

CONSTITUTION AND BYLAWS

Hunton Baptist Church
11660 Greenwood Road
Glen Allen, VA 23059-4747

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Cover

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TOC

COVENANT

We solemnly covenant together, God helping us that we will have no fellowship with the works of darkness or fleshly lusts that war against the soul. We will put away from us all anger and bitterness and evil speaking and be kind and tenderhearted, forgiving one another, even as God has forgiven us.

We will confess our faults and pray for one another and, as we have opportunity, we will do good unto all men. We will endeavor to bring up such as may be at any time under our care in the nurture and admonition of the Lord, and we will, by a pure and holy example, try to win our kindred and acquaintances to the Savior, to holiness and eternal life.

We will keep the ordinances and we will assemble ourselves together, giving tithes and offerings of love as God has prospered us and teaches in his Word, not grudgingly nor of necessity for God loves a cheerful giver.

Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are lovely, whatsoever things are of good report, we will think on these things; and whatever we do, we will do heartily as unto the Lord and not unto men, knowing that of the Lord we shall receive the reward.

May the God of peace make us perfect in every good work to do his will, working in us that which is well-pleasing in his sight, through Jesus Christ, to whom be glory forever and forever.

OUR VISION

Hunton Baptist Church exists to be a lighthouse for Jesus in the Hunton Community, to nearby communities and all passing by, providing now and future generations opportunities for worship, education, spiritual growth and witnessing.

OUR MISSION

Is to be a God-centered, Bible-directed, people-focused, caring and loving body of baptized believers in Jesus Christ, led by the Holy Spirit in worshiping, serving and sharing Christ, teaching the Bible and equipping believers to carry out the Great Commission in the Hunton Community, nearby communities, our nation and throughout the world.

ARTICLES OF FAITH

(Based upon Southern Baptist Theological Seminary's "Abstract of Principles" with some modifications and deletions)

I The Scriptures - The scriptures of the Old and New Testaments were given by inspiration of God and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

II God - There is but one God, the maker, preserver and ruler of all things, having in and of himself all perfections, and being infinite in them all and to him all creatures owe the highest love, reverence and obedience.

III The Trinity - God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes but without division of nature, essence or being.

IV Providence - God from eternity decrees or permits all things that come to pass and perpetually upholds, directs and governs all creatures and all events; yet so as not in any way to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

V The Fall of Man - God originally created man in his own image and free from sin; but, through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby all men inherit a corrupt nature, wholly opposed to God and his law and are under condemnation. As soon as they are capable of moral action they become actual transgressors.

VI The Mediator - Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon himself human nature, yet without sin, he perfectly fulfilled the law, suffered and died upon the cross for the salvation of sinners. He was buried and rose again on the third day and ascended to his Father, at whose right hand he ever lives to make intercession for his people. He is the only mediator, prophet, priest and head of the church and ruler of the universe.

VII Regeneration - Regeneration is a change of heart and a spiritual about-face. It is wrought by the Holy Spirit who convicts of sin, compels repentance and enlightens one's mind spiritually and creatively to understand the Word of God. He renews the whole person. This work is a gift of God's free and special grace alone and is irreversible.

VIII Faith - Saving Faith is the belief, on God's authority, of whatever is revealed in his Word concerning Christ, accepting and resting upon him alone for justification, sanctification and eternal life. It is wrought in the heart by the Holy Spirit.

IX Justification - Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin through the vicarious sacrifice that Christ has made and not by any works that they have done. They receive him and are reconciled to him by faith.

X Sanctification - Those who have been regenerated are also sanctified by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of divine strength, which all Christians as they strive to become more Christ-like through obedience to all his commands seek to obtain.

XI The Church - The Lord Jesus Christ is the head of the church universal which is composed of all his true disciples and in him is vested supremely all power for its government. Christians are to associate themselves into local communities of baptized believers or churches. To each of the churches the Lord has given authority for administering that order, discipline and worship which he has appointed. The regular officers of a church are pastors and deacons.

XII Baptism - Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, of the Son and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins and of his giving himself up to God, to live and walk in newness of life. It is prerequisite to church membership and to participating in the Lord's Supper.

XIII The Lord's Supper - The Lord's Supper is an ordinance of Jesus Christ, to be administered with bread and the cup and to be observed by his churches until the end of the world. It is in no sense a sacrifice but is designed to commemorate his death, to confirm the faith and other graces of Christians and to be a bond, pledge and renewal of their communion with him and of their fellowship.

XIV The Lord's Day - The Lord's Day is a Christian institution for regular observance and should be employed in exercise of worship and spiritual devotion, both public and private, resting from worldly employment and amusements, works of necessity and mercy only are excepted.

