

OAK GROVE BAPTIST CHURCH
CONSTITUTION & BY-LAWS
2026

CONSTITUTION

Preamble

Oak Grove Baptist Church Virginia Beach was issued a certificate of Incorporation by the Virginia State Corporation Commission on October 7, 2010. The Certificate of Incorporation and Articles of Incorporation are included as an appendix to these by-laws.

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 member and the freedom of action of this body in relation to other Churches.

I. NAME

This body shall be known as Oak Grove Baptist Church Virginia Beach, located at 691 Princess Anne Road, Virginia Beach, Virginia, 23457.

II. OBJECTIVES

- To be a dynamic spiritual organization empowered by the Holy Spirit to share Christ with as many people as possible in our Church, community, and throughout the world,
- To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership,
- To experience an increasingly meaningful fellowship with God and with fellow believers,
- To help people experience a growing knowledge of God and man.
- To be a Church which ministers unselfishly to persons in the community and the world in Jesus' name.
- To be a Church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.

III. STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of “The Baptist Faith and Message” as approved by the Southern Baptist Convention in 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the Church are believer’s baptism and the Lord’s Supper. (See Article VII of the Bylaws.)

IV. CHURCH COVENANT

As members of the body of Christ and this local gathering it will be our intention to make every effort, with the help of the Holy Spirit, to live as God commands us through His word ^a. To that end, we will strive to work together in Christian love to advance the work of the Church by observing the ordinances and doctrines of the Church and regularly attending and financially supporting the Church programs and worship services. ^b

In our homelife it will be our goal to have a regular study of God’s Word as a family and individually with the hopes of helping us grow spiritually as a family and individually to have an impact on the lives of the people God puts in our paths from day to day.^c

Through the help of the Holy Spirit, we will work to show our faith in the way we live our lives each day. We will work to be fair in our dealings with others and be mindful of the way we treat others in public and in private (avoiding things such as gossip, backbiting and excessive anger).^d As well, we will work to show our faith by avoiding excessive use of intoxicating beverages and using our influence to fight the abuse of drugs and pornography in our community and in the world as we work to advance the kingdom of God.^e

As believers we will work to watch over one another in brotherly love, praying for each other in public and in private, and showing our support to each other in

times of illness and any other difficulty affecting members of our Church family.^f To that end, we will also strive to be courteous and, when we have been offended, to be slow in taking offense and quick to reconcile to one another. ^g

Should the Lord lead us to another area to live, we will look for another Church to actively participate in where we can continue to live according to the spirit of the example we have gained through the principles of God's Word reflected through this Church body.

a – cf. Deuteronomy 8:3, Psalm 119:105

b – cf. 2 Corinthians 9:7, Deuteronomy 15:10

c – cf. Deuteronomy 6:6-7, Proverbs 22:6

d – cf. Ephesians 4:26-27 & 32, 1 Corinthians 13:5

e – cf. Proverbs 20:1, Proverbs 23:20-21, Ephesians 5:18

f – cf. 1 Thessalonians 5:11, Colossians 3:13

g – cf. Colossians 3:13, James 1:19, Ephesians 4:32

V. POLICY AND RELATIONS

The government of this Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See Article I of the Bylaws.)

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by Church action.

This Church 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 Bridge Network of Churches, the Baptist General Association of Virginia, and the Southern Baptist Convention.

BYLAWS

ARTICLE I. CHURCH MEMBERSHIP

SECTION I. General

This is a sovereign 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.

The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership.

SECTION 2. Candidacy

Any person may offer himself as a candidate for membership in this Church after proper counseling by the Pastor or other qualified person. All such candidates shall be presented to the Church at any regular Church service for membership in any of the following ways:

- By a profession of faith and for baptism according to the policies of this Church,
- By promise of a letter of recommendation from another Baptist Church,
- By restoration upon a statement of prior conversion experience and New Testament Baptism when no letter is obtainable.

Should there be any dissent to any candidate, such dissent shall be referred to the pastor for investigation and for the making of a recommendation to the Church within (30) days. A three-fourths vote of Church members present and voting shall be required to select such candidates for membership.

SECTION 3. New Member Orientation

New members of this Church are encouraged to participate in the Church's new member classes conducted by the New Member Committee.

SECTION 4. Rights of Members

- Every member of the Church is entitled to vote in all elections and on all matters brought before the Church provided the member is present at the time the vote is taken.
- Every member of the Church shall be eligible for consideration by the membership as a candidate for elective positions within the Church, subject to the qualifications and guidelines established by that committee.
- Every member of the Church may participate in the ordinances of the Church as administered by the Church.

SECTION 5. Termination of Membership

Membership shall be terminated in the following ways:

- death of a member
- dismissal to another Baptist Church
- exclusion by action of this Church, or
- erasure upon request or proof of membership in a Church of another denomination.

SECTION 6. Discipline

It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church staff and deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the Church, the Pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18: 15-17. If it becomes necessary for the Church to take action to exclude a member, a two-thirds vote of the members present is required; and the Church may proceed to declare the person to be no longer in the membership of the

Church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The Church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the Church upon evidence of the excluded person's repentance and reformation.

ARTICLE II. CHURCH OFFICERS AND COMMITTEES

ALL WHO SERVE AS OFFICERS OF THE CHURCH AND THOSE WHO SERVE ON CHURCH COMMITTEES SHALL BE ACTIVE MEMBERS OF OAK GROVE BAPTIST CHURCH.

Church Officers

Persons nominated, their nominations seconded and elected will serve in the office set opposite their names until the next annual meeting of the Corporation or until their successors are elected and shall qualify in accordance with the provisions of the Articles of Incorporation of Oak Grove Baptist Church Virginia Beach which stated that the Chairman of Deacons shall serve as the President; the Chairman of the Trustees shall serve as the Vice President; the Church Clerk shall serve as the Secretary; and the Church Treasurer shall serve as the Treasurer. The trustees shall serve as the directors.

A. PASTOR

1. Duties:

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.

- Lead the Church in the achievement of its mission.
- Proclaim the gospel to believers and unbelievers.
- Care for the Church's members and other people in the community.

2. Calling of Pastor:

A Pastor shall be chosen and called by the Church whenever a vacancy occurs.

- Pastor Selection Committee

- A Pastor Selection Committee of five (5) shall be selected and elected by the Church to seek out a suitable Pastor, and its recommendation will constitute a nomination.
 - The Pastor Selection Committee, upon the proper authorization of the Church, shall be responsible for negotiating the initial Pastor's salary, benefits, and other compensations.
 - Any Church member has the privilege of making recommendations to the Pastor Selection Committee.
 - The committee shall take into consideration the Church only one name at a time.
- Election of Pastor:
 - The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.
 - The election shall be by ballot, and the affirmative vote of three-fourths of those church members present being necessary for an election.
 - The Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request.

3. Dismissal of Pastor:

- The Pastor may relinquish the office as Pastor by giving at least two weeks' notice to the Church at the time of resignation. The Church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.
- The meeting may be called upon the recommendation of a majority of the Personnel Committee and the deacons or by written petition signed by not less than one-fourth of the resident Church members.
- The moderator for this meeting shall be designated by the members present by majority vote and shall be someone other than the Pastor.
- The vote to declare the office vacant shall be by secret ballot, an affirmative vote of two-thirds of the members present being necessary to declare the office vacant.
- Except in instances of gross misconduct by the Pastor so excluded from office, the Church will compensate the Pastor with no less than one-twelfth of his total annual compensation.

The termination shall be immediate, and the compensation shall be rendered in not more than thirty days.

A. MODERATOR

The moderator shall be elected by the Church. In the absence of a moderator, the Pastor shall preside. In the absence of both the moderator and the Pastor, the Chairman of Deacons shall preside. In the absence of all three (3), the Church Clerk shall call the Church to order and a moderator pro tempore shall be elected.

B. MINISTERIAL STAFF

The ministerial staff (i.e., Minister of Youth, Minister of Music) shall be called and employed as the Church determines the need for such offices. A job description shall be written when the need for a staff member is determined. Those staff members of whom the Church requires evidence of a personal call of God to minister shall be recommended to the Church by the Personnel Committee and called by Church action. At the time of resignation, at least two weeks' notice shall be given to the Church. The Church may vote to vacate such positions upon the recommendation of the Personnel Committee, such termination being immediate.

C. NON-MINISTERIAL STAFF

Non-ministerial staff members shall be employed as the Church determines the need for their services. The Church Personnel Committee shall have the authority to employ and to terminate the services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervision staff members and, as appropriate, with the consultation of related committees of the Church.

D. DEACONS

1. Duties of:

- Biblical Background: In accordance with the meaning of the work and practice in the New Testament as recorded in I Timothy 3: 8-13, Titus 1: 5-9, I Peter 5: 1-9, Galatians 6:1-5 Matthew 18: 15-17, I Corinthians 5: 9-13, and I Thessalonians 5: 12-14, deacons are to be servants of the Church.
- Their task is to serve with the Pastor and staff in performing the Pastoral ministries' task of
 - leading the Church in the achievement of its mission,
 - proclaiming the gospel to believers and unbelievers, and
 - caring for the Church's members and other people in the community.
- They shall serve as a council of advice and conference with the Pastor in all matters pertaining to the welfare and spirit of the Church.
- With the Pastor, they are to consider and formulate plans for the progress of the Church as to the saving of souls and the development of Christians and the growth of the Kingdom of God.
- They shall provide for and assist the Pastor in the observances of the ordinances of the Church.
- In any period when the Church is without a Pastor, unless the Church shall otherwise provide, the deacons shall arrange for a temporary minister.
- In the absence or inability of a pastor, the Chairman of the Deacons shall oversee the operation of the Church with the congregation having final authority.
- Deacons are required to attend each monthly meeting unless an emergency situation arises preventing such or a specific, justifiable reason can be rendered.

