as requested, and insert a record of such action in the minutes of the church business meeting.

II. CHURCH OFFICERS

The church officers are the pastor, ministerial staff members, deacons, moderator and vice-moderator(s), clerk and assistant clerk(s), treasurer and assistant treasurer(s), and trustees. All church officers must be members of the church and shall hold office for the terms indicated herein or until their successors are elected and qualified.

Section 1. Pastor

The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, those participating in ministries and the church staff to perform their tasks.

| In conjunction with the ~~Ministry Coordination Council~~ Church Council, the pastor is responsible for implementing and guarding the integrity of the mission, values, and vision of Bon Air Baptist

Church.

The pastor shall work with the church staff and lay leadership to: (1) lead the church to engage in a fellowship of worship, witness, education, ministry, and application, (2) equip the members of the church to perform the work of the church by proclaiming the gospel to believers and unbelievers, and caring for the church's members and other persons in the community.

When necessary, a Pastor Search Team elected by the church to seek out a suitable pastor shall recommend to the church for its consideration one name at a time, such recommendation to constitute a nomination. An affirmative vote of three-fourths (3/4) of those present is necessary for a choice. The pastor thus called shall serve until the relationship is terminated by his request or the church's request. The pastor shall give at least thirty (30) days' notice at the time of resignation before terminating his responsibilities as pastor, and thirty (30) days' notice may be given or thirty (30) days' pay in lieu of such notice in the case of termination by the church.

The Pastor Search Team shall consist of three (3) deacons, three (3) representatives from the church at large, and one (1) representative from each of the ministries established under Section 1., Article V. Church Ministries, of these bylaws.

Section 2. Ministerial Staff Members

This church shall call such ministerial staff members as the church shall authorize.

A job description shall be written when the need for such person is determined. Ministerial staff members shall be called by a vote of the church upon recommendation by a search team authorized by the Personnel Team. An affirmative vote of three-fourths (3/4) of those present is necessary for a choice. The person thus called shall serve until the relationship is terminated by his request or the church's request. He/she shall give at least thirty (30) days notice at the time of resignation before terminating the responsibilities as a ministerial staff member, and thirty (30) days notice may be given or thirty (30) days pay in lieu of such notice in the case of termination by the church.

Section 3. Deacons

1. The deacons shall uphold and strengthen the ministry of the pastor, guarding the unity of the Spirit in the church. The deacons shall, in partnership with Care Ministries, lead in the ministry of care to members and prospects and shall seek to involve all members in the life of the church body. The chairman serves as a member of the Ministry Coordination Council Group.
2. The qualifications of a deacon are those set forth in Acts 6:1-7, and I Timothy 3:8-13. Following New Testament precedent, women, as well as men, shall be considered for election as deacons. (I Timothy 3:11, Romans 16:1-2). A deacon must be willing to accept, without reservation, the Church Covenant.
3. In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor and the staff in performing pastoral ministry tasks; proclaim the gospel to believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

4. The church may elect to honorary life membership any deacon, who by reason of age of infirmities shall, after honorable service, be no longer able to fulfill the total duties of the office.
5. Deacons shall serve for indefinite terms.
 - a) If a deacon does not plan to continue serving after the end of the calendar year, he/she should submit his/her resignation by July 1.
 - b) A deacon may continue his/her service only with the affirmation of the deacons.
6. Election of deacons
 - a. Deacon nominations may come from the congregation, the church staff, and members of the deacon body. The deacons will receive nominations for deacons throughout the year.
 - b. The number of deacons needed to effectively carry out the ministry of the deacons will be determined by the deacons and a slate of candidates equal to the number of new deacons needed will be submitted to the church for approval.
 - c. Should a vacancy occur, the deacons may name a person to fill the vacancy until a nominee can be approved by the church.
 - d. All newly elected deacons will begin service only after completing deacon orientation and training.

