

**BON AIR BAPTIST CHURCH**  
**CONSTITUTION AND BYLAWS**

**ADOPTED MAY 14, 1972**

**REVISED OCTOBER 16, 1996**

**Bon Air Baptist Church**  
**2531 Buford Road**  
**Richmond, Virginia 23235**

**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. OBJECTIVES**

Our objectives are:

1. To be a family of Christians acknowledging the Lordship of Christ and seeking the guidance of the Holy Spirit.
2. To worship God in spirit and in truth.
3. To live in fellowship with God and one another.
4. To love as Christ loved.
5. To be witnesses for Christ in word and in deed.
6. To assist each other in the development and manifestation of personal Christlikeness.
7. To engage in Bible Study and in other learning experiences which prepare us for effective service and responsible living.
8. To minister unselfishly to the people in our community.
9. To cooperate with other Christians to proclaim and strengthen the cause of Christ in our community and throughout the world.

**III. 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 Saviour 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 Saviour, 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 Saviour, 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 Saviour. 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 Saviour, 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 employments, 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.

"Scripture references to support these doctrines to be found in 'Baptist Faith and Message,' 1963."

#### **IV. 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.

#### **V. CHURCH COVENANT**

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour and Lord, 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, 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 disciplines, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; 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; to abstain from acts of racial discrimination; to abstain from the misuse of drugs; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to abstain from the sale of, distribution of and use of pornographic materials, to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

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.

#### **VI. AMENDMENTS**

This constitution may be altered or repealed 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 the church newsletter at least twice during the quarter, including the week preceding the business meeting at which the vote will be taken.

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**

The membership of this church shall be composed of such persons who (1) have accepted and confessed Jesus Christ as personal Saviour and Lord, (2) have been immersed in accordance with the example and command of the New Testament, and (3) have been received into the fellowship of the church by vote of the congregation.

The primary method for a person to request to be received into the fellowship of this church is for such person to offer himself/herself for membership at any service where an invitation to membership is extended; provided, however, where there are exceptional circumstances, as determined by the Pastor, a person may be presented for membership without having to appear before the congregation. 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 Saviour and Lord.
2. By promise of letter of recommendation from another Baptist church of like faith and order.
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 absence.

Should a person present himself 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 to the membership.

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 Saviour 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 ministry staff of this church. A person received for watchcare shall be entitled to participate in all privileges of the church except he shall not be entitled 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; Article IV, Coordinating Groups and Committees; and Article VI, Program Organizations.

**Section 3. Commitment**

Each new member is expected to participate in the church's new member orientation plan. 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. 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 covenant obligations to this church, but only after patient and kind endeavor to secure the continuance of his 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 exception to this is as follows:

The Clerk of the church, with the authorization of the church, shall grant letters and certificates as requested, and insert a record of such action in the minutes of the church business meeting.

## **II. CHURCH OFFICERS**

All church officers must be members of the church. The Moderator and Vice-Moderator(s); Clerk and Assistant Clerk(s); Treasurer and Assistant Treasurer(s), and Trustees shall hold office for the terms indicated herein or until their successors are elected and qualified. The officers of this church shall be as follows:

### **Section 1. Pastor**

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

The pastor is leader of pastoral ministries in the church. He shall work with the deacons and church staff to:

(1) lead the church in

performing its tasks, (2) lead the church to engage in a fellowship of worship, witness, education, ministry, and application, (3) proclaim the gospel to believers and unbelievers, and (4) care for the church's members and other persons in the community.

When necessary, a Pulpit Committee 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 elected shall serve until the relationship is terminated by his request or the church's request. The pastor shall give 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 Pulpit Committee shall consist of three (3) deacons, three (3) representatives from the church at large, and one officer from each of the following organizations: the Sunday School, the Discipleship Training Program, the Woman's Missionary Union, and the Baptist Men.



If any of the four (4) organizations is not functioning in the church at the time the Pulpit Committee is required, the church shall elect from its membership the necessary replacements.

