

CENTRAL BAPTIST CHURCH
VISION
COVENANT
DECLARATION OF FAITH
CONSTITUTION AND BYLAWS

Approved March 13, 2019

CENTRAL BAPTIST CHURCH

Affiliated with:

Middle District Baptist Association

Baptist General Association of Virginia

Cooperative Baptist Fellowship

Southern Baptist Convention

Baptist World Alliance

Vision and Covenant
Declaration of Faith
Constitution and Bylaws
Central Baptist Church

Our Vision

We, as Central Baptist Church, claim these strategic initiatives as a guide to our ministry:

WORSHIP: With God as our audience, Central will come together to celebrate being the people of God and will be sent out as the presence of Christ.

STEWARDSHIP: Central is a church in which every member is generous with his/her time, talents, and treasures.

DISCIPLESHIP: Central is a church in which every member is actively increasing in biblical literacy.

MISSIONS: Central is a church in which every member embraces a missional lifestyle in our homes, in our community, and in our world.

MINISTRY TO CHILDREN AND YOUTH: Central will be known in the community as *the* Church that ministers to children, youth, and their families.

COMMUNICATION: Central is a church that communicates effectively and efficiently with its members and the community.

Church Covenant

We, as a Church brought together by the grace and peace of Jesus Christ, do now in the presence of God and this assembly, most solemnly and joyfully enter into this covenant with one another, as one body in Christ.

1. We, as loving members of the body of Christ, commit to walk together in Christian love. (Philippians 2:2)
2. We commit to strive for the advancement of this Church being faithful to the Great Commission and being the presence of Christ in this community. (Matthew 28: 16-20)
3. We commit to contribute cheerfully and regularly to the support of the ministries of this Church by offering our spiritual gifts, our time, and the financial resources God has so generously blessed us with. (Micah 3:10)
4. We commit to engage our hearts and minds in regular worship, Bible Study and devotion. (2 Timothy 2:15)
5. We will commit to being good witnesses to our community by relating to each other in honest and Christ-like ways. We will always strive to cultivate courtesy in speech, we will be slow to take offense, and we will always be ready for reconciliation, as we follow the example of Jesus Christ. (1 Corinthians 13)
6. We will commit to caring for one another by praying for the sick, visiting the hospitalized, caring for those who are in prison, and being mindful to care for orphans and widows. (James 1:27)
7. We will also commit to, after leaving this place, unite with another church, where we, as a united Christian family, can carry out the work of God in our communities and in our world. (Acts 1:8; Matthew 28:19)

Declaration of Faith

1. We believe Jesus Christ is our Savior and Lord.

We believe that Jesus Christ is God manifested in the flesh, and that He effectively procured salvation for all creation through His death, burial, and resurrection. He is the one assigned by God to rule with authority over all of creation. Every area of the believer's life and the life of the church is to be subject to the Lord. We strive to put the risen Christ at the center of everything we do.

2. We believe the Bible is the Inspired Word of God.

We believe Scripture reveals God's plan for salvation through Jesus Christ. It teaches us how to live, serve, and become his disciples. The Bible is the final authority in matters of faith and practice. It is to be interpreted responsibly under the guidance of God's Holy Spirit within the community of faith.

3. We believe in the Priesthood of All Believers.

The Bible affirms the value of each person as having been created in the image of God, and also declares each person morally responsible for his/her own nature and behavior. We believe that inherent in the worth of each person is also the right and competency of each individual personally to deal directly with God through Jesus Christ. This principle also suggests our responsibility to serve other believers in intercession and nurture: we are priests to each other. We further believe that no group or individual has any right to compel others—forcefully or politically—to believe or worship as they do. Rather, as Baptists, we have historically been champions of religious liberty.

4. We believe in a Believers' Church.

We believe that Jesus Christ chooses to form his church by bringing together believers for the purpose of worship, witness, fellowship, and ministry. We recognize the church universal (the body of Christ on Earth) as all who truly profess faith in Jesus Christ as Lord and Savior. A local congregation (Church) is a fellowship of believers, not a building or institution. Each local Church is made up of believers who, upon their profession of faith and their baptism, are incorporated into the local church through the activity of the Holy Spirit. We believe that **Believers' Baptism** and the **Lord's Supper** are the **two ordinances** required by the New Testament and are to be administered by the local church.

5. We believe in the need for Mission and Evangelism.

We have a story to tell that is mandated by our Lord in the Great Commission of Matthew 28:19-20. Our calling is to share God's message of love and salvation with each person. **We believe that it is the duty of every believer to be a disciple** and to bear personal witness to the Gospel of Jesus Christ. We believe in missional engagement, both in local and global contexts. We recognize that mission is not just evangelism, but also includes promoting justice, healing, education, and peace in the world. It is a holistic approach that expresses care for both the needs of the human soul and the needs that affect all of life.

6. We believe in Local Church Autonomy.

Government in a local church is controlled by the principles of the priesthood of all believers, the Lordship of Christ, the authority of the Scriptures, and the guidance and power of the Holy Spirit. Christ, present in the lives of congregational members, leads them corporately to discover and obey His mind and will. Such **"congregational government"** calls for and expresses the equality and responsibility of believers under the Lordship of Christ. We recognize the need to temper the exercise of our autonomy in order **"to associate"** by partnering regionally, nationally, and internationally for ministry, mission, support, and fellowship.