- Noncompliance shall result in the following:
 - Deacons who miss three deacons' meetings in succession shall be counseled by the Pastor and/or a delegation of at least two deacons chosen by the existing deaconship for consideration of removal of said person from the deaconry.
 - If the deacon in question refuses to visit with the Pastor and/or deacons, the deacon body may still recommend his dismissal.
 - A private meeting should take place with the Pastor and deacons if there is a concern. This allows for correction, repentance or clarification. A written warning may be appropriate. If the concern persists, a formal meeting should be held with Church leadership and the deacon. The concern should be presented clearly, and the deacon should be given a chance to respond. If the decision is to dismiss the deacon, it should be communicated with grace, emphasizing the goal of maintaining Church unity and integrity.
- Rotation of the Deaconry:
 - Deacons shall serve on a rotation basis.
 - Each year the assigned term of office of one-third of the deacons shall expire.
 - Election shall be held to fill these rotating vacancies and to add to the deaconry such members as the Church size warrants.
 - After serving a term of three years' assignment, a deacon shall be eligible for re- election only after a lapse of at least one year.
- Selection of the Deacons:
 - Any nominee considered shall have been a member of this Church for at least one year or be a returning member to this congregation who was previously a member here in good standing in accordance with these by-laws.
 - There shall be no obligation to select as a nominee one who has been a deacon in another Church, but in such instances as

one might be chosen by this Church for such, his previous ordination by another Church of like faith and order shall suffice for this Church.

- At the May deacon's meeting, the chairman of the deacons will request recommendations from the current deacons.
 - The congregation will have the opportunity to submit recommendations via a bulletin insert and a designated recommendation box.
 - The Pastor, deacon chairman, and the Nominating Committee will review the list of candidates submitted by both the deacons and the congregation. The candidates selected will be contacted by the Pastor and provided with a job description.
 - After the candidate's confirmation, the final list of names will be given to the Nominating committee to proceed with their election process.
 - In case of death, removal, or incapacity to serve, the selection of a nominee to fill the unexpired term shall follow the Deacon Selection process noted above.
- Election of the Deaconry:
 - All deacons shall be elected by secret ballot at a special business meeting of the Church on a Sunday morning. The candidate should receive at least three-fourths positive vote of the members present.
 - The ballot shall give the members the option of voting "yes" or "no" or "abstain."
 - At least one week's notice shall be given to the Church body prior to any voting by election for the deaconry.
 - Counting the ballots shall be the responsibility of the Nominating Committee.
 - There shall be one deacon elected for approximately every fifteen Church families, if qualified persons are available, or as deemed necessary by the Pastor and deacons.

- Dismissal of the Deaconry
 - A deacon can be dismissed if they are unable, unwilling, or consistently failing to serve the Church as required, or if they are found to be acting unethically or in a way that contradicts the Church's value. Dismissal should be based on biblical principles. 1 Timothy 3 :1-13
 - A deacon may be removed for insufficient regular meeting attendance as referenced above under the Duties of the Deacon.
 - A private meeting should take place with the Pastor and deacons if there is a concern. This allows for correction, repentance or clarification. A written warning may be appropriate. If the concern persists, a formal meeting should be held with Church leadership and the deacon. The concern should be presented clearly, and the deacon should be given a chance to respond. If the decision is to dismiss the deacon, it should be communicated with grace, emphasizing the goal of maintaining Church unity and integrity.

CHURCH CLERK

- The Church shall annually elect a clerk as its clerical officer. The Church clerk shall be responsible for keeping a suitable record of all official actions of the Church and for recording legal actions made by the Church, such as changes in trustees.
- The Church Clerk shall be responsible for recording the Church minutes. When keeping the minutes, the Church Clerk should record the motions with exact wording. If the motion is not in writing, the Clerk should repeat the motion as it is being recorded before the motion is seconded or voted on. The Clerk should record only necessary items of discussion as stated. The Clerk should not editorialize in the minutes. The Clerk should also provide minutes of every business meeting to the Moderator upon their filing.
- The Church Clerk shall be responsible for maintaining membership records with dates of admission, dismissal, death, or erasure, and for

corresponding with other Churches for membership changes. The records of baptisms shall also be recorded.

- The Clerk shall issue letters of dismissal voted by the Church, preserve all communications and official reports written on file, and give required notice of all meetings where notice is necessary, as indicated by the By-Laws. All records are the property of the Church and shall be kept in an appropriately safe place.
- The Clerk shall be responsible for preparing the annual letter of the Church to the association.

TREASURER

- The Church Treasurer supports and assists the Church Accountant in managing financial tasks of the Church.
- The Church Treasurer shall be a member of the Church and listed on the Church Articles of Incorporation.
- Duties of the Treasurer shall include preparing the payroll for the Church staff. The Treasurer will assist the Church Accountant with financial record keeping and reporting.
- The Church Treasurer shall serve as assigned to other Church committees, such as the Stewardship Committee.

• TRUSTEES/BOARD OF DIRECTORS

The Church shall elect three or more trustees to serve as legal officers/directors for the Church. They shall hold in trust the Church property. Upon specific vote of the Church authorizing each, they shall have power to buy, sell, mortgage, lease, or transfer any Church property. When the signatures of the trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to Church approved matters. Trustees shall serve for a term of five (5) years.

ARTICLE III. CHURCH COMMITTEES

Some of the committees of this church will be:

- Nominating Committee
- Personnel Committee
- Building Committee
- Grounds Committee
- Stewardship Committee
- Strategic Planning Committee
- Constitution and By-Laws Committee
- Committee for Child Abuse Prevention and Sexual Misconduct Policy and Procedures
- And such other regular and special committees as the Church shall authorize. Additional regular committees may be added by the amendment procedure prescribed within these bylaws. All Church committee members shall be recommended by the Church Nominating committee and elected by the Church unless otherwise specified within these by-laws.
- Church membership is required for three years on the following committees: Personnel, Stewardship, Constitution & By-Laws, Nominating, Teller, and Trustee. All other committees require a church membership of one year. New members and non-members may volunteer on committees that require a one-year membership.
- Job descriptions for all committees are included in the by-laws.

A Few Church Committees:

Nominating Committee

The Nominating Committee coordinates the staffing of all Church leadership positions filled by volunteer workers, unless otherwise specified herein. People considered for any such position shall first be approved by the Nominating Committee before they are approached for recruitment. The Nominating Committee shall present to the Church all who accept the invitation to serve. The Nominating Committee shall provide a job description of the position to each person considering accepting such a position.

Personnel Committee

The Personnel Committee is to assist the Church in matters relating to employed personnel. The Committee is responsible for both ministerial and support staff employment, personnel policies, and staff development.

Building Committee

The Building Committee assists the Church in matters related to properties administration. Its work includes such areas as maintaining all Church buildings ready for Church use, recommending policies regarding use of properties, counseling with the Personnel Committee and the Church staff regarding the need for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.

Grounds Committee

The Grounds Committee assists the Church in matters related to properties administration. Its work includes such areas as maintaining all Church grounds ready for Church use, recommending policies regarding use of properties, counseling with the Personnel Committee and the Church staff regarding the need for, and the employment of, maintenance personnel, and assigning supervisory responsibility to appropriate personnel.

Stewardship Committee

The Stewardship Committee develops and recommends an overall stewardship development plan and a unified Church budget. It advises and recommends in the administration of the gifts of Church members and others, using sound principles of financial management. It collaborates with the Church accountant or treasurer in preparation and presentation to the Church of required reports regarding the financial affairs of the Church.

Strategic Planning Committee

The purpose of this committee is to lead the Church in cultivating a clear vision for the future of the Church. This committee should collaborate closely with the Pastor, the committees of the Church, and the overall membership of the Church to help us develop a clear mission statement and direction for the future.

Constitution and By-Laws Committee

This committee ensures that the Constitution and By-laws of the Church are kept up to date.

Committee for Child Abuse Prevention and Sexual Misconduct

The committee shall include the Pastor, a deacon, and a trustee and shall ensure that the policies and procedures outlined in the Child Abuse Prevention and Sexual Misconduct Policy and Procedures are strictly adhered to. The policies and procedures are described in detail in the job descriptions to follow.

ARTICLE IV. CHURCH PROGRAM ORGANIZATIONS

The Church shall maintain programs of Bible teaching, Church member training, Church leader training, new member orientation, mission education, with action and support, and music education, training, and performance. All organizations related to the Church programs shall be under Church control, all officers being elected by the Church and reporting regularly to the Church, and all program activities subject to Church coordination and approval. Job descriptions for all committees will be provided. The Church shall provide human resources, the physical resources, and financial resources for the appropriate advancement of these programs.

The Sunday School

The Sunday school shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the Biblical revelation, reach persons for Christ and Church membership, perform the functions of the Church within its constituency, and provide and interpret information regarding the work of the Church and denomination.

Women's Missionary Union

Women's Missionary Union is the umbrella organization that leads the Church in developing and implementing a comprehensive strategy of missions' ministry for the Church. Its tasks shall be to educate and involve women and children in the cause of Christian missions, to encourage and provide opportunities for all Church members and other participants of the Church to be aware of and involved in the mission's ministry of the Church through prayer, witnessing, engagement in mission action and support on behalf of people serving in missions work and people who need to know and accept God's redeeming love.

ARTICLE V. CHURCH PROGRAM SERVICES

The Church shall maintain media center services and recreation services for the purpose of enriching and extending the ministries and programs of the Church.

The Media Service Center

The personnel will seek to provide and promote the use of printed and audio visual resources. They also will provide consultation to Church leaders and members in the use of printed and audiovisual resources.

Recreation Services

The Recreation Department is responsible for leading the Church in planning, conducting, and evaluating a program of recreation for the Church members and others in the community.

ARTICLE VI. CHURCH COUNCIL

The Church Council shall serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its organizations.

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

The Church Council shall be led by the Pastor or his designated appointee. Regular members of the Church Council shall be the Pastor, chairmen of Church program organizations and committees, chairman of deacons, music minister, Sunday School director and youth minister.

All matters agreed upon by the council which call for action not already approved shall be referred to the Church for approval or disapproval.

ARTICLE VII. CHURCH ORDINANCES

SECTION 1. Baptism

This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

- Baptism shall be by immersion in water.
- The Pastor, or whomever the Church shall authorize, shall administer baptism. The deacons or baptismal committee shall assist in the preparation for, and during the observance of, baptism.
- Baptism shall be administered as an act of worship during any worship service of the Church.

SECTION 2. The Lord's Supper

The Church shall observe the Lord's Supper monthly, the first Sunday of the month and other times as scheduled. The Pastor and deacons shall administer the Lord's Supper, the Lord's Supper Committee being responsible for the physical preparations.

ARTICLE VIII. CHURCH MEETINGS

SECTION 1. Worship Services

The Church will meet each Sunday morning. The Pastor will decide if mid-week services will be in person or online. Prayer, praise, preaching, instruction, and evangelism shall be among the elements of these services. The Pastor shall direct the services for all the Church members and for all others who may choose to participate.

SECTION 2. Special Services

Revival services and any other Church meetings essential to the advancement of the Church's objectives shall be placed on the Church calendar.