XV The Resurrection - The resurrection of the Lord and Savior Jesus Christ is the basis and guarantee of the Christian's resurrection. The bodies of man after death return to dust, but their spirits return immediately to God. Those "in Christ" will rest with God. Those not "in Christ" will be reserved until judgment. At the Last Day the bodies of those dead "in Christ" shall be raised. This new body will be a "spiritual body".

XVI The Judgment - God has appointed a day, wherein he will judge the world by Jesus Christ, when everyone shall receive according to his relationship and response to God. The wicked shall enter everlasting punishment; the righteous, everlasting life.

CONSTITUTION AND BYLAWS

PREAMBLE

In order to preserve the principles of our faith and to the end that this body may be governed in an orderly manner and to continue to increase the ministry already begun by this Christian fellowship by the most effective and efficient means, we establish this Constitution and Bylaws.

ARTICLE I Name, Purpose, Character

Section 1. **Name** -- The name of this church is and shall be Hunton Baptist Church (11660 Greenwood Road, Glen Allen, Virginia 23059)

Section 2. **Purpose** -- The purpose of this organization shall be the advancement of God's kingdom through Jesus Christ. It shall seek to attain this purpose through the public worship of God, the proclamation of the Gospel, exemplary consistent Christian living among and by its members, personal evangelism and concerted missionary endeavor, Christian education through its Sunday school, training and education groups and ministry to all persons in need.

Section 3. **Character** -- 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.

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth contained therein is indicated in the foregoing Articles of Faith.

ARTICLE II Membership

Section 1. **Admission** -- Any person who accepts Jesus Christ as his personal Savior and agrees to abide by the rules of this church's government and practice upon request at a regular worship service may be received as a member of this church by baptism, by letter from any other church of like faith and order, upon satisfactory statement of his former membership or by restoration. Any person who has had a believer's baptism may be accepted by transfer of membership (including statement of previous Christian experience) without requiring immersion of that individual. An appropriate interval for instruction and orientation purposes shall intervene between request and admittance.

Section 2. Duties

a. Each member is expected to live so as to meet the approval of the Savior by attending regularly the public worship of this church, by praying and laboring for the conversion and uplift of

the community, by contributing to the expenses of the church and striving to make such contribution no less than a tithe and by being familiar with the church's history and its constitution and bylaws provisions.

b. Every member is urged to unite with a church of like or similar faith immediately following a change of residence.

c. All members absent from the church are requested to communicate by letter with the Clerk at least once a year.

Section 3. **Termination**

a. Members shall be entitled to a letter of transfer and recommendation to any named church of like faith or a statement of fellowship to another faith or order. Such letter may be issued automatically by the Clerk.

b. If a member requests, in writing, that his name be removed from the church roll, such action shall be taken automatically by the Clerk.

c. Failure to hear from a member for a period of two years and/or the inability of the Membership Committee to contact such member shall be considered sufficient grounds for placing his name on an inactive roll.

ARTICLE III Observance of Ordinances

Section 1. **Officiator** -- At the observances of the ordinances, the Pastor or qualified person designated by the church shall officiate.

Section 2. **Baptism** -- Baptism shall be by immersion and shall be administered at the discretion of the Pastor and the Deacons.

Section 3. **Lord's Supper** -- The Lord's Supper ordinance shall be observed at least quarterly. It shall be open to all professing Christians.

ARTICLE IV Meetings

Section 1. **Worship** -- Worship services shall be held regularly each Lord's Day. Other services of like character may be held at such times during the week as situations may suggest.

Section 2. **Business**

a. Quarterly business meetings shall be held on the third Wednesday night in January, April, July and October. The October meeting shall be designated the Annual Meeting. Regular elections shall be held at the April and July meetings.

b. Two of the following--Pastor, Moderator, or Chairman of the Deacons--with the consent of the majority of the Deacons may at any time call the church into business session for the transaction of any business which requires the church's action. Only meetings for emergencies may be called without giving proper notice.

c. Upon written request of any seven members of the church the Clerk shall call a special business meeting.

d. Any duly constituted church committee with the consent of the Pastor or Moderator and the Chairman of the Deacons may call a special business meeting of the church.

e. The purpose for specially called business meetings shall be stated when notice of such meeting is given, and only this particular business shall be brought up at the meeting.

f. At least one week's notice shall be given for all meetings except as noted in paragraph b.

g. When proper notice has been given a quorum shall consist of the members present.

Section 3. **No organizations** other than church related ones shall hold meetings of any character in the church's buildings without the consent of any two of the following: Pastor, Chairman of Deacons or Chairman of the House and Grounds Committee. The church, however, may overrule their action.