Section 4. Moderator

The moderator and vice-moderator(s) shall be elected annually from the laity. The moderator shall preside at all Regular and Special church-business meetings as described in Article VIII Church Meetings, Section 3 and Section 4. In the absence of moderator and vice-moderators, the clerk shall call the church to order and an acting moderator shall be elected.

Section 5. Clerk

The church shall elect annually a clerk and assistant clerk(s) of the church who shall keep a full and faithful account of the proceedings of the Regular and Special business meetings of the church. The clerk shall keep the church roll, securing and granting letters of dismissal for those coming into or leaving the membership of the church, the granting of such letters to be in keeping with provisions as set forth in the governing documents.

Section 6. Treasurer

The church shall elect annually a church treasurer and assistant treasurer(s). The assistant treasurers shall perform all duties of the treasurer in the absence of the treasurer and/or duties as may be assigned by the treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all monies or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The Stewardship Team Leader shall be authorized to sign checks for such vouchers in the absence of the treasurer and assistant treasurers. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited annually by the Auditing Team or certified public accountant. The treasurer and assistant treasurers and Stewardship Team Leader shall be bonded.

Upon rendering the annual account at the end of each fiscal year and its acceptance and approval by the church, the records shall be delivered by the treasurer to the church clerk who shall keep and preserve the account as part of the permanent records of the church.

Section 7. Trustees

Three (3) trustees elected by the church will hold in trust the church's property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving sale, mortgage, purchase or rental of property or other legal documents where the signatures of trustees are required. Trustees shall serve for six (6) years on a rotating basis, with one (1) new trustee being elected every two (2) years. A trustee may be eligible for re-election only after a lapse of two (2) years.

III. CHURCH SUPPORT STAFF

The church shall call or employ support staff as the church shall authorize. A job description shall be written when the need for such staff member is determined. Support staff shall be hired by the ~~Associate Pastor for Administration~~ Church Administrator or equivalent in consultation with the appropriate supervisor(s).

IV. CHURCH COUNCIL

Section 1. General

The Church Council is responsible for implementing and guarding the integrity of the mission, values and vision of Bon Air Baptist Church. The Church Council shall annually review the strategies and objectives to accomplish the church's purpose. A key role of the Church Council is to help guide the church in proper decision making process. Church Council will act as the church on matters except those noted below.

Section 2. Limitations

Church Council shall not:

1. Call a Senior Pastor and ministerial staff members.
2. Change the Constitution or ByLaws
3. Alter the identity or denomination affiliation
4. Enter into contracts or agreements that require trustee signatures
5. Adopt the budget.
6. Approve a large financial obligation (as defined in these By-Laws)
7. Start or disband a multi-site location

Section 3. Membership Composition

Church Council shall be comprised of nine (9) members, plus the Senior Pastor or pastor's designate. The Church Council shall be elected by the church to serve a three (3) year term, one-third of whom rotate off each year. A Church Council member may be eligible for re-election only after a lapse of one (1) year. The Church Council will be led by a lay member for a one (1) year term, elected by its members. The Church Council will meet at least once a month. A quorum of the Church Council shall consist of seven (7) members, excluding the Pastor or pastor's designate.

In order to serve on the Church Council, an individual must be a member of Bon Air Baptist Church for at least five (5) years; fully engaged / invested in the church; demonstrated leadership in a variety of capacities; be knowledgeable of various Bon Air Baptist ministries; and be a spiritually mature Christian who makes decisions based on the what is best of the church. A member of the Church Council cannot lead another church team while serving on the council.

Section 4. Nomination Process

Church members will nominate candidates for the Church Council on an annual basis. A nomination form and supporting documents will be completed based on the communicated deadlines. The returning Church Council members will vet the nominated candidates to confirm qualifications are met and present all qualified candidates to the church for consideration. The church will vote for the new Church Council members in the January business meeting for the new term. Details of the nomination process will be maintained in the Operations Manual.