SECTION 3. Regular Business Meetings

The Church shall hold regular business meetings quarterly on the 3rd Monday night in January, April, July, and October. On the third Monday night in August, a regular business meeting shall be held to elect the Church officers and teachers as recommended by the Nominating Committee, the Annual Meeting. On the first Monday night in December, a regular business meeting shall be held for the Budget Workshop. No business may be brought to the floor, which has not been placed on the agenda, except by the consent of 75% of those present. Agenda items shall be in the Church office by 10:00 a.m. on the Friday prior to all business meetings for the following calendar week (Sunday-Saturday). Church members shall be notified of regular business meetings at least two Sundays prior to the

meeting the following calendar week, via available ways (bulletin, email, website, etc.).

SECTION 4. Special Business Meeting

The Church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, the time, and place. The meeting should be called to the attention of the Chairman of the Deacons, a Trustee, and the Moderator shall be notified to ensure the necessity of such meeting.

SECTION 5. Quorum

The quorum consists of those members who attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTION 6. Parliamentary Rules

Robert's Rules of Order, the most current edition, is the authority for parliamentary rules of procedure for all business meetings of the Church.

ARTICLE IX. CHURCH FINANCES

SECTION 1. Budget

- The Stewardship Committee, in consultation with the Church Council, shall prepare and submit to the Church an inclusive budget for approval, indicating by items the amount needed and sought for all local and other expenses. If, during the year, there is need for additional funds, the Stewardship Committee shall have authority to increase the budget in an amount not to exceed \$500.00 per item without Church approval. The \$500.00 limit shall not apply in cases of extreme emergency.
- It is understood that membership in this Church involves financial obligation to support the Church and its causes with regular, proportionate gifts. Offering envelopes will be provided for members' use.

SECTION 2. Accounting Procedure

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

SECTION 3. Church Year

Jan to Dec – Financial Year: The Financial year of the Church shall run from January through December

Sept to Aug – Sunday School Year: The Sunday school year shall run from September through August.

Oct – Sept – Election of Committees (and the Association Year): The Association year and the Committee terms shall run from October through September.

ARTICLE X. AMENDMENTS

Changes in the Constitution and By-laws may be made at any regular business meeting of the Church provided that each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the By-laws shall have a concurrence of two thirds of the members present and voting.

COMMITTEE DESCRIPTIONS

ADULT ACTIVITIES COMMITTEE

PRIMARY OBJECTIVE:

The Church Adult Activities Committee is to plan social functions which may include trips and social gatherings for fellowship of the adults.

ORGANIZATION OF THE COMMITTEE:

The Church Adult Activities Committee is made up of four (4) Church members recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Plan, budget for, coordinate, and lead social functions for the adults.
- Arrange transportation for adult activities.
- Provide representation for the Church in planning, conducting, and evaluating adult activities that involve other Churches or groups.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

AUDIOVISUAL COMMITTEE

PRIMARY OBJECTIVE:

The Church Audiovisual Committee (A/V) is to operate and ensure proper maintenance of the Church sound and video systems.

ORGANIZATION OF COMMITTEE:

The members of the A/V Committee will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Operate the sound and video systems for worship services and other special events as requested. This includes securing the systems when not in use.
- Evaluate, budget for, and provide a maintenance program for proper upkeep of the equipment.
- Study and recommend changes in the a/v systems as needed to update the equipment and make available the best possible a/v quality for the worship experience and other opportunities within the Church.
- Operate recording equipment to record a primary cd of the worship service and make copies for distribution to individuals.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

AUDITING COMMITTEE

PRIMARY OBJECTIVE:

The Church Auditing Committee is to safeguard the Church's assets for the welfare of the congregation.

ORGANIZATION OF THE COMMITTEE:

The Church Auditing Committee is made up of three (3) Church members who will be recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Conduct an annual audit of review of the Church's financial records using sound methods of generally accepted accounting principles or practices.
- Issue a report to the Church membership during a business meeting, outlining the nature of their audit and their findings.
- Respond to any questions raised by Church members concerning the status of Church accounts.
- Seek the assistance of qualified accounting professionals for the completion of the auditing tasks if needed.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

BAPTISM COMMITTEE

PRIMARY OBJECTIVE:

The Church Baptism Committee is to assist the Pastor and candidate(s) in preparing for and administering the ordinance of Baptism to assure that it is a significant spiritual moment in the life of both the candidate and the Church.

ORGANIZATION OF THE COMMITTEE:

The Church Baptism Committee is made up of six (6) Church members (three (3) men and three (3) women) recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Have the baptismal ready for all scheduled baptisms.
The water should be run in a timely manner to ensure that water temperature and level is appropriate for the Baptism.
- Secure sufficient towels, handkerchiefs, and robes for baptismal candidates.
- Assist the Pastor in his dressing preparations, as well as his disrobing of baptismal attire to assist him in his return to the sanctuary for the remaining service.
- Assist baptismal candidates prior to baptism with dressing preparations, as well as emotional support. Upon completion of the baptism, assist the Christian in disrobing of the baptismal attire and dressing for the remaining service.
- Help the Pastor and candidates in and out of the water to maximize safety in potentially slippery conditions.
- Make sure the tank is scrubbed and cleaned after each use.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

BENEVOLENCE COMMITTEE

PRIMARY OBJECTIVE:

The Benevolence Committee has a twofold challenge- to carry out the biblical mandate and to be good stewards of the Church's resources. The purpose of this committee is to study the benevolent needs of Church families and members of the community, to design a plan for responding to those needs, and to administer the plan.

ORGANIZATION OF THE COMMITTEE:

The Benevolence Committee is composed of six (6) Church members recommended by the Nominating Committee and elected by the Church for a term of one (1) year. The Committee should be made up of members who display a particular dedication to the relief of human suffering. Benevolence can be performed best by those who possess a spirit of concern, act with compassion, and have demonstrated the ability to make good judgments. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Establish the amount and frequency of assistance to individuals or families.**

Functioning closely with the Pastoral leaders of the Church, the Benevolence Committee should develop benevolence policies for emergency needs and criteria for meeting such needs.

Develop forms for requesting assistance (name, address, employment status, nature of the request [a brief explanation of need] and any other needed information).

- **Locate Church members and community persons who need assistance.**

The committee can conduct surveys, conduct interviews, ask for help from Church members, and consult other resource persons in the community to discover needs. In all cases, spiritual needs should be considered along with financial needs.

Benevolence Committee – Page Two

- **Work with other groups in the Church which provide benevolent actions.**

These groups may include Sunday School, Woman's Missionary Union, or deacon family ministry groups. The Benevolence Committee can help ensure that resources are distributed in a fair and equitable manner.

- **Survey and determine available community agencies.**

Many Communities have agencies that aid. Sometimes a Church cannot provide the kind of help persons need, but they can refer these persons to appropriate agencies. This committee should compile a list of those community agencies. The list should describe the type of service available, the address, phone number, and contact persons in those agencies. The Committee should also seek ways for the Church to cooperate with community agencies dedicated to the relief of hunger, personal calamity, or human suffering.

- **Recommend budget request for monies needed for ministering to people.**

The committee should determine the amount of funds to be expended annually. In the event of special needs requiring funds greater than budget authorizations, the Committee may recommend designated giving for benevolent actions, such as love offerings. In most cases the policy should be observed that no money is given directly to persons in need. Money used to pay bills for necessities will be paid by check to the business. Gift cards will be provided for food or gas purchases. If a food and/or clothing closet is established to meet benevolence needs, the administration of these closets may be shared with mission organizations of the Church, such as, Men's Ministry, Women's Missionary Union (WMU), or the Sunday School.

Benevolence Committee – Page Three

- **Make reports to the Church.**

Periodically the Benevolence Committee should report to the Church the type of service provided (without mention of names), the results of the benevolence work, and the amount of expenditures. A record should be kept of services provided.

- **Maintain confidentiality regarding all actions.**

Committee members must respect the privacy of others and preserve the dignity of those who have received assistance by not disclosing their names publicly.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.[†]**

BETHLEHEM WALK COMMITTEE

PRIMARY OBJECTIVE:

The Bethlehem Walk Committee is to coordinate the Bethlehem Walk event to take place each December. This event will portray what it was like to walk through the streets of Bethlehem the night Christ was born.

ORGANIZATION OF THE COMMITTEE:

The members of the Bethlehem Walk Committee will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Assume responsibility for the organization, promoting and marketing, setting up, staffing, dismantling, and storing all of the items necessary for the Bethlehem walk. The committee is encouraged to solicit assistance from the congregation to fulfill this duty. The committee would like to have as many members/volunteers as possible involved in this event.
- Create a multi-sensory, interactive program to include a children's singing program and refreshments after the event.
- This program will be presented as a gift to the community to share the story of the birth of Jesus Christ.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

BUILDING COMMITTEE

PRIMARY OBJECTIVE:

The Building Committee is elected to work with all matters pertaining to the Church building and furnishings, equipment of the Church and the parsonage.

ORGANIZATION OF THE COMMITTEE:

The Building Committee is made up of at least six (6) members and a Deacon appointee. One (1) member serves as the chairperson. The members are recommended by the Church Nominating Committee and are elected by the Church for a one (1) year term. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Inspect all Church properties periodically and maintain an inventory of all equipment and furnishings.**

Regular inspections are a key part of preventative maintenance. Routine painting and repairs should be done on an ongoing basis. Secure property repairs in a timely manner and make formal presentations to the Church concerning major repairs for improvements.

- **Conduct with Church leaders an annual evaluation of space allocations and make recommendations for maximum use of educational, worship and activity space.**

The ideal time for this evaluation is in conjunction with planning for the new Sunday School year. The Committee should be prepared to make creative suggestions to provide room for growth.

- **Make recommendations to the personnel committee on the employment, training needs and duties of maintenance personnel.**

A major portion of the work of the Building Committee is ensuring that the building is cleaned and maintained on a regular basis.

Building Committee – Page Two

- **Develop and recommend maintenance policies and procedures.**

These policies and procedures should include cleaning and maintenance schedules.

- **Develop and recommend policies regarding use of space and equipment.**

Policies should include when and how the Church may be used for non-Church activities and whether such items as chairs and tables may be borrowed and what the appropriate procedure will be. Policies should be specific and uniformly set.

- **Assist the Church in selecting and maintaining proper and adequate furnishings for the Church programs and activities.**

This task should be met in cooperation with other committees and organizations.

