

**The Constitution and Bylaws
of Fork Union Baptist Church
Fork Union, Virginia**

July 12, 2009

HISTORY OF AMENDMENTS

- October, 2004 - Added Watchcare Membership for temporary, limited membership with our church.
- February 5, 2006 - Complete rewording of the Constitution and Bylaws using more contemporary and understandable language with no other substantive changes. This was the first phase of a review and revision process begun in February, 2005.
- February 4, 2007 - Defined membership status for Resident Members, Non-Resident Members and Missing Members;
 - Restricted voting to Resident Members only;
 - Redefined Standing Committees to include Nominating, Personnel, Property, and Stewardship;
 - Redefined other committees as Ministry Teams;
 - Redefined Ad-hoc committees.
 - Redefined Constitution and Bylaws and how they shall be amended.
- April 29, 2007 - Voted to no longer have a Church Covenant; it was removed.
- September 30, 2007 - Major restructuring and revision of the Constitution and Bylaws (with the exception of the section on Deacons) to eliminate inconsistencies, and to update, clarify, and strengthen our governing document, with input from the congregation. This was part of the final phase of the review and revision process begun in February, 2005.
- July 12, 2009 - Revised the section on Deacons in the Bylaws to complete the review and revision process begun in February, 2005.

TABLE OF CONTENTS

THE CONSTITUTION

The Preamble.....	5
Article I. Name.....	5
Article II. Vision.....	5
Article III. Character.....	5
Section 1. Government.....	5
Section 2. Doctrine.....	5
Section 3. Ordinances.....	5
(A) Believers Baptism.....	5
(B) Lord’s Supper.....	5
Section 4. Denominational Affiliations.....	5
Article IV. Membership.....	6
Section 1. Who are Members.....	6
Section 2. Ways of Accepting Members.....	6
Section 3. Membership Status.....	6
Section 4. Deferral of Membership.....	6
Section 5. Removal from Membership.....	6
(A) By Joining Another Church.....	6
(B) By Personal Request.....	6
(C) By Church Vote.....	6
Article V. Meetings.....	7
Section 1. Worship Services.....	7
Section 2. Business Meetings.....	7
(A) Regular Meetings.....	7
1. August Agenda.....	7
2. October Agenda.....	7
(B) Called Meetings.....	7
(C) Quorum.....	7
(D) Voting.....	7
1. Those Entitled.....	7
2. Vote Required.....	7
3. Absentee Voting.....	7
4. Voting Procedure.....	8
Article VI. Church Year.....	8
Article VII. Church Officers.....	8
Article VIII. Calling of a Pastor.....	8
Section 1. Process.....	8
Section 2. Special Quorum.....	8
Section 3. Required Vote.....	8
Article IX. Committees and Ministry Teams.....	8
Article X. Parliamentary Authority.....	8
Article XI. Amendments.....	9
Section 1. The Constitution.....	9
Section 2. The Bylaws.....	9

THE BYLAWS

Article I. Membership Status.....	10
Section 1. Resident Members.....	10
Section 2. Non-Resident Members.....	10

Section 3. Watchcare Members	10
Section 4. Missing Members.....	10
Article II. Cancellation of Services.....	10
Article III. Duties of Officers.....	11
Section 1. Pastor	11
Section 2. Ministerial Staff.....	11
(A) Music Director.....	11
(B) Youth Director.....	11
Section 3. Deacons	11
(A) Membership.....	11
(B) Terms and Vacancies	11
(C) Election Procedure	11-13
1. The Deacon Nominating Committee.....	11
2. Nominations	12
3. Election	12-13
(D) Duties	13
(E) Officers	13
(F) Meetings	13
(G) Minutes	13
Section 4. Trustees.....	13
Section 5. Clerk	13-14
Section 6. Treasurer.....	14
Section 7. Moderator.....	14
Article IV. Committees and Ministry Teams	14
Section 1. Standing Committees.....	14
(A) Nominating Committee.....	14-15
(B) Personnel Committee	15
(C) Property Committee	15
(D) Stewardship Committee	15
Section 2. Ministry Teams	16
(A) Auditing Team.....	16
(B) Baptism and Lord’s Supper Team	16
(C) Church History Team.....	16
(D) Communications Team	16
(E) Constitution and Bylaws Team.....	16
(F) Counting Team	16
(G) Kitchen Team	17
(H) Multi-media Team.....	17
(I) Music Team	17
(J) Preschool and Children’s Team.....	17
(K) Recreation Team.....	17
(L) Ushers Team.....	17
(M) Youth Team	18
Section 3. Ad Hoc Committees.....	18
Section 4. Report of Needs.....	18
Article V. Finances.....	18
Section 1. Special Offerings.....	18
Section 2. Obligating Church.....	18
Section 3. Benevolence Fund.....	18
Article VI. Use of Church Property and Facilities	18