## **Section 2. Other Ministers**

This church shall call such other ministers as the church shall authorize, such as, Minister of Education, Minister of Music, Associate Pastor, Minister to Youth, etc.

A job description shall be written when the need for such person is determined. The Personnel Committee, working with no less than four other appointed church members, shall bring to the church for consideration only one name at a time. An affirmative vote of three-fourths (3/4) of those present is necessary for a choice. The Minister thus elected shall serve until the relationship is terminated by his request or the church's request. The minister shall give thirty (30) days notice at the time of resignation before terminating his responsibilities as minister, 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 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.
- (2) 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.
- (3) The church may elect to honorary life membership any deacon, who by reason of age or infirmities shall, after honorable service, be no longer able to fulfill the total duties of the office.
- (4) The Deacon Nominating Committee shall consist of the Chairman of Deacons and four deacons named by the body of Deacons in January of each year. The Pastor will serve as an ex officio member.
- (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 to the Deacon Nominating Committee by July 1.
  - (b) Deacons may continue their service only with the affirmation of the Deacon Nominating Committee. In the event that the Deacon Nominating Committee cannot affirm a deacon's continued service, the deacon will be notified by August 31 that his/her term of service will end on December 31.
- (6) Election of deacons
  - (a) Deacon nominations may come from the congregation, the church staff, and members of the deacon body. The Deacon Nominating Committee will receive nominations for deacons throughout the year, with nominations closing on September 1.
  - (b) The number of deacons needed to effectively carry out the ministry of the deacons will be determined by the Deacon Nominating Committee, and a slate of candidates equal to the number of new deacons needed will be submitted to the October church business meeting for the approval of the church.
  - (c) Should a vacancy occur during the year, the Deacon Nominating Committee may name a person to fill the vacancy until the nominee can be approved by the church at the next October church business meeting.
  - (d) All newly elected deacons will begin service only after completing deacon orientation and training.

#### **Section 4. Moderator**

The moderator and vice-moderators shall be elected annually. The moderator shall preside at all church business meetings. 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 of the church who shall keep a suitable record of all the actions of the church, except as otherwise herein provided. He is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms.

#### **Section 6. Treasurer**

The church shall elect annually a church treasurer and assistant treasurers. 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 Chairman of the Stewardship Committee 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 Committee or certified accountant. The treasurer and assistant treasurers and Stewardship Committee Chairman 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 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 years on a rotating basis, with one new trustee being elected every two years. A trustee may be eligible for re-election only after a lapse of two years.

### **III. CHURCH STAFF**

This church shall call or employ such staff members as the church shall authorize. A job description shall be written when the need for a staff member is determined. Vocational staff members other than the pastor shall be recommended to the church by the Personnel Committee and employed by church action. Thirty (30) days notice shall be given at the time of resignation, 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 secretaries and custodians shall likewise be recommended to the church by the Personnel Committee and employed by church action. Two (2) weeks notice shall be given at the time of resignation, and two (2) weeks notice may be given or two (2) weeks pay in lieu of such notice in the case of termination by the church.

## IV. COORDINATING GROUPS AND COMMITTEES

### **Section 1. General**

All church committee chairmen and committee members must be members of the church; provided, however, a member who is employed by the church shall not serve on any committee having jurisdiction over such employee regarding employment, remuneration and/or personnel administration, e.g., Personnel Committee, Stewardship Committee and Weekday Ministries Committee. All church committee chairmen and committee members shall be recommended by the Nominating Committee and elected annually by the church unless otherwise indicated in the description below. No person shall serve on the same committee more than three consecutive years unless otherwise indicated below.

A person who has served any portion of any unexpired term (one year or multi-years, whichever is applicable) shall be considered to have served a full term.

### **Section 2. Church Council**

(1) The primary functions of the Church Council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities and to evaluate program achievements in terms of church goals and objectives.