The Church Council members may, by majority vote, remove members for poor performance or inability to complete term. If this becomes necessary, the Church Council will refer to the voting results from the most recent Church Council election and select the next candidate based on the voting results to complete the remaining term of the vacated seat.

VIV. MINISTRY COORDINATION COUNCILGROUP

The Ministry Coordination ~~Council Group~~ (MCGE), under the leadership of the pastor, is responsible for ~~implementing and guarding the integrity of the mission, values and vision of Bon Air Baptist Church~~ coordinating the ministry activities to support and fulfill the mission of Bon Air Baptist Church. In addition to the pastor, the MCGE is composed of the ministry co-coordinators, the ~~D~~eacon chair, WMU director, the Strategic Planning Team leader, and others as authorized by the church.

VI. CHURCH MINISTRIES

Section 1. General

The ministry of the church shall be organized into ministries including, but not limited to:

- Worship,
- ~~Outreach~~Glocal,
- ~~Discipleship~~Spiritual Development,
- Care,
- ~~Service~~Member Mobilization,
- Administrative

Each ministry will be led by ministry co-coordinators: one lay member and one ministerial staff member.

Section 2. Recruitment and Approval of Leadership

Recruitment and approval of leadership by the church shall be accomplished in accordance with approved policies.-

Section 3. Organization and Authority of Teams

Each ministry and each team shall organize itself and conduct meetings of the whole or its parts to carry out its functions as established in the Operations Manual. Teams shall budget and spend funds as allocated in the church budget. The Stewardship Team, in consultation with the Ministry Coordination ~~Council Group~~, will be responsible for setting expenditure guidelines. Ministry co-coordinators shall authorize all expenditures by the members of their ministry teams.

Section 4. Ministries

Each ministry, in coordination with other ministries, shall develop, organize, and direct an effective and balanced approach to its ministry which is a part of an intentional strategy for spiritual growth as well as numerical growth at Bon Air Baptist Church and is consistent with the values, mission, and vision and philosophy of ministry as adopted by the church.

The various ministries shall be organized into as many teams as may be authorized from time to time by the church as outlined in the Operations Manual.

Section 5. Auxiliary Ministries

1. Woman's Missionary Union

The Woman's Missionary Union co-labors with the Domestic Missions Team, the International Missions Team, and appropriate discipleship ministries teams to provide education in missions awareness, prayer support, financial need, and encouragement and training for ministry.

2. Strategic Planning Team

The Strategic Planning Team, co-laboring with the pastor and the ~~Ministry Coordination~~Church Council, shall develop and recommend to the church a vision that clarifies the greatest opportunities and challenges to the church.

VII. CHURCH FINANCES

Section 1. Church Budget

The Stewardship Team, in consultation with the pastor and the Ministry Coordination ~~Council~~Group shall prepare and submit to the church for approval at the October business meeting of the church an inclusive budget.

Section 2. Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship Team.

The fiscal year of the church shall begin on January 1 and end on December 31.

Section 3. Special Offerings

The special offerings may be sought only upon approval of the church after having been presented to the Stewardship Team for its recommendations.

Section 4. Raising Money

There shall not be held in behalf of the church any sale of merchandise or any entertainment for the purpose of raising money; provided, however, to support youth and/or children's outreach mission projects, special fund raising events may be held when such events are approved by the Stewardship Team.

VIII. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open to all people and shall be conducted under the direction of the pastor.

Section 2. Special Services

Any special worship services and church meetings which will be essential in the accomplishment of the mission and vision of the church shall be placed on the church calendar.

Section 3. Regular Business Meetings.

The church meets ~~quarterly four times a year~~ (January, April, July~~ne~~, and ~~October~~September) to receive the reports and recommendations of the ~~Ministry Coordination Council~~Church Council, ministry teams, and members. ~~The January meeting shall be designated as the annual meeting.~~ The church moderator shall

moderate the business meetings.