THE CONSTITUTION

THE PREAMBLE

We, the members of Fork Union Baptist Church, establish this Constitution and Bylaws in order to define and preserve the identity of our church, to govern ourselves in an orderly manner, and to enable us to work together in Christian love and unity.

ARTICLE I: NAME. The name of this church shall be Fork Union Baptist Church, located in Fork Union, Virginia.

ARTICLE II: VISION. It is our purpose to glorify God by developing Kingdom-focused disciples in our area who have an intimate loving relationship with God and one another, who are growing in their knowledge of Him, and who are actively serving Christ in our community and throughout the world.

ARTICLE III: CHARACTER.

SECTION 1: GOVERNMENT. This church is governed exclusively by its members under the Lordship of Jesus Christ. It is not subject to the control of any other church or denominational body.

SECTION 2: DOCTRINE. The Bible is the source of the doctrines and principles of this church and is the final authority in matters of faith and practice.

SECTION 3: ORDINANCES. This church shall practice two specific acts of worship as commanded by Jesus Christ in the Bible:

(A) **BELIEVER'S BAPTISM.** Any person who makes a public profession of faith in Jesus Christ as Savior and Lord in our church shall then be baptized by immersion in water as a symbol of his/her death, burial, and resurrection in Jesus Christ. Baptism by immersion as a Believer in Jesus Christ is required in order to be a member of our church. Persons who have been accepted as candidates for baptism shall not be considered members of the church until they have been baptized. The manner of baptism may be altered by church vote because of a candidate's physical condition. Baptism shall be observed at the direction of the Pastor.

(B) **LORD'S SUPPER.** The Lord's Supper, a symbolic meal of bread and grape juice in remembrance of the atoning death of Jesus Christ, shall be observed on the first Sunday of October, December, February, April, June, and August, or at other times as the church or the Pastor may direct.

SECTION 4: DENOMINATIONAL AFFILIATIONS. This church is currently affiliated with the Central Virginia Baptist Association, the Baptist General Association of Virginia, the Southern Baptist Convention, the Cooperative Baptist Fellowship, and the Baptist World Alliance.

ARTICLE IV: MEMBERSHIP.

SECTION 1. WHO ARE MEMBERS. The membership of this church shall consist of persons who publicly profess to be Christians, who have been baptized by immersion, and who have been accepted by vote or affirmation of the church.

SECTION 2. WAYS OF ACCEPTING MEMBERS. Members may be accepted by vote or affirmation of the church after having presented themselves in a worship service in one of the following ways:

- (A) By confessing Jesus Christ to be their Savior and Lord, and as candidates for baptism by immersion; or
- (B) By declaring their faith as Christians from other denominations, and as candidates for baptism by immersion (if not previously immersed); or
- (C) By requesting to transfer their membership from another Baptist church; or
- (D) By requesting Watchcare membership, which is available to anyone who is a member of another Baptist church or one of like beliefs, who is currently a long-term, temporary resident of the Fork Union area, and who wants to serve God and be more fully associated with our church.

SECTION 3. MEMBERSHIP STATUS. The members of this church shall be designated as resident members, non-resident members, watchcare members, and missing members according to the definitions and conditions listed in the Bylaws.

SECTION 4. DEFERRAL OF MEMBERSHIP. Any request for membership in the church may be deferred at the discretion of the Pastor, or in his absence, the Church Moderator, in order to talk with the candidate further about his or her application.