ARTICLE V Elections

Section 1. **Pastor** -- The Pastor shall be elected by a three-fourths affirmative vote of members present, provided that proper notice of such election has been given, a letter giving qualifications and personal data on the candidate and his family has been mailed to the membership and a general discussion regarding the candidate has been held under the direction of the Pastor Selection Committee at a service preceding the election date.

Section 2. **Trustee** -- A trustee to fill a vacancy created by an incumbent's death, resignation or incapability shall be elected by the church upon recommendation from the Nominating Committee and the Deacons. He shall assume office immediately upon confirmation by the Court of Record.

Section 3. Regular

a. The Sunday School Director shall be elected at the April quarterly business meeting.

b. After presentation of a printed slate of candidates by the Nominating Committee at a morning worship service, election to fill all other elective position vacancies in all of the church's programs shall be held at the July quarterly business meeting. Such elective positions are church officers, Sunday School officers, teachers and

workers, WMU officers and leaders and standing committee members. Election of the Moderator, Clerk and Treasurer shall be on even years and of the Assistant Clerk on odd years. Vacation Bible School teachers and workers shall be elected prior to the school.

c. Nominations may be made from the floor.

Section 4. **Special** -- Election to fill unexpired terms or newly created vacancies for a specified time shall be held as soon as feasible.

Section 5. **Pastor Selection Committee** -- After proper notice in a called or regular business meeting, the church shall elect members of the Pastor Selection Committee. Nominations may be made from the floor.

Section 6. **Notice** -- Unless otherwise specified proper or sufficient notice shall be considered given when at least one announcement has been made at a regular morning worship service prior to election.

Section 7. **Definition of Majority Vote** -- Unless otherwise specified all votes shall be carried by a majority vote and such majority may be defined as one over half of the members present and voting.

ARTICLE VI Officers

Section 1. **Trustees** -- There shall be three trustees. They shall hold office for an indefinite period; however, their continuance in office is subject to biennial review of the Deacons. They shall hold the church's property in trust subject to the order of the church by a two-thirds vote of the members present and voting.

Section 2. **Deacons** -- There shall be eighteen deacons, there being as nearly a balance between men and women as possible, from whom they shall elect annually a Chairman and a Vice-Chairman. Each deacon shall be elected for a term of three years. Any deacon elected for a first term shall be ordained. After completion of a full term of office one year shall elapse before he is eligible for re-election.

They shall hold at least one meeting a month.

They shall advise and assist the Pastor in all matters relative to the spiritual interest of the church. They shall be responsible for seeing that the preparation is made for the Lord's Supper observance and baptismal services. The deacons shall assist the Pastor in the communion service.

They shall constitute a committee on discipline, to whose notice any case of public reproach on the part of any member shall be brought; they shall investigate any such charge and report to the church the findings, with or without evidence as they deem best. In the event any serious differences of opinion shall develop within the fellowship, upon request and/or at their discretion they may request guidance from

the Minister-Church Relations Committee of the Dover Baptist Association.

They shall confirm biennially in odd-numbered years the continuance in office of each trustee and report their findings at the July Quarterly Business Meeting.

They shall review annually in September with the Pastor the work of the church secretary.

They shall carry out a biblically based family ministry plan designed to help church members develop and maintain a healthy relationship to the church so that they may grow in their faith and commitment.

The Chairman or Vice-Chairman may be acting Moderator at the Moderator's request. The Chairman shall keep the Moderator informed of any recommendation coming as a result of any of their meetings.

In the case of absence or inability of the Pastor they will provide a supply. In any period when the church is without a Pastor, unless the church shall otherwise provide, they shall arrange a temporary ministry. In the absence of the Pastor they shall conduct an ordination service for new deacons.

They shall have the exclusive jurisdiction over the Fellowship Fund (all undesignated offerings given at the first morning worship service of each month) and no official record shall be made of its use except that total receipts and disbursements shall be reported at the annual meeting.

The Chairman shall be a member of the Church Council and the Management and Planning Committee. Responsibility in connection with the House and Grounds, Membership, Memorial and Special Gifts, Nominating and Ushering Committees is described under the appropriate Committee.

The Chairman shall present a report at the quarterly business meetings and submit a proposed budget to the Finance Committee.

Section 3. **Moderator** -- He shall be a layman and shall serve for two years. He shall preside at all business meetings of the church and shall preserve order, state and put all questions and issues that rise. At the meeting he shall observe parliamentary procedure as directed in Robert's Rules of Order. A final decision of the Moderator may be reversed by two-thirds vote of the members present and voting. He may appoint special committees. In case of absence he shall request in advance of any business meeting the Deacons' Chairman or Vice-Chairman or other officer to serve as Acting Moderator.