- **Promote through whatever means available the conservation of energy and other natural resources which are used in the operation of the Church.**

Careful attention to monitoring heating and cooling can save money and conserve energy.

- **Evaluate the building and make recommendations to ensure that the space is accessible to disabled persons and the elderly.**

This process should include the needs for ramps, handrails, rest-room access, and related needs.

Building Committee – Page Three

- **Prepare budget recommendations.**

The Building Committee should plan its work and provide these details for the new year's budget. Equipment requests should be taken from other committees and consolidated into the Building Committee budget.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

CEMETERY COMMITTEE

PRIMARY OBJECTIVE:

The purpose of the Cemetery Committee is to maintain records of burial gravesites, provide active Church members with gravesites upon passing, and set standards by which the gravesites, headstones, and cemetery grounds should be maintained with the cooperation and support of the Grounds Committee and the family members of the deceased.

ORGANIZATION OF THE COMMITTEE:

The Church Cemetery Committee is made up of six (6) or more church members who will be recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Designate, mark, and maintain all burial plots in the cemetery.
- Maintain and distribute a set of well-defined guidelines for the distribution, use and continual care of the cemetery.
- Maintain cemetery and columbarium in a spiritual and respectful manner.
- **Frequently attend worship services, Bible studies, and church events to stay connected and grow in faith.**

CHILDREN'S WORSHIP COMMITTEE

PRIMARY OBJECTIVE:

The Children's Worship Committee is to provide an alternative worship service for children in kindergarten through the completion of fifth grade. This worship should be based on Biblical teachings, values and concepts presented in a manner that is easy to comprehend. Such teachings should lead them to know Christ as their Savior and teach the importance of professing Him publicly through baptism. Also important is that the concepts being taught are presented in a manner that they can apply to their daily life.

ORGANIZATION OF THE COMMITTEE:

The committee will consist of members who are leading the children's worship services. The chairperson will be recommended by the Nominating Committee and elected by the church for a one-year term. Church membership for one year is required to serve on this committee. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Maintain an awareness of children in worship service.**

While in group worship, before departing for Children's Worship, it is important to scan the sanctuary for children. When there are unfamiliar faces, it is important to extend an invitation to these parents for their children to attend Children's Worship, explaining that the Church provides a Children's Worship for those who would like to attend. The parent will then speak with the child and give you an answer.

- **Provide a safe environment for the children.**

When parents allow their child/children to attend Children's Worship, they are placing their most precious gift in your hands. It is imperative that the children get to their destination once departing

Children's Worship Committee – Page Two

from their parents and that they are in safe care until their parents return for them. **THEY ARE YOUR RESPONSIBILITY ONCE LEAVING THEIR PARENTS' SIDE.**

- **Maintain flexibility when developing lesson plans.**

Activities are oftentimes planned in the social hall; therefore, it is important to maintain an element of flexibility. Worship service may extend past the normal time if someone comes forth, if there is Communion service, etc. It is important to have ideas for extending Children's Worship.

- Discuss individual prayer requests.
- Play a Christian game.
- Sing fun songs.
- Encourage a personal testimony.

- Ensure, when delegating tasks, that persons helping with children's worship are Christians with the values expected of this position.
- Minister to the needs of the total child.
- Witness to unsaved parents as God leads.
- Assume responsibility for closing windows and doors, dropping blinds, and turning off the lights at the conclusion of each worship.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

CHURCH CLERK ASSISTANT

PRIMARY OBJECTIVE:

The Assistant Church Clerk shall be responsible for the duties of the Church Clerk in the event of an absence.

ORGANIZATION OF THE POSITION:

The Assistant Church Clerk will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- **Record minutes.**

When keeping minutes, the Assistant Church Clerk should record the motions with exact wording. If the motion is not in writing, the Assistant Clerk should repeat the motion as it is being recorded before the motion is seconded or voted on. The Assistant Clerk should record only necessary items of discussion as stated. The Assistant Clerk should not editorialize in the minutes. The Assistant Clerk should also provide minutes of every business meeting to the Moderator upon their filing.

- **Preserve records.**

The Assistant Church Clerk is responsible for maintaining membership records and the records of business transactions in the absence of the Clerk. Preserving records is a serious matter. Having a thorough record of the Church's business has been the best protection against injurious lawsuits.

- **Correspond with other Churches for membership changes.**

Church Clerk Assistant – Page Two

The Assistant Church Clerk is responsible for requesting and forwarding letters of membership to other Churches.

- **Record legal actions made by the Church, such as changes in trustees, in the absence of the Church clerk.**
- **Provide records for Church history.**

The Assistant Church Clerk will collaborate with the Historical Committee to ensure they have the proper information for historical purposes. The following items should be kept for historical purposes: budgets, outstanding events, a record of new staff members, and a record of special events such as remodeling, anniversaries, and celebration of centennials.

- **Assist the Church secretary in preparing the annual Church profile (formerly the uniform Church letter).**

The Assistant Church Clerk is responsible for assisting the Church Secretary in preparing the annual Church profile and sending it to the association.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

CHURCH COUNCIL

PRIMARY OBJECTIVE:

Serve the Church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the Church and its committees.

ORGANIZATION OF THE COMMITTEE:

Members of the Church Council shall be the Pastor, Chairmen of Church committees, Chairman of the Deacons, Music Director, Sunday School Director, and Youth Director. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Review and coordinate ministry and program plans recommended by Church officers, organizations, and committees.
- Recommend to the Church the use of leadership, calendar time, and other resources according to program priorities.
- Evaluate achievements in terms of the Church's objectives and goals.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

CONSTITUTION AND BY-LAWS COMMITTEE

PRIMARY OBJECTIVE:

This committee ensures that the Constitution and By-laws of the Church are kept up to date.

ORGANIZATION OF THE COMMITTEE:

The Constitution and By-Laws Committee is made up of four (4) members who will be recommended by the Church Nominating Committee and elected by the Church. Elected members of the Committee are enlisted to serve a four-year term, with one fourth of the committee rotating off each year. The chairperson will be the senior member of the committee. Church membership for (3) three years is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- The committee shall conduct an annual review, during the first quarter of each year, of the Constitution and By-Laws, maintaining it as a living document, ensuring its relevance to and for the Church. Each member shall familiarize themselves with the document so that they may be able to answer the questions of other Church members.
- The committee shall submit any proposed recommendations for changes to the Church as required by the Constitution and By-Laws.
- At least one member of the committee shall attend each Church business meeting whether regular or special called, ensuring that the Constitution and By-Laws are adhered to, and that any changes directed by the Church body to such are made in accordance with the By-Laws.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith**

DEACONS

PRIMARY OBJECTIVE:

The Deacons' function is to serve as the Church spiritual leaders.

ORGANIZATION OF THE POSITION:

The Deacons shall be recommended by the Church Nominating Committee and elected for a term of three (3) years. The selection and election will be in accordance with the Church Constitution and By-Laws. Deacons are expected to possess the following Christian characteristics: Christian dedication, truthfulness in speech, disciplined Christian living, integrity in Christian conduct, proven spiritual maturity, and a Christian family life. Church membership for one (1) year is required to serve on this committee.

DUTIES OF THE POSITION:

- **Servants of the Church.**

Deacons should serve the Church in accordance with the meaning of the work and the practice in the New Testament as recorded in the following scriptures: 1 Timothy

3:8-13, Titus 1:5-9, 1 Peter 5:1-9, Galatians 6:1-5, Matthew 18:15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14.

- Lead the Church in the achievement of its mission.
- Proclaim the gospel to believers and unbelievers.
- Care for the Church's members and other persons in the community.
- Serve in an advisory capacity to the Pastor in all matters pertaining to the welfare and spirit of the Church.
- Consider and formulate plans for the progress of the Church with the Pastor in the area of developing individual Christian growth for the kingdom of God.

Deacons – Page Two

- Assist the Pastor in observing the ordinances of the Church.
- In the Pastors' absence the chairman of the Deacons should lead the worship services and introduce the visiting minister or speaker.
- Arrange for a temporary minister in any period that the Church may be without a Pastor unless the Church has made other arrangements.
- Further spiritual enlightenment, enjoyment, understanding and the mutual encouragement of all members as servants of the Lord.
- Attend monthly meetings. If unable to attend, the Deacon Chairman should be notified as well as justification for the absence.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

EXTENSION NURSERY COORDINATOR

PRIMARY OBJECTIVE:

The Extension Nursery Coordinator will arrange workers for the nursery during times other than normal Sunday School hours.

ORGANIZATION OF POSITION:

The Extension Nursery Coordinator will be recommended by the Nominating Committee and elected by the Church for a one (1) year term. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Secure adult workers for nursery/preschool children during times other than normal Sunday school hours.
- Stress the importance of the safety and welfare of the children.
- Offer training opportunities for enlisted workers.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

FLORAL COMMITTEE

PRIMARY OBJECTIVE:

The Floral Committee is to ensure that floral arrangements are in the Church sanctuary every Sunday.

ORGANIZATION OF THE COMMITTEE:

The Floral Committee is made up of two (2) Church members who will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. The committee will select the chairperson. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Ensure that flowers (real or artificial, or plants or statuary items) are placed in the Sanctuary each Sunday morning before the worship services.
- On the first Sunday of each month, flowers should be placed on the two small side tables. On other Sundays of the month, coordinating arrangements should be placed on the two side tables and the center table.
- Matching seasonal wreaths should be placed on the front doors.
- Some sort of plant/succulent should be placed in the vestibule.
- Ensure that any living arrangements are removed from the sanctuary after the worship services.
- The committee is responsible for purchasing such items needed to meet the requirements outlined above. The chairperson is responsible for submitting for reimbursements and ensuring that the committee adheres to the budget as set by the Church.
- The committee is responsible for maintaining the floral room.
- If a Church member wants to provide flowers for the worship service, he/she should contact the chairperson of the committee. The chairperson will be responsible for notifying the Church

Floral Committee – Page Two

secretary to place information in the bulletin about the donation.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

FUNERAL COMMITTEE

GROUNDS COMMITTEE

PRIMARY OBJECTIVE:

The Grounds Committee has been elected to assist the Church in all matters related to the administration of all land properties.

ORGANIZATION OF THE COMMITTEE:

The Grounds Committee is made up of at least four (4) members, (one (1) serves as chairperson). The members are recommended by the Nominating Committee and are elected by the Church for a one (1) year term. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Inspect the Church grounds on a regular basis.**

The Committee should make inspections periodically to ensure proper maintenance is being carried out. This includes the picnic shelter, trees, and flower beds.