SECTION 5. REMOVAL FROM MEMBERSHIP. Persons may be removed from membership in the church in one of the following ways:

- (A) **BY JOINING ANOTHER CHURCH:** A person will be removed from membership in our church when we receive verified information that he or she has joined another church, usually by request from that church for the transfer of his or her membership.
- (B) **BY PERSONAL REQUEST:** A person will be removed from membership in our church when he or she personally requests it.
- (C) **BY CHURCH VOTE:** A person can be removed from membership in our church by at least a three-fourths majority of resident church members present and voting at a business meeting. No one's membership shall be removed at the same business meeting at which the removal is recommended.

ARTICLE V: MEETINGS.

SECTION 1. WORSHIP SERVICES. Public worship services shall be held on Sunday morning each week. Other such services may be held as directed by the church or the Pastor.

SECTION 2. BUSINESS MEETINGS.

(A) REGULAR MEETINGS. Regular business meetings shall be held after the morning worship service on the second Sundays of October, January, April, July, and August. The meeting dates may be changed by the Pastor and/or the Moderator in the case of unexpected conflicts.

1. AUGUST AGENDA. The agenda of the August business meeting shall include the election of Deacons, the vote on the Nominating Committee report, and the vote on the church budget.

2. OCTOBER AGENDA. The agenda of the October business meeting shall include the annual written reports from each officer, organization, committee, and ministry team of the church.

(B) CALLED MEETINGS. Special business meetings may be called as needed by the Pastor, the Moderator, or the Clerk. Special business meetings must be called upon the written request of any three resident members of the church. At least one week's notice, including the purpose of the meeting, must be given by an announcement at a regular morning worship service, or in the church bulletin, or mailed to the resident membership. Other matters of concern may be presented and acted upon only by a majority vote of resident members present and voting. No advance notice is necessary for the church to vote at any worship service to receive new members or to elect Messengers to denominational meetings.

(C) QUORUM. Those resident church members present at a business meeting shall constitute a quorum.

(D) VOTING.

1. THOSE ENTITLED. Only resident members of the church shall be entitled to vote on all motions brought before the church at a business meeting.

2. VOTE REQUIRED. Motions shall be decided by a majority of those resident church members present and voting at a business meeting. However, motions to call a Pastor, amend the Constitution, sell or encumber church property, and remove a church member shall require the affirmative vote of at least three-fourths of those resident church members present and voting.

3. ABSENTEE VOTING. Voting by absentee ballot is allowed only in the election of Deacons.

4. **VOTING PROCEDURE.** The outcome of motions made at business meetings shall be determined by voice vote or by show of hands; however, if using a ballot will tend to preserve the peace and harmony of the church, it can be included in the original motion or ordered by a majority of the resident members present and voting.

ARTICLE VI: CHURCH YEAR. The church year shall be from September 1 through August 31 of the following calendar year, and the fiscal year for the church shall run concurrently with the church year.

ARTICLE VII: CHURCH OFFICERS. The officers of the church shall be the Pastor, the Ministerial Staff, the Deacons, the Trustees, the Clerk, the Treasurer, and the Moderator. All officers must be members of this church and at least 21 years of age prior to assuming their responsibilities, and shall have duties that are prescribed by the Bylaws.

ARTICLE VIII: CALLING A PASTOR.

SECTION 1. PROCESS. A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a business meeting. When a vacancy occurs, the church Nominating Committee shall, as soon as possible, nominate a Pastor Search Committee. Upon election by the church, the Pastor Search Committee shall seek out a suitable candidate and make a nomination to the church. Any member of the church may make other nominations. The nominees shall be voted on one at a time, starting with the candidate nominated by the Pastor Search Committee. The Pastor shall serve until the relationship is terminated by his resignation or by vote of the church.

SECTION 2. SPECIAL QUORUM. A business meeting to call a pastor shall require the presence of at least one-fourth of the resident membership.

SECTION 3. REQUIRED VOTE. A motion to call a Pastor shall require the affirmative vote of at least three-fourths of those resident members present and voting.

ARTICLE IX: COMMITTEES AND MINISTRY TEAMS. The church shall have standing committees and ministry teams to facilitate the mission and ministries of the church. Ad hoc committees may also be created when needed. The descriptions and duties of the committees and ministry teams are listed in the Bylaws.

ARTICLE X: PARLIAMENTARY AUTHORITY. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the business meetings of the church and all groups and organizations within the church, unless they conflict with the Constitution and Bylaws.

ARTICLE XI: AMENDMENTS.