Section 4. **Clerk** -- He shall serve for two years. He shall keep in a suitable book a record of all actions of the church except as otherwise provided herein. He shall keep a register of church members showing dates of admission, baptism and dismissal or death. He shall issue the necessary official correspondence including communications concerning the admission and dismissal of members. He may assist the Pastor at worship service by securing pertinent information from

prospective church members. He shall give notice of meetings in accordance with the requirements of Article IV, Section 2 (c). He shall notify any absent officer or committee chairman of any action taken at business meetings pertaining to the activities of subject office or committee. He shall prepare and forward the Annual Church Profile to the Dover Baptist Association. He shall report at quarterly business meetings and shall make a full report at the annual meeting of the church's activities for the preceding year. He shall be a member of the Church Council and the Membership Committee. He shall submit a proposed budget to the Finance Committee.

Section 5. **Assistant Clerk** -- He shall serve two years. In the absence of the Clerk he shall perform the duties of that office and shall furnish promptly pertinent information to the Clerk.
(Article VI Officers)

Section 6. **Treasurer** -- He shall serve two years. He shall pay all accounts and shall keep a neat and accurate set of books, exhibiting with clarity and in detail all receipts and disbursements. These books shall be subject to examination at all times by the Finance Committee which is responsible for having the books audited yearly. He shall be a member of the Church Council and the Management and Planning Committee and an ex officio member of the Finance and Memorial and Special Gifts Committees. He shall present quarterly and annual reports to the church. The Treasurer shall provide direction and support to the Assistant Treasurer and shall assign duties consistent with the position.

Section 7. **Assistant Treasurer** -- The Assistant Treasurer shall serve a two year fiscal term with a renewable option, opposite the term of the Treasurer. The Assistant Treasurer shall carry out accounting activities of HBC including payment of expenditures and maintenance of financial records. The Assistant Treasurer will work under the general direction of the Treasurer and shall be accountable to the Treasurer, the Finance Committee and HBC body. The Assistant Treasurer will execute other duties as assigned by the Treasurer, which includes, but is not limited to, representing the Treasurer on councils and committees and periodic reporting of the church's financial status in Business Meetings. The Assistant Treasurer will be an ex officio member of the Finance Committee.

Section 8. **Financial Secretary** -- He shall serve three years. He shall receive the collection envelopes and from these he shall maintain a record card of each individual. General information on such records may be made available to officers and committees by and through the Finance Committee when the request has been substantiated satisfactorily. He shall prepare and mail statements to all contributors at least yearly. He shall serve as an ex officio member of the Finance Committee. He shall present a quarterly report to the Finance Committee. He shall present a proposed budget to the Finance Committee.

Section 9. **Sunday School Director** -- He shall serve one year. He shall be responsible to the church for the organization and operation of the Sunday School. He shall have general supervision of and oversee the functions of the Sunday School through its various

departments so that its objective of giving each member Bible instructions may be accomplished. He shall be a member of the Church Council and the Nominating Committee. He shall report at quarterly business meetings. He shall submit a proposed budget for the entire Sunday School to the Finance Committee.

Section 10. **W.M.U. Director** -- She shall serve two years. She shall give leadership to the WMU work. The WMU shall be composed of general WMU officers and may include Women on Mission, Acteens, Girls in Action, Mission Friends, Adults on Mission, Youth on Mission, and Children in Action. She shall be a member of the Church Council and the Missions Committee. She shall report at quarterly business meetings and submit a proposed budget to the Finance Committee.

Section 11. **Baptist Men's President or R.A. Director** -- He shall serve one year. He shall have general supervision of the Brotherhood and Royal Ambassadors for purposes of teaching missions to boys, young men and men and undergirding all of the church's activities, especially special mission projects. He shall be a member of the Church Council. He shall report at quarterly business meetings and submit a proposed budget to the Finance Committee.

Section 12. **Media Center Director** -- He shall serve three years. He shall enlist at least two church members to serve with him. He shall be responsible for supervising the Library activities. He shall purchase new books, tapes, films, other visual aids and supplies in accordance with budgeted funds. The Church Council will serve as an advisory committee on new purchases and promotion. He shall report at quarterly business meetings and submit a proposed budget for purchases and supplies to the Finance Committee.

Section 13. **Association Representatives** -- Two laymen shall be elected to serve two years as Dover Baptist Association Representatives. They will be voting representatives and will act in a liaison capacity on proposed matters that are referred to the churches before final vote is taken. They shall attend Dover Executive Committee meetings. They shall report key points of the Association's activities at quarterly business meetings.

Section 14. **Nursery Director** -- He shall serve one year. He shall be responsible for staffing of nursery for all special church services. He shall report at quarterly business meetings.