- **Recommend to the personnel committee the employment, training needs, and supervision needs of maintenance personnel for the grounds.**

A major portion of the work of the Grounds Committee is ensuring that the grounds are kept clean and presentable at all times.

- **Develop and recommend maintenance policies and procedures.**

These policies and procedures should include cleaning and maintenance schedules.

- **Develop and recommend policies regarding the use of the grounds.**

Grounds Committee – Page Two

These policies should include when and how the Church grounds may be used for non-Church activities. Policies should be specific and uniformly applied.

- **Evaluate the need for signs and maintain existing signs.**

In addition to the general Church sign, the Committee should also look carefully at the need for directional signs and assist in placement, as well as maintenance and upkeep of them.

- **Prepare budget recommendations.**

The Grounds Committee should plan its work and provide these details for the new year budget.

- **Report to the Church on any proposed landscape changes, such as structures, drives, trees, etc.**

All proposals must be presented to the Church and voted on during a business meeting prior to being ordered and/or installed.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

HISTORICAL COMMITTEE

PRIMARY OBJECTIVE:

The Church Historical Committee is to preserve the history of the Church.

ORGANIZATION OF THE COMMITTEE:

The Church Historical Committee is made up of two (2) Church members who will be recommended by the Church Nominating Committee and elected by the Church for a term of one(1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Locate and preserve the records and other materials of the Church.
- Record the history of the Church. Copies of the history will be made available to the Church members and presented to each new member of our Church.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

HOSPITALITY AND KITCHEN COMMITTEE

PRIMARY OBJECTIVE:

The Church Hospitality and Kitchen Committee is to maintain the kitchen and supplies.

ORGANIZATION OF THE COMMITTEE:

The Church Hospitality and Kitchen Committee is made up of at least (7) Church members who will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Purchase supplies and recommend purchases of equipment.**

The Committee will be responsible for purchasing supplies for the kitchen as needed. The Committee will also notify the Building Committee when large pieces of equipment such as stove, refrigerator or dishwasher need to be replaced.

- **Prepare for parties, picnics, and suppers.**

The Committee will set up and take down the tables and chairs, set the tables, and place the food on the tables.

- **Clean the area.**

The Committee will clean the dining area and kitchen after use, as well as wash the kitchen and dining area linens as needed and return them to the kitchen.

- **Write a set of kitchen rules and post them in a visible place in the kitchen.**

This set of rules will assist anyone using the kitchen other than the Church Hospitality and Kitchen Committee.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

INFORMATION TECHNOLOGY (IT) COMMITTEE

PRIMARY OBJECTIVE:

The IT Committee was established to support and enhance the Church's mission through effective use of information technology. The committee will ensure that the Church's IT resources are used responsibly and efficiently to facilitate communication, worship, and ministry activities.

ORGANIZATION OF THE COMMITTEE:

The Committee will be composed of the Chairperson, who will be appointed by the Church leadership and responsible for leading the committee meetings and activities, and a minimum of two Church members or staff with a background or interest in information technology. A designated staff member will serve as a point of contact between the IT committee and Church leadership. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE :

- IT Support: Ensure the Church's hardware, software and network systems function smoothly, addressing any issues promptly to avoid disruption in ministry activities.
- Security and Data Management: Safeguard Church data and sensitive information. Provide best practices for cybersecurity, data storage and access control.
- Digital Communication: Oversea the management of the Church website, social media, and other digital communication platforms.
- IT Education and Training: Provide training for staff, volunteers, and ministry leaders on the use of information technology tools available to them.
- Strategic Planning: Identify and recommend new information technology tools or upgrades.

Information Technology Committee – Page Two

- Compliance: Ensure compliance with all relevant laws and regulations related to information technology.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

LORD'S SUPPER COMMITTEE

PRIMARY OBJECTIVE:

The Lord's Supper Committee is to assist the Pastor and deacons by preparing the elements for the observance of the Lord's Supper by the members of the Church.

ORGANIZATION OF COMMITTEE:

The members of the Lord's Supper Committee are made up of four (4) Church members recommended by the Church Nominating Committee and elected by the Church for a term of one(1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Have all necessary equipment and materials in place prior to each observance of the ordinance.
- Assist in planning and evaluating the observance of the Lord's Supper.
- Arrange for all Lord's Supper equipment to be gathered, cleaned and stored after the observance.
- Maintain an inventory of equipment and recommend purchase of additional equipment/supplies as needed.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

MEDIA CENTER COMMITTEE

PRIMARY OBJECTIVE:

The Media Center Committee is to assist the members and leaders of the Church by providing literature and materials to enhance their quality of worship, learning, witnessing, and ministry.

ORGANIZATION OF THE COMMITTEE:

The members of the Media Center Committee will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Be responsible for the planning, budgeting, cataloging, administration, and general appearance of the media center.
- Review, select, and purchase media materials, equipment, and supplies, as well as prepare new materials for circulation.
- Maintain regular media center hours. Assume responsibility for the activities involved in the circulation of media and for the records related to this circulation.
- Promote the media center through the use of displays, bulletin boards, posters, newsletter articles, and/or planned activities.
- Be responsible for the maintenance, care and repair of all media and equipment.
- Coordinate the purging of all media materials.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

MENS MINISTRY COMMITTEE

PRIMARY OBJECTIVE:

The Men's Ministry Committee is to unite men in fellowship, prayer, and Christian action.

ORGANIZATION OF THE COMMITTEE:

The Men's Ministry is made up of at least four (4) members, one serving as chairman, who are recommended by the Nominating Committee and elected by the Church. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Attend each Men's Ministry function whenever possible to provide input and assistance wherever needed.
- To work with the Chairman and Men's Ministry members to help direct the overall direction of the Men's Ministry to serve God.
- To promote in each Men's Ministry meeting a Christian atmosphere.
- To promote growth of the Men's Ministry and to endeavor to increase spirituality within each man.
- To promote God's principles so God's love through Jesus Christ will be apparent to all in our family, the Church, the community, and the world.
- To encourage increased prayer in men's daily lives to be followed by Christian action to glorify God.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

MEDIA CENTER COMMITTEE

PRIMARY OBJECTIVE:

The Media Center Committee is to assist the members and leaders of the Church by providing literature and materials to enhance their quality of worship, learning, witnessing and ministry.

ORGANIZATION OF THE COMMITTEE:

The members of Media Center Committee will be recommended by the Nominating Committee and elected by the Church for term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Be responsible for the planning, budgeting, cataloging, administration, and general appearance of the media center.
- Review, select and purchase media materials, equipment, and supplies, as well as prepare new materials for circulation.
- Maintain media center hours. Assume responsibility for the activities involved in the circulation of media and for the records related to this circulation.
- Promote the media center through the use of displays, bulletin boards, posters, newsletter articles and/or planned activities.
- Be responsible for the maintenance, care and repair of all media and equipment.
- Coordinate the purging of all media materials.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

MODERATOR

PRIMARY OBJECTIVE:

The role of the Moderator is to maintain order, fairness and spiritual equity during decision making processes at the Church business meetings.

ORGANIZATION OF THE POSITION:

The Moderator will be recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Maintain unity with different views, ideas, and convictions within the meeting. The moderator should treat all persons fairly. The Moderator should follow the instructions of the Church constitution and bylaws. The moderator should use Robert's Rules of Order for parliamentary procedure. The Moderator should insist that motions be stated and seconded before discussion. The Moderator should always take the affirmative vote first and the negative vote second. The Moderator also needs to clearly summarize the comments of others. When the vote is taken, the Moderator should make sure members understand exactly the nature of their choices.
- Keep on course with the business meeting agenda.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

NATIVITY COMMITTEE

PRIMARY OBJECTIVE:

The Nativity Committee coordinates the display of the annual Christmas nativity scene to honor the birth of our Lord, Jesus Christ.

ORGANIZATION OF THE COMMITTEE:

The members of the Christmas Nativity Committee will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Assume responsibility for the building, manning, dismantling, and storing of the Christmas nativity display.**

The Committee is encouraged to solicit help from the congregation to fulfill this duty to get as many members involved as possible. This is to include the maintenance, care, and repair of all properties of the display.

- **Work closely with the grounds committee.**

The Christmas Nativity Committee should communicate with the Grounds Committee each year to confirm the proper location for the nativity display.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

NEW MEMBER ORIENTATION

PRIMARY OBJECTIVE:

This committee ensures that all New Members are given the opportunity to learn about the mission, beliefs, functions, activities, committees, etc. of our Church.

ORGANIZATION OF THE COMMITTEE:

The New Member Orientation Committee is made up of a minimum of two (2) Church Members who will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. The committee Members will select the chairperson.

DUTIES OF THE COMMITTEE:

- At least one (1) Committee Member will conduct the following activities for the benefit of New Members:
 - A) Summarize the functions of the Church
 1. Brief Deacon Introduction (i.e., the individual specifically assigned to that family)
 2. Review the church By-Laws (i.e., Church Covenant, Member Rights/Responsibilities, and List of Committees).
 3. Other Ministries (e.g., Youth, Music, Missions)
 - B) Tour of the Church Buildings (including a discussion of safety precautions)
 - To conduct Orientation Sessions:

Sessions will occur as soon as possible following the acceptance of the New Members by the Church. A Committee Member will organize and schedule these sessions after conferring with the New Members.
- Note: Committee Members will arrange childcare services (when applicable).
- To ensure inclusion in church-wide email and directory.

- To meet with the other members of the New Member Orientation Committee: During the week after the New Member Orientation session initially (and as needed thereafter).
- **To frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

NOMINATING COMMITTEE

PRIMARY OBJECTIVE:

The Nominating Committee coordinates the staffing of all Church leadership positions filled by volunteer workers who are Church members.

ORGANIZATION OF THE COMMITTEE:

The Nominating Committee is made up of four (4) elected members (one will serve as Chairperson), the Sunday School Director, and a Deacon Appointee. The four (4) elected members serve three-year terms, with one-third rotating off the committee each year. Church membership for three years is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Find the most capable leaders for the committees of the Church.**

Leaders should be viewed by the Nominating Committee as a limited resource, much like finance or time. Leaders, therefore, must be spread out to ensure that the most capable leaders meet the highest priority needs. The Nominating Committee may wish to ask the Church Council for assistance in establishing the priority of needs in the Church.

- **Assist those leaders in discovering and enlisting persons to serve on their committees.**

After the Church organizational program leaders are selected, they are usually invited to participate in the selection of volunteers in their program areas. For example, the Sunday School Director will usually be involved in selecting Department Directors and Sunday School Teachers. The Nominating Committee, however, should approve the selection before people are actually enlisted.