SECTION 1: THE CONSTITUTION. The Constitution may be amended by at least three-fourths vote of resident church members present and voting at any business meeting. Any proposed amendment must be published verbatim in the church bulletin for at least two consecutive Sundays prior to the day of that business meeting.

SECTION 2: THE BYLAWS. The Bylaws may be amended by a majority vote of the resident church members present and voting at any business meeting, unless otherwise restricted by the Constitution. Any proposed amendment must be published verbatim in the church bulletin for at least one Sunday prior to the day of that business meeting.

THE BYLAWS

ARTICLE I: MEMBERSHIP STATUS. The members of the church shall be designated as resident members, non-resident members, watchcare members, and missing members according to the following definitions and conditions:

SECTION 1. RESIDENT MEMBERS. A resident member of Fork Union Baptist Church is a member:

- (A) For whom we have current contact information, and who attends our church; or,
- (B) For whom we have current contact information, and who lives within reasonable traveling distance of our church and could be expected to attend. A reasonable traveling distance would include Fluvanna County and adjacent portions of Albemarle, Goochland, Cumberland, and Buckingham counties; or,
- (C) For whom we have current contact information and who lives in this area, but is temporarily away from home, like a student or a member of the military.

SECTION 2. NON-RESIDENT MEMBERS. A non-resident member of Fork Union Baptist Church is a member for whom we have current contact information, who does not attend our church, and who does not live within reasonable traveling distance of our church.

SECTION 3. WATCHCARE MEMBERS. A watchcare member of Fork Union Baptist Church is a member of another Baptist church or one of like beliefs, who is currently a long-term, temporary resident of the Fork Union area, and wants to serve God and be more fully associated with our church. While the individual's membership remains at his/her home church, he/she can enjoy all the benefits of Fork Union Baptist Church except voting, being an officer, a teacher, or a Deacon, and are not counted as members of our church for statistical purposes. Watchcare membership will cease when the individual is no longer a long-term, temporary resident here or when requested by the individual.

SECTION 4. MISSING MEMBERS. A missing member of Fork Union Baptist Church is a member for whom we no longer have current contact information, and for whom we have made a reasonable, but unsuccessful effort to locate. Records of the last known information for these individuals will be kept by the church, but they will no longer be counted as members for statistical purposes. Should we ever receive current contact information, these individuals will be contacted and reinstated if they desire, as either resident or non-resident members.

ARTICLE II. CANCELLATION OF SERVICES. Any decision to cancel services because of adverse weather conditions or other extraordinary circumstances shall be made jointly by the Pastor, the Chairperson of the Property Committee, and the Director of the Sunday School.

ARTICLE III. DUTIES OF OFFICERS.

SECTION 1. PASTOR. The Pastor is the recognized leader of the church and is responsible for the general welfare and oversight of the church, especially spiritual matters. He serves as an ex-officio member of all committees and ministry teams. The Pastor may appoint ad hoc committees as needed to further carry out the work and activities of the church.

SECTION 2. MINISTERIAL STAFF.

- (A) **MUSIC DIRECTOR.** The Music Director is responsible to the Pastor for overseeing the total music ministry of the church and other specific duties as listed in his or her contractual job description. The Music Director shall serve until the relationship is terminated by his or her resignation, or by vote of the church. When a vacancy occurs, the Personnel Committee, with the assistance of the Music Team, shall seek, interview and present to the church for approval a qualified candidate to minister in this position.
- (B) **YOUTH DIRECTOR.** The Youth Director is responsible to the Pastor for overseeing the total youth ministry of the church and other specific duties as listed in his or her contractual job description. The Youth Director shall serve until the relationship is terminated by his or her resignation, or by vote of the church. When a vacancy occurs, the Personnel Committee, with the assistance of the Youth Team, shall seek, interview and present to the church for approval a qualified candidate to minister in this position.

SECTION 3. DEACONS.

- (A) **MEMBERSHIP.** There shall be eighteen Deacons who must be resident members of the church, twenty-one years of age or older.
- (B) **TERMS AND VACANCIES.** The term of service shall be three years; however, Deacons may be elected for terms of one or two years when necessary to equalize the number of Deacons elected each year, or to fulfill vacant unexpired terms. There is no limit on the number of terms a Deacon may serve, but no two terms shall be consecutive.