Section 15. **Vacation Bible School Director** -- He shall serve one year. He is responsible to the church for the entire ministry of the Vacation Bible School. He shall report to the church at the first quarterly business meeting following the commencement of the school. He shall submit a proposed budget to the Finance Committee.

Section 16. **Historian** -- He shall serve for three years. He shall present annually to the church at the April quarterly business meeting a composite of the reports of officers and committees to represent a summary of the church activities for the year for the purpose of incorporating these reports into a continuing history of the church and its people.

He shall receive and preserve all inactive records of the church and its organizations. In the event any records are stored with the Virginia Baptist Historical Society a listing shall be made and maintained of such records so deposited. He shall preserve any items, books or records having an historical value to the church.

Every twenty-five years a printed history should be furnished the church membership and recorded. Any history to be published shall be submitted to the Church Council for review and approval.

He shall submit a proposed budget to the Finance Committee as needed.

Section 17. **Assistant Historian** -- He shall serve for three years. He shall assist with the duties of the Historian as described in Article VI, Section 15.

ARTICLE VII Staff

All staff members shall be employed by the church to serve until the relationship is terminated upon two week's written notice by either the employee or the church unless other requirements are contained in any section of this Article. No paid staff member shall serve as an elected member on the committee which supervises his work. Written resignations will be accepted automatically by the church.

Each staff member with the exception of the Church Secretary shall perform the following duties which are incorporated into his official job description:

(1) Prepare a written quarterly report to be included in the compilation of reports.

(2) Be present at all quarterly business meetings to report orally on both the accomplishments and anticipated objectives and plans as well as answer questions, if any.

(3) Prepare and submit budget needs for the coming year to the Finance Committee.

Section 1. Pastor

a. The Pastor shall be the spiritual leader of the church. He shall perform all the duties regularly pertaining to such office. He shall cooperate with the church officers and committees in the management of all the church's activities. He may be Chairman of the Church Council and an ex officio member of standing committees with the exception of the Personnel Committee. He is a voting messenger to the Dover Baptist Association. The term of office shall extend indefinitely or until it is terminated by a written resignation or by requested resignation by a majority vote of the church at a special called business meeting for such purpose. Such resignation shall be given at least thirty days prior to the effective date.

b. In relationship to the staff, the Pastor will be looked to as "Chief of Staff", however, this concept is not to exclude the ideal and spirit of Christian teamwork, but on the contrary, is meant to emphasize it.

Section 2. **Associate Pastor** -- The Associate Pastor shall be responsible for assisting the Pastor in all areas of the pastoral ministry of the church. He shall assist in planning, coordinating, conducting, and evaluating worship services and other special services of the church. He shall represent the Pastor at committee meetings as needed. He shall also plan, produce, and update general church publicity and promotion materials, assist in the total outreach program of the church, serve as a member of the Church Council, and perform other duties as requested. The term of office shall extend indefinitely or until it is terminated by a written resignation or by a requested resignation by a majority vote of the church at a special called business meeting for such purpose. Such resignation shall be given at least thirty days prior to the effective date. He shall be responsible to the Pastor and the church.

Section 3. **Education Director/Minister** -- He shall be responsible for furnishing staff leadership to and working with the church's various officers and organizational leaders to facilitate the accomplishment of goals and objectives through a comprehensive Christian education program. He shall be a member of the Church Council.

Section 4. **Music Director/Minister** -- He shall have general oversight and direction of all church music. This responsibility shall be carried out in cooperation with and concurrence of the Music Committee. He is to direct the choir or choirs in practice and public singing and to devise appropriate musical programs for all occasions where such services are needed. He shall be an ex officio member of the Music Committee. He shall be a member of the Church Council.

Section 5. **Hand Bell Choir Director** -- He shall be under the direct supervision of the Music Director/Minister and shall be responsible for direction in rehearsal and performance of a hand bell choir or choirs.

Section 6. **Organist and/or Pianist** -- He and/or they shall be under the direct supervision of the Music Director/Minister in rehearsal and in the supplying of appropriate music at all regular and special services of the church.

Section 7. **Youth Minister** -- The Youth Minister, under the supervision of the deacons and the Pastor, shall coordinate and direct the program and activities of the youth of the church. The Youth Minister shall be a member of the Church Council and the Youth Ministry Team.

Section 8. **Church Ministry Assistant** -- The Church Ministry Assistant shall perform secretarial duties for the Pastor and shall perform such other duties as are set forth in a position description. The Church Ministry Assistant shall purchase such supplies as are needed for the conduction of the official business of the church. Each year the Pastor and the deacons shall analyze the volume and nature of

the work and shall make appropriate recommendations as warranted to the Personnel Committee.