Nominating Committee – Page Two

- **Devise methods of discovering potential leaders and the gifts and abilities of Church members.**

Encourage Church leaders and Sunday School teachers to share with the Nominating Committee the names of persons who may have special interest or abilities. The Deacons, also, may have valuable information about the gifts and abilities of Church members. Christian service survey forms, on which members indicate what they would like to do or what they have done in the past, could be helpful also.

- **Deacon selection.**

The Nominating Committee shall follow the deacon selection process as stated in the Church constitution. After candidates are selected, a vote by the Church members will take place. Prior to the vote, a short biography with a picture of each nominee will be published in the Church bulletin the Sunday prior to as well as the Sunday of the actual vote. The short biography will include nominee information such as name, number of years as a Church member, committee positions held and involvement in other Church activities.

- **Present the names of volunteer workers (non-Church members) to be elected by the Church during a scheduled business meeting.**

Having the Church elect the candidates to the positions affirms them and emphasizes their responsibility to the Church for their service rendered on its behalf

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

PASTOR SEARCH COMMITTEE

PRIMARY OBJECTIVE:

The Pastor Search Committee is to find and recommend someone to serve as Pastor. This committee naturally should seek God's leadership through the Holy Spirit to direct them in this objective.

ORGANIZATION OF THE COMMITTEE:

A Pastor Selection Committee of five (5) shall be selected (through nominees) and elected by the Church to seek out a suitable Pastor, and its recommendations will constitute a nomination. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Conduct self-study with Church members.**

The congregation's thoughts about their community and Church's strengths and weaknesses; Church history; challenges the Church faces in the next five years; qualities desired in our next Pastor; and expectations of our next Pastor and of ourselves are all important questions that the Pastor Search Committee must ask and be able to discuss with a prospective Pastor.

- **Develop a Pastor profile.**

Using biblical criteria and information drawn from the self-study, develop a profile of the kind of Pastor our Church needs and desires. Information that should be shared with primary candidates includes personal qualities, leadership style, pulpit practices, administrative skills, staff relations, people skills, priorities, family life, and compensation.

Pastor Search Committee – Page Two

- **Identify methods to use in locating prospective Pastors.**

Include recommendations from the congregation as well as contacting the Norfolk Baptist Association. Develop statements and questions you will use when talking with references to obtain potential prospects and questions about the candidates' qualities and skills and the methods to use in gaining this information (phone call, letter, and so forth). Develop a list of names of prospective Pastors with the initial information about them. After investigating the available information, send a preliminary letter of inquiry and a Church community packet to begin narrowing the list.

- **Select promising candidates from personal contact.**

Prepare questions to use in interviewing the candidate. Be sure that each committee member participates. Avoid allowing any committee person to either dominate questions or replies or to sit passively uninvolved. Interview the person most likely to meet our qualifications and determine if and when a visit is needed to the candidate's worship service. If the committee wishes to visit a candidate's Church they should contact the candidate and make the proper arrangements. Arrange for the primary candidate to visit the community and the Church. This allows the candidate and the Church members to establish a rapport and gives both valuable insights needed as the worship/preaching event is anticipated and witnessed.

- **Present the candidate to the congregation for a vote.**

After allowing sufficient time for reflection and prayer, a vote should be taken before the congregation. Only church members are eligible to vote. A good practice would be to vote the following Sunday. Communicate the vote of the Church to the candidate informing him whether or not a call has been extended. If the vote is not to extend the call, discuss with the candidate the reasons why, **If the vote is to extend the call, be sure to put all agreements in writing.** If the call is not accepted, determine why. Again, this will help the Church. Take a break to evaluate where the committee is, make any changes in your process, pray for endurance, and start over. If the call is accepted, begin preparing to receive our new Pastor.

Pastor Search Committee – Page Three

- **Facilitate the relocation of the new Pastor to the community and Church.**

Send a personal letter to the other candidates informing them of the call. Notify the state office and local association that our Church has a new Pastor. Provide whatever assistance is needed by the new Pastor and his family in getting settled in their new surroundings. Information such as the locations of grocery, drug and hardware stores will be helpful as well as doctors' offices, etc. Be sensitive to the needs of the Pastor's spouse and children.

- **Follow through in helping the new Pastor make a smooth transition into the Church and the community.**

Welcome the new Pastor and his family. Plan an installation service. Introduce the Pastor to key community leaders. The Search Committee should encourage a slow but steady plan of ministry leadership. Building relationships that will support growth and change will take time; therefore, the Search Committee should actively be involved during the first year after the Pastor's arrival. The committee can take many other actions to help the new Pastor to have a healthy start. Be willing to do whatever it takes.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

PERSONNEL COMMITTEE

PRIMARY OBJECTIVE:

The Personnel Committee is to assist the Church in matters related to employed personnel. The Committee is responsible for both ministerial and support staff employment procedures, personnel policies, and staff development.

ORGANIZATION OF THE COMMITTEE:

The Personnel Committee is made up of three (3) elected members. One (1) serves as chairperson. Members of the Committee are enlisted to serve a three-year term, with one third of the members rotating off each year. Church membership for three years is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Study and recommend the need for additional Church staff positions.**

The Committee should rely on the Pastor and other staff members in forecasting needs. Therefore, continuous communication should be maintained between all staff members, Personnel Committee members, and key leaders.

- **Prepare and update job descriptions.**

Job descriptions serve as guidelines to help staff members stay involved and interested in their work. Since conditions change, responsibilities also change from time to time. The Personnel Committee should be aware of these changes and be constantly in the process of updating job descriptions.

- **Prepare and maintain an organizational manual relating to the Church's employed personnel.**

The Personnel Committee and staff should work closely in developing a PERSONNEL POLICIES AND PROCEDURES MANUAL. This manual should contain all personnel policies and procedures which pertain to ministerial staff and support staff.

Personnel Committee – Page Two

- **Recruit, interview, and recommend the newly employed Church personnel.**
- **Complete annual performance appraisals.**

The Personnel Committee is responsible for investigating any complaints from Church members involving any employees of the Church. It is up to the Personnel Committee to develop appraisal forms for the Pastor, Youth Minister, and Music Minister if the committee feels evaluations are needed by the congregation. The results of these evaluations should be discussed with the employee. Should areas in need of improvement be identified, the Personnel Committee should notify the employees in writing including a time for expected improvement results.

Yearly performance assessments will be completed and discussed with paid employees by the supervising committee of the employees and the Personnel Committee.

- **Develop and recommend salaries and benefits for employed personnel.**

The salary plan should be reviewed each year. The Personnel Committee should create policies for salary reviews and for analyzing job performance. The Personnel Committee should carefully examine employee benefits for all staff members. Employee benefits to be considered could include insurance, vacation, personal development, social security, holidays, sabbaticals, housing allowance, automobile expense and retirement.

- **Preparation of the annual budget.**

The Personnel Committee is responsible for preparing an annual Personnel budget. The Personnel Committee is responsible for reviewing and approving the budgets of the Pastor, Church Office,

Personnel Committee – Page Three

Music Minister, Youth Minister, and Church Accountant prior to the budgets being submitted to the Stewardship Committee. The Stewardship Committee has the responsibility for final approval before submitting the budget to the Church membership. The budgets for Church Maintenance and Custodial should be reviewed by the Building Committee before submission to the Stewardship Committee.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

RECREATION COMMITTEE

PRIMARY OBJECTIVE:

The Recreation Committee is responsible for leading the Church in planning, conducting, and evaluating a program of recreation for Church members and others in the community.

ORGANIZATION OF THE COMMITTEE:

The Recreation Committee is made up of two (2) or more Church members recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Plan, coordinate, budget and evaluate the recreation activities of the Church. Work in conjunction with the Church building committee and Church grounds committee.
- Provide equipment and supplies needed for the recreation activities.
- Supervise the inventory, care, repair, and storage of recreation equipment and supplies.
- Provide representation for the Church in planning, conducting, and evaluating recreation activities that involve other Churches and groups.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

SAFETY AND SECURITY COMMITTEE

PRIMARY OBJECTIVE:

The Safety and Security Committee is to evaluate the safety and security of the Church building and outside Church property, develop procedures and oversee the installation of equipment as directed by the Church when deemed necessary.

ORGANIZATION OF THE COMMITTEE:

The Safety and Security Committee is comprised of (5) Church members recommended by the Nominating Committee and elected by the Church for a term of up to three (3) years. A Deacon Representative will also serve on the committee. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Identify areas of safety and security concern: develop policies, procedures, and oversee the installation of safety equipment to improve and correct any deficiency as approved by the Church Body.
- Serve as liaison between the Church Members/Leadership and the Church Safety and Security Chairman.
- Investigate and understand what Church Safety and Security issues are relevant in our Church and present those pertinent and confirmed facts to the Church Members for solutions to those concerns.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

STEWARDSHIP COMMITTEE

PRIMARY OBJECTIVE:

The Stewardship Committee shall cultivate a culture of faithful, biblical stewardship within the Church. The Stewardship Committee is responsible for managing the resources of the Church.

ORGANIZATION OF THE COMMITTEE:

The Stewardship Committee is made up of three (3) elected members plus the Church Accountant, the Treasurer, and a Deacon appointee. The three (3) elected members are enlisted to serve a three-year term with one (1) elected member being the chairperson. One third of the elected members rotate off each year. Church membership for three years is required to serve on this committee.

DUTIES OF THE COMMITTEE:

Develop the budget.

- Assess ministry needs and goals.
- Gather input from ministry leaders and committee chairpersons.
- Prioritize based on mission goals and objectives of the Church.

Use sound accounting principles of financial management.

- Clear reporting and accountability.
- Regular updates to congregation.

Promote Stewardship Education.

- Help members understand how the budget is the mission statement for the Church.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

STRATEGIC PLANNING COMMITTEE

PRIMARY OBJECTIVE:

To develop and present to the Church, recommendations for the future development of Church facilities and programs.

ORGANIZATION OF THE COMMITTEE:

The Church Strategic Planning Committee is made up of a minimum of four (4) members who will be recommended by the Nominating Committee. Committee members will select the chairperson. Committee members will not serve a limited term. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Conduct an annual review of the Church's comprehensive plan and develop proposals for future changes.
- Respond to inquiries of Church members.
- Seek the assistance of qualified professionals for the completion of tasks outside the scope of members' qualifications. Present recommendations at a business meeting and be prepared to answer questions concerning those proposals.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

TELLER COMMITTEE

PRIMARY OBJECTIVE:

The Teller Committee is to participate/monitor the Church Accountant and Church Secretary in the counting and preparation of appropriate deposit of funds which are received weekly through regular and special offerings.