All vacancies with unexpired terms shall be filled at the next annual election of Deacons.

- (C) **ELECTION PROCEDURE.**

- 1. **THE DEACON NOMINATING COMMITTEE.** The Deacon Nominating Committee shall be in charge of and make all arrangements for the nomination and election of Deacons. It shall consist of those Deacons whose terms are expiring and are therefore not eligible for re-election. This committee shall also nominate and oversee the election of Deacon officers.

- 2. NOMINATIONS.** Any resident member of the church may nominate in writing as many eligible resident members of the church as there are vacancies to be filled. On the last Sunday of June and the first Sunday of July, the church bulletin or an insert will inform the congregation of the procedure for making nominations, the number of vacancies to be filled, when the nominations are to be closed, and when the election will be held. It shall also include the following requirements and expectations for the office of Deacon.

A Deacon...

- a) shall have been a resident member of our church for at least one year.
- b) should exemplify the standards found in I Timothy 3:8-13 and Acts 6:3.
- c) should be a faithful and loyal supporter of the entire mission and ministry of the church and be regular in attendance.
- d) should be a person of vision concerning the Kingdom of God and the local church, always willing to consider any worthy proposal to help the church improve and grow in its mission and ministry.
- e) should set a good example by faithfully serving the church, and fulfilling the duties of any church office, committee, or ministry team to which he or she may be elected.
- f) should have such high social and moral standards that his or her conduct will always bring honor to the name and cause of Christ and be a credit to the church and the community.
- g) should attend all Deacons' meetings unless providentially hindered.
- h) should take a Deacon training course offered by the church during each term of service.

Nominations for Deacons shall be made on forms provided for that purpose, and given to or collected by the Deacon Nominating Committee by the end of the morning worship service on the second Sunday in July. All nominees shall be contacted by the Deacon Nominating Committee to determine their willingness to serve. The nominees willing to serve will be listed in the church bulletin the last Sunday in July and the first Sunday in August.

- 3. ELECTION.** Ballots containing the names of those nominees willing to serve will be prepared, and the election will be held at the business meeting on the second Sunday of August. The ballots will be collected and immediately counted by the Deacon Nominating Committee. The newly-elected Deacons will be notified by the Deacon Nominating Committee as soon as possible, and be listed in the church bulletin the following Sunday.

Any member entitled to vote but who cannot be present at the election may obtain a ballot prior to the election from a member of the Deacon Nominating Committee, or from the Church Office. The ballot must be marked, and either received by mail or picked up by a member of the Deacon Nominating Committee, by the Friday before the election.

- (D) **DUTIES.** The duties of the Deacons are: to assist the Pastor in conducting the ordinances of Believer's Baptism and the Lord's Supper; to visit members of the church who are homebound, sick or in need; to support and encourage the Pastor in his ministry; and to work with the Pastor to help meet the needs of the church.
- (E) **OFFICERS.** The Deacons shall elect annually a Chairperson, a Vice-Chairperson and a Secretary. Following the general election of Deacons, the Deacon Nominating Committee shall meet and nominate candidates for each of these offices, who have agreed to serve if elected. These nominees will be presented at the organizational meeting. Other nominations may also be made from the floor. The duties of the officers shall be decided by the Deacons.
- (F) **MEETINGS.**
 - 1. **REGULAR MEETINGS.** The Deacons shall meet on the first Sunday of September, November, January, March, May, and July. Special meetings may be called by the Pastor, the Chairperson, the Vice-Chairperson, or any three Deacons. Church members are welcome to attend any Deacons' meeting, but may be asked to leave if confidential matters must be discussed.
 - 2. **ORGANIZATIONAL MEETING.** The Deacons shall meet on the fourth Sunday of August in order to elect officers.
- (G) **MINUTES.** The Secretary of the Deacons shall keep full and accurate records of all actions of the Deacons, and a copy shall be filed with the Clerk of the church and be a part of the permanent records of the church.