Section 9. **Custodians** -- The House and Grounds Committee shall have direct supervision over the Custodians.

Article VIII **Committees**

Section 1. **Standing Committees** -- All standing committees shall consist of at least three members, other than those added as indicated under specific committees. The membership of a specific committee may be increased by the church in business session. Each member shall be elected for a three year term, except the Finance Committee, whose members shall be elected for a five year term. Members elected to a new committee or additions to existing committees may be for one or two years. After completion of the shorter terms a rotating system will be in full operation. When a vacancy occurs the chairman shall notify promptly the Nominating Committee and election shall be held for a candidate to fill the unexpired term.

A former member is eligible for re-election when one year has elapsed with the exception of persons filling unexpired terms. Each committee shall meet at least quarterly, make a written record of its activities and submit a report at the quarterly business meetings. Each committee shall elect a chairman for the up-coming year and shall include such chairman's name in the report for the October business meeting. Each committee shall submit a proposed budget to the Finance Committee.

a. **Constitution and Bylaws** -- This Committee shall consist of at least five members. They shall study proposed amendments to determine the need herefore, if any, and shall recommend (a) approval in the form for incorporation into the Constitution and Bylaws, (b) consolidation with an existing committee, (c) incorporation into an existing committee, or (d) disapproval. They shall be responsible for reviewing yearly the Constitution and Bylaws for the purpose of bringing it up-to-date. A report shall be made at the Annual Meeting and at any quarterly business meeting when activity warrants. A proposed budget, when needed, shall be submitted to the Finance Committee.

b. **Decorating** -- This Committee shall consist of at least five members. They shall be responsible for decorations of an appropriate nature to enhance special services and/or programs. These decorations will be coordinated with the Flower Committee for such events.

c. **Finance** -- This Committee shall consist of at least six members and, in addition, the Treasurer, the Assistant Treasurer and the Financial Secretary shall serve as ex officio members. The Finance Committee shall have general supervision over the financial policies of the church and the expenditure of budgeted funds and shall make recommendations of changes in the budget. They shall consider, implement and promote the ways and means of securing the necessary revenues. They shall see that envelopes are provided for each church

and Sunday School member. They shall work with all committees, officers and staff in preparation of a proposed annual budget which will be submitted by mail to each member and to the membership for adoption prior to the end of each fiscal year. They shall be responsible for receiving, counting and depositing all church funds. Upon a request of an officer or committee substantiating a need to know they may release general information from the contribution records maintained by the Financial Secretary. They shall be responsible for evaluating and interpreting the financial status of the church as reflected by the Treasurer's reports and initiate action if warranted. In addition, they shall use this information to develop and promote a stewardship program. All recommendations for additions such as special projects, additional personnel, etc., to the approved budget shall be presented to this committee before presentation to the church. In situations considered by them as emergencies, they shall have the power to spend such funds as are necessary to meet the emergency. They shall audit, or have audited, the books of the Treasurer with a report of subject audit being made at the April quarterly business meeting. They shall inspect or have inspected the records of the Financial Secretary as deemed necessary.

d. **Flower** -- This Committee shall consist of five members. They shall be responsible for providing flowers for Sunday and special worship services through contributions or memorials, and shall be responsible for their later use, unless the donors make special request for their use at the time of annual contact. They shall see that a floral arrangement or appropriate memorial is furnished when a member of the Church or Sunday School or a family member living in the household dies.

e. **House and Grounds** -- This Committee shall consist of at least nine members, one of which shall be a lady. A deacon shall be designated to serve as an ex officio member. They shall have supervision over maintenance of the church's buildings and grounds in accordance with the budgeted funds. They shall be responsible for the acquisition, up-to-date inventory, maintenance and replacement of equipment and furnishings. After consultation with the Finance Committee they shall recommend for approval of the church the purchase of expensive items of equipment or furnishings, extensive renovation, etc. They shall have general supervision over park use with specific responsibility being vested in a sub-committee of designees. They shall be responsible for recommending candidates for custodians and the salary to be paid. Further, they shall define and supervise the duties of the custodians as well as provide all necessary supplies for their use. The Committee shall be responsible for recommending to the Church, for approval, outside housekeeping, grounds maintenance and other renovation and repair contractors, as appropriate. They shall monitor the contractors work for contractual compliance.

f. **Risk Management/ISS** -- Committee shall consist of seven members. They shall have supervision over and responsibility for the Church's insurance, safety and security programs. An active Deacon shall be an ex-officio member.