ORGANIZATION OF THE COMMITTEE:

The Teller Committee is made up of five (5) Church members who will be recommended by the Nominating Committee and elected by the Church for a term of one (1) year. At least one member of the Teller Committee should be involved each week when funds are received, counted and appropriate deposits are prepared for pickup by bank officials or deposited by the Church Secretary the following day. Sealed deposit bags are maintained overnight in the Church safe when necessary. Church membership for three years is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- A member of the Teller Committee shall assist/monitor the counting and accounting of all funds received and deposited weekly. The Church Accountant and Church Secretary are responsible for determining appropriate accounts for funds received based on the contributor's request. Tellers are required to sign the Teller Sheet certifying the accuracy of the amount of funds received and reported.
- Maintain Confidentiality. It should be a continuing policy of the Teller Committee to keep all information concerning individual contributions strictly confidential
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

TRANSPORTATION COMMITTEE

PRIMARY OBJECTIVE:

This committee is needed when the Church owns a vehicle.

ORGANIZATION OF COMMITTEE:

The Committee shall consist of the Pastor (Non-Voting), (1) Deacon Representatives, (1) Trustee, (3) Church Members. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- The Transportation Committee shall be responsible for the overall coordination and administration of the Fleet Asset Operation Guideline in accordance with the direction of the Church body. The Transportation Committee is responsible for the management of the Church's fleet and all other rental and lease fleet requests. Enforcement of this guide is assigned to the Transportation Committee and ultimately the Church body if direction is required.
- The Transportation Committee shall keep a list of authorized drivers for driving any Church fleet asset. No person shall be authorized to operate a licensed Church fleet asset without (1) having a valid, properly classified driver's or Commercial Driver's License (CDL) (Driving the Church bus requires a CDL with special bus authorization); (2) successfully completing the appropriate orientation as provided by the Church Transportation Committee; and, (3) periodically authorizing the Transportation Committee to obtain a copy of the individual's driving record from the Virginia Department of Motor Vehicles and from the state issuing the driver's license or CDL, if such license was obtained from another state.
- The Transportation Committee will pre-approve any Church volunteer eligible for mileage reimbursement for trips, events, etc. when using the Church's liability program. No employees or volunteers shall operate a personal vehicle for official Church business while on the Church's liability program until they have provided the Church Transportation Committee with proof of insurance. The Transportation Committee shall maintain a

Transportation Committee – Page Two

file of photocopies of the insurance I.D. cards and update as needed.

- The Transportation Committee will provide written authority to personnel or volunteers requiring the services of the Church fleet assets or insurance liability program. Copies of said approval will be kept in the Church office for the Committee's review and record keeping.
- The Transportation Committee will develop a fleet assets preventive maintenance schedule to ensure assets are properly maintained and will oversee compliance to said schedule.
- The Transportation Committee will determine and maintain a list of local automotive service facilities and individuals whom they deem competent to maintain Church fleet assets.
- The Transportation Committee will follow the status of any accident involving any Church fleet asset and should claims result in civil suits against the Church, the committee would assist the Church trustees with required actions.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

TRUSTEE

PRIMARY OBJECTIVE:

Trustees should act only at the discretion and direction of the Church membership to serve as legal representatives in all of its transactions. They hold legal title to the Church property and sign all documents related to the purchase, sale, mortgaging, or rental of Church property after approval by the Church at Church business meetings.

ORGANIZATION OF THE POSITION:

The Trustees are made up of three (3) or more who have been members of this church for a minimum of three years who will be recommended by the Church Nominating Committee and elected by the Church for a term of five (5) years. The longest seated Trustee will be the chairman. Church membership for three years is required to serve on this committee.

DUTIES OF THE POSITION:

- **Function as legal agent as directed by the Church.**

Subject to a formal vote of the Church authorizing each action, they shall have power to buy, sell, mortgage, lease or transfer any Church property. When signatures of trustees are required, they shall sign legal documents related to Church approved matters.

- **Maintain inventory of all legal documents.**

Legal documents include mortgage loans, property deeds, and insurance. These documents should be kept in the Church's safe deposit box with copies filed in the Church office.

- **Counsel with other committees of organizations concerning legal matters.**

Often trustees can provide counsel to the Grounds Committee, Building Committee, Stewardship Committee, and Deacons on legal matters only. However, trustees have no authority for making decisions without the Church's action.

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

USHERS COMMITTEE

PRIMARY OBJECTIVE:

Create a welcoming orderly and respectful environment for worship.

ORGANIZATION OF THE COMMITTEE:

The Usher Committee is made up of at least twelve (12) Church members recommended by the Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Greet guests with a smile.
- Make sure bulletins, collection plates, guest cards, Bibles, hymnals, offering envelopes, pencils and tissues are ready and available.
- Assist people with information, materials, and seating as needed.
- Assist in the gathering of the offering.
- Be aware of needs during the service and move to meet such needs appropriately.
- Pick up any trash on Church pews and straighten hymnal rack materials if necessary.
- Assist in emergency situations.
- Open doors after the service and assist people as needed for departing.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

WELCOMING COMMITTEE

PRIMARY OBJECTIVE:

The Welcoming Committee will exhibit a greeting of kindness towards members and visitors that focuses on their needs from the time they enter the building and reach their classroom or sit in the pew.

ORGANIZATION OF COMMITTEE:

The members of the Welcoming Committee will be recommended by the Church Nominating Committee and elected by the Church for a term of one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- **Show brotherly kindness to all who enter.**
- **Develop a User-Friendly foyer.**

Create an attractive foyer that is clean and clutter free.

- **Be Alert.**

Be ready in case of an emergency situation. Be aware of people carrying bundles or heavy loads as they leave their vehicle and help or ask someone to help them.

- Provide information packets regarding the Worship services and Sunday Schools for all visitors.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

WOMEN'S MINISTRY TEAM\

PRIMARY OBJECTIVE:

The Women's Ministry exists to help all women feel loved, accepted, encouraged, and equipped to pursue an enthusiastic growing relationship with Jesus Christ, and to express thankfulness for that relationship by serving others in love, making great friends on the journey.

ORGANIZATION OF THE COMMITTEE:

The Women's Ministry Team consists of women who are Church members recommended by the Nominating Committee and elected by the Church. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Promote daytime and evening Bible Studies for women of the Church and community.
- Organize events for women which encourage the growth of deeper relationships with God and each other.
- Encourage women to participate in spiritual trainings and events that will strengthen a gospel driven life.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

WOMENS MISSIONARY UNION (WMU)

PRIMARY OBJECTIVE:

Women's Missionary Union (WMU) is the umbrella organization that leads the Church in developing and implementing a comprehensive strategy of missions' ministry for the Church.

ORGANIZATION OF COMMITTEE:

The Women's Missionary Union shall have such officers and organizations as the program requires. The chairperson of WMU is recommended by the Church Nominating Committee and elected for one (1) year. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Encourage and provide opportunities for all to be aware of and involved in the mission's ministry.
- Engage in action and support of missionaries.
- Women on Mission (WOM) for women 18 and up.
- Mission Friends for preschoolers and kindergarteners
- Children In Action (CIA) for boys and girls grades 1-5.
- Good News Club (GNC) for boys and girls grades 3-5 at Creeds Elementary School.
- Budget annually for all mission projects.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

WORSHIP BANNER COMMITTEE

PRIMARY OBJECTIVE:

The Worship Banner Committee is responsible for displaying banners in the sanctuary or other areas in the Church buildings.

ORGANIZATION OF THE COMMITTEE:

The Worship Banner committee shall consist of two (2) Church members recommended by the Nominating committee and elected by the Church. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Select appropriate banners to be displayed.
- We currently possess a selection of general and seasonal banners to include Easter, Independence Day, Thanksgiving and Christmas. Season banners typically hang in the sanctuary from four to six weeks.
- The committee may also purchase ready-made banners or kits should additional banners be deemed necessary using the allotted annual budget.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

SUNDAY SCHOOL TEACHERS

SUNDAY SCHOOL DIRECTOR

PRIMARY OBJECTIVE:

The Sunday School Director will direct, manage, and administer the work of the Sunday School Department for the purpose of reaching and teaching the word of God.

ORGANIZATION OF POSITION:

This position is elected for a one (1) year term. The Sunday School Director is responsible to the Pastor and for the officers and teachers working in the Sunday School Department. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Lead in establishing Sunday school organization for reaching and teaching.
- Direct ongoing emphasis on worker enlistment.
- Involve all workers in providing effective Bible study.
- Guide all workers in becoming effective witnesses.
- Direct a Sunday school workers meeting.
- Give direction to planning Bible teaching projects.
- Lead workers in setting goals.
- The Sunday School Director and Sunday School teachers will select the curriculum materials.
- Recommend financial and physical needs of the Sunday school to the Church.

Sunday School Director – Page Two

- Maintain and use Sunday school records
- .
- Guide enrollment procedures.
- Report enrollment/visitors of the Sunday school to the Church.
- Evaluate the work of the Sunday school.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

SUNDAY SCHOOL GENERAL SECRETARY

PRIMARY OBJECTIVE:

The Sunday School General Secretary will administer the work of the Sunday School Department for the purpose of reaching and teaching the word of God.

ORGANIZATION OF POSITION:

The Sunday School General Secretary position is elected for a one (1) year term. The Sunday School General Secretary is responsible to the Sunday School Director and for all members of the Sunday School Department. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Pick-up and record all Sunday school collection envelopes on a weekly basis.
- Assist Sunday school teachers in maintaining department records and provide monthly recaps of attendance.
- Summarize weekly, monthly, quarterly, and annual reports to the Church.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

CHILDREN'S TEACHER

Birth-5th grade

PRIMARY OBJECTIVE:

The Children's Division Teachers are to guide children in Bible study, lead them to know Christ as their Savior and profess Him publicly through baptism.

ORGANIZATION OF THE COMMITTEE:

The Children's Teachers volunteer for a one (1) year term. The Children's Teachers are responsible to the Sunday School Director and for the students of the Children's Classes. Church membership for one year is required to serve on this committee.