(2) The Church Council shall have as regular members: the Pastor, other Ministry Staff, Sunday School Director, Discipleship Training Director, Woman's Missionary Union Director, Baptist Men Director, Chairman of Deacons, representatives of the following age group committees: Preschool, Children, Youth Leadership and other such age group committees as may be established from time to time, representative of the Music Ministry, and Treasurer. The Church Council may add other church elected leaders as it deems necessary to coordinate program planning. The Pastor shall be Chairman.

(3) All matters agreed upon by the Church Council, calling for action not already authorized, shall be referred to the church.

### **Section 3. Committee Coordinating Council**

(1) The primary functions of the Committee Coordinating Council shall be to coordinate committee functions and to evaluate committee achievements.

(2) The Committee Coordinating Council shall have as regular members the Pastor, other Ministry Staff and the Chairmen of the committees designated in this Article IV of the Bylaws. The Committee Coordinating Council may add other church elected leaders as it deems necessary to accomplish its functions. The Pastor or his designated representative shall be chairman.

### **Section 4. Youth Council**

(1) The duties of the Youth Council shall be to assist the Youth Leadership Committee.

(2) The Youth Council shall consist of at least one boy and one girl representative from each grade in the Youth Division who will elect such youth officers as are needed.

(3) The Youth Council shall keep the Church Council informed regarding its proposed plans and activities.

### **Section 5. Auditing Committee**

The Auditing Committee shall audit the records of the treasurer annually and make a written report of its findings to the church at the May business meeting. The report shall be presented at a meeting of the Stewardship Committee prior to its being presented to the Church. Should the treasurer's position be vacated,

the treasurer's records shall be audited within thirty (30) days.

No member of the Auditing Committee shall serve as treasurer or teller.

#### **Section 6. Baptismal Committee**

The Baptismal Committee shall make all necessary arrangements for the ordinance of baptism and render such assistance to the pastor and to the candidates as may be necessary.

#### **Section 7. Christian Life Committee**

The Christian Life Committee shall: (1) identify social and moral issues to which the congregation needs to respond, (2) bring appropriate issues and concerns to the attention of the congregation and make recommendations for individual and/or church actions and (3) relate to the Christian Life Commission or equivalent agency of the General Board of the Baptist General Association of Virginia and to the Christian Life Commission of the Southern Baptist Convention to make literature information, resources and action plans available to the church.

Actions recommended for individuals and/or the church shall not be inconsistent with local, state or federal laws and the individuals and the church shall be apprised when recommendations are made of the lawfulness of such actions.

#### **Section 8. Church Ushers Committee**

The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the pastor.

#### **Section 9. Weekday Ministries Committee**

The Weekday Ministries Committee, in cooperation with the Minister to Children, the Director of Weekday Ministries, Assistant to the Director of Weekday Ministries, and the Church Council is responsible for recommending to the church programs, policies and procedures that will enable the church to provide effective ministries to the Weekday School, Mom's Morning Out and other weekday programs' participants as an integral part of the church's education program and in harmony with the general preschool program of the denomination. The committee shall also recommend personnel and budgets for the Weekday School, Mom's Morning Out and other weekday programs to the church in cooperation with the Personnel and Stewardship Committees, respectively.

#### **Section 10. Stewardship Committee**

~~The Stewardship Committee develops and recommends an overall financial information plan, and administers the financial program adopted by the church, using solid principles of financial management.~~

The Stewardship Committee shall also administer all other funds such as capital funds, special donations or other gifts not the responsibility of another committee. All matters pertaining to the administering of funds for which the Stewardship Committee has responsibility shall be referred to it for a recommendation before any action is taken by the church on such matters.

**Stewardship Education Committee** - The Stewardship Education Committee is responsible for planning educational and promotional events to instruct our Sunday School and church members in biblical principles of stewardship.

### **Section 11. Flower Committee**

The Flower Committee is responsible for securing, arranging and disposing of floral arrangements for the church services and for special activities as requested.