(1) **Insurance** -- Risk Management/ISS Committee shall ensure that a comprehensive insurance program is provided for the Church. A Committee member shall be designated and will be responsible for making a continuing review of the insurance needs of the Church and Church Properties to ensure that the insurance coverage is sufficient against all known contingencies and respond to insurance inquiries. Committee shall obtain insurance coverage that is within the budgeted funds.

(2) **Safety** -- Risk Management/ISS Committee shall ensure that an adequate safety program exists for the Church. A Committee member shall be designated and will be responsible for making a continuing review of the Church's safety programs to ensure adequacy and respond to safety enquiries. Committee shall make a minimum of two safety inspections annually. Committee shall be responsible for the maintenance, charging and placement of all portable fire extinguishers. Committee shall be responsible for providing, displaying and updating the fire and safety evacuation plans for the Church building.

(3) **Security** -- Risk Management/ISS Committee shall ensure that an adequate security program is provided for the Church and Church Property. A Committee member shall be designated and will be responsible for making a continuing review of the Church's security programs to ensure adequacy and respond to security inquiries. Committee is responsible for key distribution, key access control and security systems access control, to include security system monitoring, maintenance and upgrading. Committee is responsible for opening and securing the Church on Sunday mornings.

g. **Kitchen/Social** -- This Committee shall consist of at least ten members. They shall have general supervision of church-wide and other social activities in support of program objectives and shall be responsible for organizing family dinners based on the year's calendar of events.

They shall assign various tasks to the Sunday School classes or other groups with the exception that they may perform the necessary tasks for covered-dish dinners. Such tasks will include but are not limited to preparation and serving of food and refreshments and setting up the fellowship hall.

They shall be responsible for securing necessary supplies, cleaning and maintaining equipment, keeping a tidy work area and making recommendations to the House and Grounds Committee for purchase of major equipment.

h. **Management & Planning** -- This Committee shall consist of seven members, four of which are the Chairman of the Deacons, Chairman of the Finance Committee, Chairman of the House and Grounds Committee and the Treasurer. They shall exercise overview of the church's plans and programs with responsibility for determining if accomplishments and objectives are responsive to future and present needs.

They shall establish long range church objectives for facilities and construction programs. In this connection they shall review annually the use of facilities in order to determine if changes are warranted.

They shall be responsible for the preparation and up-dating of a standard operating procedures manual which will set forth the Constitution and Bylaws requirements and the tasks to be performed by committees, leaders and officers and staff employees.

They shall coordinate a records management program, identifying records and determining how long each category is to be maintained. They shall review annually to ascertain that the program is efficient, effective and sufficient with report being made at the July quarterly business meeting of additions, deletions and/or disposal of records. They shall recommend the method of disposal of church equipment, furniture and fixtures.

The Chairman shall be a member of the Memorials and Special Gifts Committee.

i. **Membership** -- This Committee shall have charge of the church membership rolls using every reasonable means to maintain an active resident membership. In conjunction with the Pastor and the deacons, this committee shall prayerfully and carefully investigate and earnestly seek to re-enlist inactive members. The Clerk and one of the deacons shall be members of this Committee.

j. **Memorial & Special Gifts** -- This Committee shall consist of four members. They shall be responsible for all matters relating to memorial or special gifts, conferring with the donors, and making recommendations for church action. The Chairman of the Management and Planning Committee and a designated deacon shall be members and the Treasurer shall be an ex officio member of this Committee.

k. **Missions** -- This Committee shall have general supervision of mission work undertaken and conducted by the church. Further, they shall provide ways and means of instructing and enlisting the full membership of the church in the moral and financial support of the world mission enterprise. They shall cooperate and coordinate activities with the church's missionary organizations. The WMU Director shall be a member of this Committee.

l. **Music** -- No more than two members may be choir members. This Committee shall be responsible for the church's music program. They shall recommend candidates for employment as Music Director/Minister, Hand Bell Choir Director, Organist and Pianist and shall recommend the salaries to be paid each. They shall be authorized to spend or direct the expenditure of available budgeted funds for the music program. They, in collaboration with the Music Director/Minister, the Hand Bell Choir Director, the Organist or Pianist, shall arrange for the performance of essential duties of one or more positions during absences or vacations.

m. **Nominating** -- This Committee shall consist of six members. They shall prepare a slate of nominees for all position vacancies for election in accordance with the provisions of Article V. Upon his election the Sunday School Director shall become a member of this Committee and shall serve until his successor is elected. In cooperation with the deacons they shall nominate candidates for a

Pastor Selection Committee no later than two weeks after presentation of the Pastor's resignation or as otherwise directed by the church.

n. **Personnel** -- This Committee shall be composed of no more than five members. No member shall serve on any committee that oversees the work of an employee. No employee or family member of an employee can serve on this Committee. This Committee shall act on personnel administration matters consisting of determination of staff needs, employment policies, employee benefits, salaries, leave, job descriptions, organizational structure and employee grievance. They shall assist the church in matters related to employed personnel administration including those called by church action.