DUTIES OF THE COMMITTEE:

- Lead girls and boys to accept Christ.
- Guide in Bible study, giving guidance to individual Bible study activities.
- Visit or contact absentees each week.
- Discover and cultivate prospects and their families
- Participate in all teacher/worker meetings.
- Engage in training and study activities.
- Work with the Sunday School Director in the selection of curriculum materials.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

ADULT TEACHER

PRIMARY OBJECTIVE:

The Adult Division Teachers are to serve as Administrator and Bible study leader of their class and teach application of Biblical concepts to personal lifestyles, as well as witness to unsaved members and non-members.

ORGANIZATION OF POSITION:

The Adult Teachers are elected for a one (1) year term. The teachers are responsible to the Sunday School Director and for their class members. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Participate in planning, organizing, and evaluating adult Sunday school work.
- Prepare to teach on Sunday.
- Participate in all teacher meetings.
- Enlist and assign class officers for secretary, outreach leader.
- Teach the Bible to meet the needs of each person.
- Reach adults through personal visitation and group outreach events.
- Lead the class to discover, witness to, enroll, and minister to lost and unsaved prospects.
- Witness to unsaved members and nonmembers.
- Pray daily for the needs of members, prospects, and Church.
- Serve as an encourager for new Christians in the group.
- Work with the Sunday School Director in the selection of curriculum materials.

Adult Teacher – Page Two

- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

YOUTH TEACHER

PRIMARY OBJECTIVE:

Youth Division Teachers are to witness to and teach the Bible to students of grades six (6) through grades twelve (12), as well as teach how to apply Biblical concepts to their personal lives.

ORGANIZATION OF POSITION:

The Youth Division Teachers are elected for a one (1) year term. The Teachers are responsible to the Pastor and Sunday School Director and for the Students of the Youth Division. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Participate in planning, organizing, and evaluating youth Sunday school work.
- Reach youth through personal visitation and group outreach events.
- Teach the Bible by guiding discovery learning opportunities.
- Witness to unsaved members and non-members.
- Lead youth to become involved in witnessing to the unsaved.
- Participate in all teacher/workers' meetings.
- Minister to members and nonmembers.
- Lead youth to worship by guiding them in prayer and corporate worship.
- Work with the Sunday School Director in the selection of curriculum materials.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith**

YOUNG ADULT TEACHER

PRIMARY OBJECTIVE:

The Young Adult Teachers are to serve as Administrator and Bible study leader of their class and teach application of Biblical concepts to personal lifestyles, as well as witness to unsaved members and non-members.

ORGANIZATION OF POSITION:

The Young Adult Division Teachers are elected for a one (1) year term. The Young Adult Teachers are responsible to the Sunday School Director and for their class members. Church membership for one year is required to serve on this committee.

DUTIES OF THE POSITION:

- Participate in planning, organizing, and evaluating young adult Sunday school work.
- Prepare to teach on Sunday. Participate in all teacher meetings.
- Enlist and assign class officers for secretary, outreach- leader, and social director.
- Teach the Bible to meet the needs of each person.
- Reach young adults through personal visitation and group outreach events.
- Lead the class to discover, witness to, enroll, and minister to lost and Unchurched prospects.
- Witness to unsaved members and non-members.
- Pray daily for the needs of members, prospects, and Church.
- Serve as an encourager for new Christians in the group.
- Work with the Sunday School Director in the selection of curriculum materials.
- **Frequently attend worship services, Bible studies, and Church events to stay connected and grow in faith.**

OAK GROVE BAPTIST CHURCH

CHILD ABUSE PREVENTION AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

I. Purpose

OGBC's purpose for establishing this Child Abuse and Sexual Misconduct Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of our children and youth in all phases of Church life.

Therefore, as a Christian community of faith and a Southern Baptist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law. In addition, we want to help OGBC reduce its legal risk and liability exposure.

II. Law

Under Virginia law Section 63.2-100, an abused child is defined as one who is less than eighteen years of age, whose parents or other persons responsible for his/her care creates or inflicts, or threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means or creates a substantial risk of death or disfigurement or impairment of bodily or mental functions. This includes the following: failure to provide care necessary for health, abandonment, commits or allows sexual exploitation, is endangered or neglected. Child abuse may be physical, sexual, emotional, or mental, and may be the result of actions or omissions to act. {e.g., lack of care for a child}.

Section 63.1-248.3, Virginia Revised Code, states that "Any person licensed to practice medicine or any of the healing arts, any hospital

resident or intern, any person employed in the nursing profession, any person employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected shall report the matter to his or her supervisor immediately and then to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred, or to the Department of Social Services' toll-free abuse and neglect hotline."

III. Types of Child Abuse

A. Definition

Child abuse refers to an act committed against a child which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

B. Types of Abuse

1. Physical Abuse

A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone fracture; brain damage; skull fracture; subdural hematoma; burns; scalding; cuts; bruises; welts; abrasions; internal injuries; poisoning; sprains; dislocation; gunshot; stabbing wounds.

2. Physical Neglect

The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate

shelter, inadequate personal hygiene, inadequate food, and malnutrition.

3. Sexual Abuse

Sexual abuse includes any act defined in the code of Virginia, which is committed or allowed to be committed, upon a child by his/her parent or any persons responsible for the child's care. Examples of such abuse are sexual exploitation, sexual molestation, intercourse/sodomy, and other sexual abuse.

4. Medical Neglect

Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated could result in illness or developmental delays.

5. Mental Abuse/Neglect

A pattern of acts or omissions by the caretaker, which results in harm to a child's psychological or emotional health or development.

6. Bizarre Discipline

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or device to modify the child's behavior.

IV. Reducing the Risk of Child Abuse at OGBC

In an effort to create the safest possible environment within OGBC, several abuse prevention measures will be utilized. These measures include:

- A. Screening of paid and volunteer workers for past child abuse or neglect convictions and founded dispositions of abuse or neglect.
- B. Provision of Regular training on child abuse and neglect issues to paid and volunteer staff.
- C. Providing for planned activities and supervision.
- D. Screening of individuals who are involved with overnight activities with minors, counseling with minors, and one-on-one mentorship of minors.

E. Creating a Safe Environment

A. OGBC will not use anyone as a volunteer worker for children and/or youth in the Church unless he or she has been active in the Church for at least six months and has been interviewed by the Pastor or Nominating Committee prior to period of service. Persons interested in working with children during this six-month period may be utilized, after completion of prevention training, as a "third person" in a classroom setting or in a situation where they will have no direct access or be left alone with any child/youth.

B. Staff Screening

Before beginning service, each employed or volunteer children's teacher, childcare worker, or youth worker will be asked to sign a statement that he or she has never been convicted of child abuse or neglect nor had such a charge expunged, nor a founded disposition of child abuse or neglect. Anyone who has had a child abuse conviction, charge or found disposition of child abuse or neglect, as well as anyone refusing to sign the statement, will not be permitted to work with children or youth. In addition, everyone will consent to undergo a criminal record check with the Virginia State Police and Virginia Department of Social Services, and all employees undergo national background checks at the Church's expense.

C. Staff Training

Before beginning service, all paid and volunteer leaders, childcare workers, children and youth Church school teachers and youth workers, Bible school teachers and workers will be required to read the Church's Child Abuse Prevention And Sexual Misconduct Policy And Procedures and sign a form indicating that they have read and that they understand the policy and agree to abide by it. These documents will be kept in the Church Office. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed. Vacation Bible School teachers and workers will be required to read the policy and sign the acknowledgement form before the start of VBS. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed.

D. Overnight Regulations

If a group stays overnight at the Church or if a Church sponsored group leaves the premises or plans to stay overnight somewhere else, two or more leaders must be present and must include at least one male and one female if the group is of mixed gender. Permission slips must be used when leaving the Church grounds.

E. Classroom Discipline

If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing, which is not acceptable and state what expected behavior is. No physical punishment or verbal abuse, e.g., ridicule, is to be used at any time.

F. Supervision

Children Not attending the Church for a specific program should not be unsupervised. Persons responsible for activities/classes will arrive early enough or remain long enough to ensure that all children are properly supervised.

G. Health/Safety

A first aid kit will be located in the Church office closet.

IMPLEMENTATION OF THESE POLICIES

Implementation of the CHILD ABUSE PREVENTION AND SEXUAL MISCONDUCT POLICY AND

PROCEDURES will be the responsibility of a committee consisting of the Pastor, a deacon, and a trustee. Its duties shall include the following:

- a. See that the provisions of this document are carried out.
- b. Amend and update these provisions as circumstances and experiences dictate.
- c. Assure that all workers and staff satisfy the provisions of the policy.
- d. The congregation will be informed of any changes in this policy.
- e. Applications, forms, and confidential files will be maintained in the Church office.

RESPONSE TO CHILD ABUSE ALLEGATIONS

- a. Pray for the Church and all persons affected by the allegation/s.
- b. Treat any allegation of abuse seriously. Intervene if necessary to protect the child/youth from further harm but do not confront the accused with the allegation/s.
- c. Immediately notify the Pastor and the committee who will immediately begin documenting all procedures observed in the handling of the allegation/s.
- d. In the absence of the Pastor, a deacon or trustee will serve in the capacity of the Pastor.
- e. All reporting must be done within 72 hours of the alleged allegation.
- f. The Pastor will be the designated person to speak with the Virginia Department of Social Services (800-552-7096 or 757-437-3400) regarding the allegation/s. The Pastor will immediately notify the parents if it is not known that they have previous knowledge. The Pastor will immediately notify the Church's insurance company.

- g. If a review committee is felt to be needed, this committee will be comprised of the following: Pastor, (1) Trustee, and the deacon chairperson.
- h. If the allegation/s involve the Pastor, the personnel committee would be notified.
- i. If allegations involve a Church staff member, it shall be managed by the Pastor, deacon, and trustee, which shall take appropriate action.
- j. Observe confidentiality for both the alleged victim and the accused.

OAK GROVE BAPTIST CHURCH

CHILD ABUSE PREVENTION AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

WORKER STATEMENT

Please answer the following, sign, date and return this form to indicate that you have read, understand and accept this policy and these procedures.

Name _____

Current
Address _____

Phone _____

Current
Occupation _____

Churches you have regularly attended during the past five years (include city/state):

Previous non-Church work involving children/youth:

Previous Church work involving children/youth:

I have read and understand the policy and agree to abide by it. I have never been convicted of a felony, and I have no convictions for child abuse or neglect, nor have I been charged with child abuse or child neglect.

I authorize and release any Churches listed to provide any information (including opinions) that they may have regarding my work with children/youth.

I further authorize a criminal record check made through the National Criminal Information Center.

Signature

Date