~~An Ad Interim Church Business Group (Ad Interim Group) shall act for the church on matters specified by the church, meeting in months other than those designated for quarterly business meetings and those regular business meetings which may be established by the church from time to time. All motions considered by the Ad Interim Group must be adopted by a vote of sixty percent (60%) of the total membership of the Group.~~

~~In the event that an apparently routine matter is discovered to be a controversial or divisive issue, the Ad Interim Group will defer the matter for consideration to a Quarterly Business Meeting or a called business meeting.~~

Section 4. Special Business Meetings

The pastor may, and shall when requested by the ~~deacons, Ministry Coordination Council~~ Church Council, trustees, ~~or a ministry team~~, or upon written request of twenty-five (25) members, call from the pulpit a special business meeting. At least three day's notice of the subject, date, time and location must be given for the specially called business meeting. The business transacted at a special meeting shall be limited to that in the stated purpose of such meeting.

Section 5. Formal Conference

A "formal conference" of the church shall be held if there is involved a disagreement as to ownership or use or disposition of the church's real estate and property, or if there is a disagreement as to the relationship to the association or denomination, or if as many as twenty-five percent (25%) of the resident church membership (seventeen (17) years of age or above) shall declare to the church in writing that in their opinion the matter involved is of such serious importance to the church as to justify holding a "formal conference."

5. Thirty-three percent (33%) of the adult (seventeen (17) years of age or above) resident church membership shall constitute a quorum for a "formal conference."
6. Written notices of the time and purpose must be mailed to the resident membership at least ten (10) days before the meeting.
7. Public announcement of the time and purpose of the meeting shall be made in the regular Sunday morning worship service at least two (2) Sundays prior to the time of the meeting.
8. All motions in a "formal conference" must be carried by a two-thirds majority.

Section 6. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the church in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the church may adopt.

Section 7. Quorum

In all business meetings one hundred (100) members shall constitute a quorum except for:

1. The calling or dismissal of ministers other than a pastor or the sale or purchase of property, at which time, five percent (5%) of the resident membership shall constitute a quorum.
2. The assumption of a financial responsibility not budgeted that exceeds five percent (5%) but not more than ten percent (10%) of the present year's budget, at which time, one hundred (100) members shall constitute a quorum provided that two (2) weeks prior notice will have been given, such notice to state the purpose and amount of the financial responsibility to be considered.
3. The assumption of a financial responsibility not budgeted that exceeds ten percent (10%) of the present year's budget, at which time, five per cent (5%) of the resident membership shall constitute a quorum.

4. The calling or dismissal of a pastor, at which time, twenty-five percent (25%) of the resident membership shall constitute a quorum.
- ~~5. The meetings of an Ad-Interim Church Business Group which, at which time sixty percent (60%) of the membership of the Group shall constitute a quorum.~~

IXVIII. CHURCH POLICIES AND PROCEDURES

Section 1. Organizational Chart

An organizational chart shall be maintained which will depict lines of responsibility in the administration of the church. This chart shall be reviewed periodically by the ~~Ministry Coordination~~Church Council and shall be revised as needed. A copy shall be included in the church Operations Manual.

Section 2. Operations Manual

Church policies and procedures shall be described in the church Operations Manual. The master copy of the Operations Manual shall be kept in the church office and made available to any member of the church. The manual shall be maintained by the administrative secretary. Changes in policies and procedures may be initiated by any church member or organization. Additions, revisions, or deletions of the church policies and procedures require: (1) Review by the church officer or ministry co-coordinators to whose areas of assignment the policy relates, and (2) approval by the ~~e~~Church Council.

IX. AMENDMENTS

These bylaws may be amended by a majority vote of those present at a ~~quarterly~~ church business meeting after such proposed changes have been submitted in writing and carried over from the previous ~~quarterly~~ church business meeting, printed copies made available at the church for all members who wish a copy, and an announcement of the proposed changes published in the church publication(s) within the seven (7) days preceding the business meeting at which the vote will be taken.