### **Section 12. Properties/Grounds Committee**

The Properties/Grounds Committee assists the church in supervising and maintaining the grounds, and in matters related to the administration of the building, the furnishings in the building, and the equipment related to the building and its operation. Its work includes seeing that the grounds, the building, the furnishings, the equipment related to the building are maintained for ready use, and recommending policies regarding the supervision and maintenance of the grounds, building, furnishings, and equipment and its operation.

### **Section 13. Kitchen Committee**

The Kitchen Committee is responsible for formulating and recommending to the church policies for the kitchen and for implementing the approved policies.

### **Section 14. Media Ministry Committee**

The Media Ministry Committee shall be responsible to recommend policies and procedures regarding the Media Ministry and work with the Media Ministry in implementing the program. The Committee is to assist the Media Ministry Staff wherever possible in securing, processing and lending printed and Audio Visual resources.

### **Section 15. Lord's Supper Committee**

The Lord's Supper Committee shall prepare for such observances of the Lord's Supper as are prescribed by the church.

### **Section 16. Missions Committee**

The Missions Committee seeks to discover possibilities for local missions projects, share findings with the church, church program organizations, and serves the church in establishing and conducting such missions projects as may be assigned to it.

To effect coordination among the various missions organizations, the Missions Committee shall consist of the Director of Woman's Missionary Union, the Director of Baptist Men, the Chairman of the Christian Life Committee and at least four (4) additional persons.

### **Section 17. Nominating Committee**

The Nominating Committee coordinates the staffing of all church leadership positions that are filled by volunteers and recommends persons for such positions to be elected by the church. The members of the Nominating Committee shall be nominated by the Church Council.

### **Section 18. Preschool Committee**

The Preschool Committee is to coordinate all activities and ministries for preschoolers (birth-kindergarten). The Committee shall assure quality teaching and guidance; recommend and publicize policies and procedures; recommend purchase of furniture, equipment, and supplies; coordinate assigned space, and assist in developing

a budget. The Committee shall function in coordination with the Minister to Children and recommendations shall be made in cooperation with the Church Council to the church.

Membership shall include the Minister to Children, persons elected to serve as preschool organizational directors (or a preschool organizational representative), one member of the Weekday Ministries Committee, and at least two parents of preschoolers.

#### **Section 19. Personal Ministry Committee**

The Personal Ministry Committee shall represent the church in ministering to the distressed and needy of the community. It shall work in consultation with the pastor and may expend the amount provided by the budget as needed. The church may require that a report of the work done be given, but under no circumstances should the names of those ministered to be made public.

#### **Section 20. Personnel Committee**

The Personnel Committee assists the church in matters pertaining to employed personnel administration, working with related committees. Its work includes recommending to the church staff needs, job descriptions, employment, salaries, benefits and personnel services unless otherwise stated in these Bylaws.

#### **Section 21. Public Relations Committee**

The Public Relations Committee is to discover the public relations needs and choose the means of communication to persons inside and outside the church. The committee is responsible for discovering what needs to be communicated and to communicate with the proper audience.

#### **Section 22. Recreation Committee**

The Recreation Committee will be responsible for the development, projection and direction of a Christian recreational and athletic program for the church.

#### **Section 23. Religious Periodicals Committee**

The Religious Periodicals Committee shall secure subscriptions to the religious periodicals offered in the church club plans. It shall continue throughout the year to encourage the reading of the religious periodicals.

#### **Section 24. Scout Committee**

The Scout Committee shall coordinate scouting activities at the church and promote cooperation between the church and the scouting programs sponsored by the church.

#### **Section 25. Social Committee**

The Social Committee shall be responsible for the planning and implementing of church socials, receptions, and other special activities related to the dining facilities of the church, as requested by the Church Council.

#### **Section 26. Tellers Committee**

The Tellers Committee shall be responsible for the counting of all monies received through church offerings. This Committee shall follow the procedures established by the Stewardship Committee.