SECTION 4. TRUSTEES. The Trustees of the church shall be three resident members of the church, who shall be elected by the church by secret ballot. None of the Trustees shall be a member of the same immediate family. Nominees shall be recommended to the Nominating Committee with the nominee's permission. They shall be further contacted by the Nominating Committee to assure their willingness to serve. A list of nominees shall be printed in the church bulletin one week prior to the election. Upon election, they shall hold office for six years with a new Trustee elected every two years. The Trustees shall hold in trust all the property belonging to the church and take all necessary measures for its protection. All deeds, mortgages and other legal, written documents binding the church or affecting church property shall be executed by the Trustees in accordance with the will of the church. The Trustees shall serve as the Fork Union Memorial Cemetery Association Board of Directors.

SECTION 5. CLERK. The Clerk shall be elected annually by the church. He or she shall keep a record of the official minutes of all church business meetings, including reports

and communications by the church. When requested in writing by three resident members, it is the responsibility of the Clerk to give the church notice of called business meetings. In the absence of the Moderator and Vice-Moderator, the Clerk shall call a business meeting to order, request nominations, and oversee the election of a Moderator *pro tem*. The Clerk shall also keep a register of the names of members, both resident and non-resident, including when they joined, when they were baptized, when they left the church, and when they died. The Clerk shall send letters acknowledging the transfer of membership of our members to another Baptist church, at that church's request.

SECTION 6. TREASURER. The Treasurer shall be elected annually by the church. He or she shall be responsible for the proper receipt, disbursement, and accounting of church funds and other assets according to generally accepted accounting principles and as directed by the church. The Treasurer shall make a written year-to-date report of all receipts and disbursements at each regular business meeting, and other regular reports to keep the congregation informed of year-to-date receipts, expenses and budget needs. All books, records, and accounts kept by the Treasurer are the property of the church, and shall be open to inspection at all reasonable times by any member of the church, and shall be audited annually by the church Audit Team.

SECTION 7. MODERATOR. The Moderator shall be elected annually by the church and shall be the presiding officer at all church business meetings. A Vice Moderator shall also be elected annually by the church and shall serve in place of the Moderator when necessary. In the absence of both, the Clerk shall call the church to order, request nominations, and a Moderator *pro tem* shall be elected. The Moderator will be in charge of the administrative functions of the church when the church is without a Pastor.

ARTICLE IV. COMMITTEES AND MINISTRY TEAMS.

SECTION 1. STANDING COMMITTEES. Standing Committees are defined as essential to the life of the church and can only be created, changed, or dissolved by at least three-fourths of the resident church members present and voting at any business meeting, with two weeks notice prior to the day of such a meeting. These committees shall be led by a chairperson. The membership of these committees shall serve for a three year staggered term, with one third rotating off each year. They may serve multiple terms with one year off between terms. The chairperson and the new membership of these committees shall be recommended by the Nominating Committee and elected by the church annually. The current standing committees shall be the Nominating Committee, the Personnel Committee, the Property Committee, and the Stewardship Committee. Standing Committees shall have an organizational meeting in September and shall meet other times as needed to fulfill their ministry tasks.

(A) NOMINATING COMMITTEE. The Nominating Committee shall consist of a chairperson and five members. The committee shall meet primarily in the months of June and July. The committee shall nominate to the church for its approval qualified persons for standing committees, ministry teams, and non-paid leadership positions other than Deacons. Each nominee shall be officially contacted and have agreed to serve before his or her name is submitted to the church. The committee

shall submit to the church for ratification the nominees for the leadership of the Woman's Missionary Union and the Baptist Men that were chosen by their respective groups. The Nominating Committee shall make its main report at the August Business Meeting. The Committee shall nominate persons at other business meetings during the church year to fill any vacancies as needed.

- (B) PERSONNEL COMMITTEE.** The Personnel Committee shall consist of a chairperson and two members. The committee shall meet at least quarterly. It shall be the duty of this committee to draft and revise job descriptions of all employees of the church. Such job descriptions will outline the responsibilities of each employee and will be submitted to the church for approval. The Personnel and Stewardship Committees shall confer and recommend to the church the compensation of all employees. The committee shall seek and employ suitable replacements for positions other than Pastor, as vacancies arise. Nominees for Ministerial Staff positions shall be presented to the church for approval. Any problems involving employees shall be referred to the Personnel Committee.
- (C) PROPERTY COMMITTEE.** The Property Committee shall consist of a chairperson and five members. They shall meet at least every two months. This committee shall be responsible for the supervision, inspection, maintenance, and repair or replacement of all church property, including buildings, equipment and grounds. It shall supervise the custodian, and shall be responsible to see that he carries out his or her duties in a satisfactory manner. The committee shall see that the church is open for all services, that it is properly heated or cooled, and that snow and/or ice is removed from the walks and parking areas when necessary. The committee shall have custody of the keys to the church buildings and distribute them to the appropriate persons.