o. **Recreation** -- This Committee shall have general supervision over the recreation activities. They shall prepare a schedule of all activities, review ground rules for such activity, select necessary personnel to implement the scheduled activities and allocate approved budget.

p. **Senior Adults** -- This Committee shall consist of six members. They shall be responsible for promoting and assisting the program for Senior Adults.

q. **Sound** -- This Committee shall consist of five members. They shall be responsible for manning and maintaining all sound equipment. They shall assure that a capable person is present to operate the audio system at all functions that require the use of a sound system. They shall be especially responsive to the needs of the church music program.

r. **Transportation** -- This Committee shall consist of four members. They shall be responsible for all transportation needs of the church. Their primary purpose will be to oversee the use and care of all vehicles owned or leased by the church. They will be responsible for developing maintenance schedules and insuring that they are followed. They will establish guidelines for drivers and see that all operators are qualified and certified. They will work with the Risk Management/ISS Committee to see that proper coverage is in force and that all requirements are being met. They will insure that the safety and wellbeing of the church members take priority over any need that might arise in the use of church vehicles. They will have the authority to remove any vehicle from use if they feel safety is in question.

s. **Ushering** -- This Committee shall be composed of not less than 10 members and shall be chaired by a deacon designated to serve in this capacity. They shall be responsible for greeting and seating members and visitors, taking up the offerings and seeing to the general comfort of the congregation. The Chairman shall consult and coordinate activities with the deacons.

Section 2. **Special Committees** --

a. **Pastor Selection** -- This Committee shall be composed of five members and shall be elected in accordance with Article V and Article VIII, Section 1 n. They shall observe, interview, investigate

and recommend candidates, one at a time, for filling the office of Pastor. They shall arrange immediately for worship service speakers or an interim minister. The church in business session shall dismiss such committee at the time it deems appropriate.

b. **Other** -- A special committee to serve a one-time need shall be recommended by any officer, committee or individual member.

Such recommendation shall include the proposed membership, the method of obtaining membership such as appointing or electing, the function to be performed and the duration of existence. After a finding that no provision has been made for such activity the special committee will be voted on by the church. The committee shall propose a budget if needed. They shall report at quarterly business meetings and shall furnish a complete and full final report.

ARTICLE IX Councils

Each council shall meet at least quarterly, make a written report of its activities and submit a report at the quarterly business meetings.

Section 1. Church Council

a. **Membership** -- The Church Council shall be composed of Pastor, Associate Pastor, Baptist Men's President or RA Director, Chairman of the Deacons, Clerk, Education Director/Minister, Moderator, Music Director/Minister, Sunday School Director, Treasurer, WMU Director and Youth Minister. The Pastor may serve as chairman.

b. **Functions** -- The Council shall serve as an over-all planning committee to coordinate program objectives. They shall plan a calendar of activities as a guide for all of the church's organizations and oversee the publication of a yearbook. They will serve as an advisory committee to both the Pastor and the Media Center Director. They will review the clerk's records as to sufficiency of content and will report on the review at the annual meeting. They shall review and approve any history to be published.

Section 2. Sunday School Council

a. **Membership** -- The Sunday School Council shall be composed of the Sunday School Director, The Education Director/Minister, the Outreach Director and Director of the various Sunday School Departments.

b. **Functions** -- The Council shall share ideas, discuss needs and opportunities, seek solutions as a group and participate in the over-all planning and decision making as they pertain to the objectives of the Sunday School

Section 3. WMU Leadership Team

a. **Membership** -- The WMU Leadership Team shall be composed of the WMU Director, general WMU officers and representatives from each WMU age-level organization.

b. **Functions** -- They shall plan the work of the Woman's Missionary Union, coordinate the work of the WMU age-level organizations and cooperate with and coordinate church-wide mission activities with the Missions Committee.

Section 4. **Youth Ministry Team**

a. **Membership** -- The Youth Ministry Team shall be composed of the Youth Minister, Youth Choir Director, Youth Sunday School Teacher, two adults (one shall be the parent of a youth) to serve three years and two youth of middle school age and two youth of high school age to serve two years.

b. **Function** -- They shall be responsible for the over-all planning and coordination of youth activities.

ARTICLE X Changes

Section 1. **Amendments** -- This Constitution and Bylaws may be changed by additions or deletions at any business meeting by a two-thirds majority vote of the members present and voting, provided the amendment has been read before the church thirty days prior to the vote.

Section 2. **Revision** -- This revision shall be effective July 27, 2011.