Any renovations to the church which would change or alter church property inside or outside, must have the approval of the Property Committee. The Property Committee will refer all significant changes or renovations to the church for approval.

The Property Committee shall consider whether any proposed physical gift to the church meets the needs or desires of the church and shall recommend to the church whether or not such gifts should be accepted. They shall also determine what is done with any physical gift to the church that has fulfilled its usefulness.

- (D) STEWARDSHIP COMMITTEE.** The Stewardship Committee shall consist of a chairperson and two members. The Church Treasurer shall be an ex-officio member. This committee shall meet quarterly and shall be responsible for church-wide promotion of stewardship and the preparation and oversight of the annual budget, including unbudgeted expenditures in excess of \$50, unless the expenditure has been approved by prior church action. The Stewardship Committee shall also consider whether any proposed monetary gift to the church meets the needs or desires of the church and shall recommend to the church whether or not such gifts should be accepted.

SECTION 2. MINISTRY TEAMS. Ministry Teams are defined as important to the life of the church and may be created, changed, or dissolved by a majority vote of the resident church members present and voting at any business meeting. These teams shall be led by a team leader. The membership of these teams shall serve a one year term, and may be re-elected for successive terms. The team leader and the membership of these teams shall be recommended by the Nominating Committee and elected by the church annually. Ministry Teams shall have an organizational meeting in September and shall meet other times as needed to fulfill their ministry tasks.

- (A) **AUDITING TEAM.** The Auditing Team shall consist of a team leader and at least two members. None of the members of this team shall be a member of the Stewardship Committee, or a member of the same immediate family. This team shall make an annual audit of the Treasurer's books by January 1st, and at other times when directed by the Stewardship Committee. Upon the completion of each audit, the team shall submit a written report to the church at the next business meeting.
- (B) **BAPTISM AND LORD'S SUPPER TEAM.** The Baptism and Lord's Supper Team shall consist of a team leader and at least three members. This team shall oversee the preparation of the baptistry for baptismal services, make provisions for all robes and supplies, and assist the candidates for baptism; they shall also oversee the preparations for the Lord's Supper and for the care and purchase of the linens, communion ware, and necessary supplies.
- (C) **CHURCH HISTORY TEAM.** The Church History Team shall consist of a team leader and at least two other members. This team shall be responsible for updating the written history of the church, preserving appropriate records (which includes insuring that church minutes are appropriately copied for preservation by the Virginia Baptist Historical Society on a yearly basis), and overseeing the museum.
- (D) **COMMUNICATIONS TEAM.** The Communications Team shall consist of a team leader and at least two members. This team shall be responsible for promoting, facilitating and coordinating all communications, both inside and outside the church, regarding the life, missions and ministries of the church.
- (E) **CONSTITUTION AND BYLAWS TEAM.** The Constitution and Bylaws Team shall consist of a team leader and at least two members. For continuity, at least one member from the previous year's team shall be asked to serve again the following year. They shall review the Constitution and Bylaws annually, consider changes recommended by members, and make recommendations to the church regarding any necessary changes to the Constitution and Bylaws.
- (F) **COUNTING TEAM.** The Counting Team shall consist of a team leader and at least eleven members. This team shall be responsible for properly counting all money received by the church according to generally accepted accounting procedures and depositing it where the church authorizes.

- (G) **KITCHEN TEAM.** The Kitchen Team shall consist of a team leader and at least seven members. This team shall be responsible for developing and publishing policies and procedures for the use of the Church Kitchen. The team shall also be responsible for equipping, supplying, and maintaining the kitchen, and shall be responsible for church-wide fellowship meal functions to be scheduled in consultation with the Pastor. Upon request, the team will coordinate special food service needs, such as meals held at the church associated with funerals.
- (H) **MULTI-MEDIA TEAM.** The Multi-media Team shall consist of a team leader and at least two members. This team shall supervise the purchasing, cataloging, and maintenance, of all multi-media materials. This team shall also coordinate the purchase, operation and maintenance of all multi-media equipment owned by the church.
- (I) **MUSIC TEAM.** The Music Team shall consist of the Music Director as team leader and at least five members, including the pianist and the organist. This team shall assist the Music Director in overseeing the total music ministry of the church, involving all age groups. This includes determining music ministry goals, organization, facilities, expenditures and administrative processes within the overall vision of the church. This team shall have general supervision of all musical instruments and sound equipment owned by the church, and be responsible for their maintenance. This team shall also assist the Music Director in preparing an annual budget to be recommended to the Stewardship Committee.
- (J) **PRESCHOOL AND CHILDREN'S TEAM:** The Preschool and Children's Team shall consist of a team leader and at least five members. This team shall develop and oversee a comprehensive Christian ministry for children from Birth through Fifth Grade, including nursery, Sunday School, worship, discipleship, music, missions, and other age-appropriate activities and events. The team will be responsible for securing capable adult volunteer workers to lead and assist at all preschool and children's services, events and activities, and child-care for church-wide worship services, events and activities as needed. Youth volunteers may be secured to assist the adults as needed. If volunteer workers are not available for special services, the team may secure paid supervision. They shall establish policies and procedures for implementing child care for the church.
- (K) **RECREATION TEAM.** The Recreation Team shall be composed of a team leader and at least two members. It shall be the duty of this team to plan and coordinate church-wide recreational activities.
- (L) **USHERS TEAM.** The Ushers Team shall consist of a team leader and at least seven members. This team shall be responsible for ushering at all church-wide worship services and meetings. Their duties shall include, but not be limited to the following: welcome members and visitors; assure the general comfort of those in attendance; and, receive the offering. The team leader shall coordinate ushering needs for funeral services with the funeral director and Pastor.

(M) YOUTH TEAM. The Youth Team shall consist of the Youth Director as the team leader and at least five members. This team shall be responsible for assisting the Youth Director in planning and coordinating a comprehensive Christian ministry to youth in grades six through twelve. This includes determining youth ministry goals, organization, facilities, expenditures, and administrative processes within the overall vision of the church. The Youth Team shall also assist the Youth Director in preparing an annual budget to be recommended to the Stewardship Committee.

SECTION 3. AD HOC COMMITTEES. Ad hoc committees shall be defined as temporary committees appointed as needed by the Pastor and/or the church to further carry out the mission and ministries of the church. Upon the completion of one year, or upon the committee's final report to the church, the ad hoc committee will automatically cease to exist, unless extended by the Pastor and/or the church.

SECTION 4. REPORT OF NEEDS. Any member of the church who knows of a problem or need regarding a function of the church should first report it to the chairperson or team leader of the appropriate committee or ministry team. If further action is required, the problem or need should be reported at any business meeting of the church.

ARTICLE V. FINANCES.

SECTION 1. SPECIAL OFFERINGS. The following regular, church-wide, special offerings have been approved by the church: the Lottie Moon Christmas Offering for International Missions, the Annie Armstrong Easter Offering for North American Missions, the Cooperative Baptist Fellowship Offering for Global Missions, the Alma Hunt Offering for Virginia Missions, the Central Virginia Baptist Association Missions Offering, the Benevolence Offerings and the Thanksgiving Offering for the Building Fund. Other regular, church-wide special offerings must be approved by the Stewardship Committee and/or the church. Occasional church-wide special-need offerings must be approved by the Stewardship Committee.

SECTION 2. OBLIGATING CHURCH. Committees, ministry teams and individuals are not to obligate the church for any non-budgeted expenditure unless specifically authorized by the church to do so.

SECTION 3. BENEVOLENCE FUND. Money given to the church for local benevolence needs shall be used at the discretion of the Pastor, the Director of the Woman's Missionary Union, or the President of the Baptist Men, according to mutually agreed upon guidelines.

ARTICLE VI: USE OF CHURCH PROPERTY AND FACILITIES. Persons, groups, and organizations from outside of our church may use church property and facilities only with the consent of the Pastor and the Chairperson of the Property Committee. Permission shall not be granted if the use will interfere or conflict with any church activity or organization. Individuals or groups from within the church do not need permission to use the property or facilities, but must first coordinate their request with the Church Office to avoid conflict with the prior requests of others.