7. We believe in Freedom and Equality.

Emerging from our convictions about the priesthood of all believers, we affirm that in Jesus Christ all people are equal. Each one is free to be in relationship with God and to express a faith that is not coerced. Faith cannot be predetermined by someone else but is the right of and responsibility of each individual as he/she seeks a relationship with God based on his/her own personal commitments. A further extension of the principle of the Lordship of Christ and the priesthood of believers is to be found in the Baptist conviction that there must exist a **separation between the Church and civil governments.**

Preamble

That all things may be done to the honor and glory of Jesus Christ, and that we may be in one mind, more loving towards each other and our community, we adopt the following Constitution and Bylaws.

Article I

Name and Purpose

The name of this religious body will be the Central Baptist Church, of Chesterfield County, Virginia.

The purpose of this organization will be to propagate among all people the Gospel of Jesus Christ and to provide opportunities for worship, training, spiritual growth, and service. It will be affiliated with the Middle District Baptist Association, the Baptist General Association of Virginia, the Southern Baptist Convention, the Cooperative Baptist Fellowship, and the Baptist World Alliance.

Article II

Membership

Section 1- The membership of this Church will be composed of persons who have publicly accepted and confessed Jesus Christ as personal Savior and Lord, have been immersed in accordance with the example and command of the New Testament, and do otherwise accept and subscribe to the doctrines and practices of this Church.

Section 2- Members will be received by the affirmation of the congregation upon presenting themselves at any worship service. Under unusual circumstances a person may be received in his/her absence. Should there be any concern, individual cases can be referred to the Pastor and Diaconate for further evaluation.

Section 3- Persons may be received in any of the following ways:

1. For Baptism, having confessed Jesus Christ as Savior and Lord. After Baptism, he/she will be a member in full fellowship.
2. By transfer of membership from another church of like faith and order. A letter from the sister church will be obtained by the Clerk or may be presented in person by the applicant, upon receipt of which the member will be in full fellowship.
3. On statement of Christian experience in case no letter can be obtained from a sister church, or in the reception of persons coming from other Christian denominations. The Ordinance of Baptism will be administered to anyone who has not been immersed as a believer, except where a person's health prevents such an occasion.
4. By restoration, upon satisfactory explanation to the Church.
5. By watch-care, for college students and persons in transit.

Section 4- Members of the Church will be expected to live and conduct themselves in keeping with the principles set forth in the Church Covenant.

Section 5- Excepting death, membership will be terminated only by vote of the Church as hereinafter set forth; provided, however, the Clerk with the consent of the Pastor is authorized to grant (subject to the provisions of sub-section (1) hereof) letters of dismissal in the interval between business meetings. Reports of all such actions will be made to and ratified by the Church at its next regular business meeting.

1. By letter, recommending a member to the fellowship of another Baptist church, provided we have received from said church written request for same. A written request from the member will be honored upon the condition that the request will specify what church the letter should be directed to, and said letters forwarded directly to the Pastor or the Clerk of the church specified.
2. By erasure, in the event a member unites with a church of another denomination or in the event a member desires to withdraw from membership without uniting with any other church. The Clerk may issue to said church or to the member a certification of his former membership in this church, indicating therein the date and cause of its termination.
3. By exclusion, in the event of persistent breach of his/her covenant vows. However, no action will be taken until the matter has been fully considered by the Diaconate and the member given an opportunity to answer. In any such disciplinary action, the Church and the Diaconate must be guided by

the teachings of the Bible and will always endeavor to effect the reconciliation and restoration of the member.

Article III

Meetings

Section 1- Regular worship services will be held each Sunday. A midweek Prayer Service will be held regularly on Wednesday evenings. The time for services may be changed (due to bad weather, events in the community, etc.) with appropriate notice to the Church.

Section 2- Special services may be planned by the staff with appropriate notice to the Church.

Section 3- The Annual Business Meeting of the Church will be held in October. Other regular Business Meetings will be held in January, April, and July. All organizations of the Church will make written reports at these meetings and any matter of business may be considered. A special Business Meeting may be held on a Wednesday in August for the purpose of electing Sunday School officers and teachers not previously elected in July.

Section 4- Special Business Meetings of the Church may be called on Sunday or Wednesday (1) by the Pastor; (2) by the Diaconate; (3) by the Clerk upon the written request of 25 members of the Church in good standing and fellowship; provided, however, that any such meeting to be held on a Wednesday evening must be announced the preceding Sunday. Special Business Meetings held on Sunday will be announced the preceding Sunday, except in emergencies when the Pastor and the Diaconate concur in the call. The object of the Special Business Meeting must be stated at the time the call is announced, and no business can be transacted at such meetings except for which the special meeting is called.

Section 5- A quorum at any Business Meeting of the Church will consist of no less than 50 members, 15 years of age and older of the Church membership, in good standing and fellowship, to be determined by the Church Clerk. Every eligible member of the Church present will have the right to vote on all questions under consideration. Further, any member wishing to vote by absentee ballot may do so by following the established Church policies, and

procedures for doing so. Voting by secret ballot during regular Business Meetings of the Church requires 30 days written notice to be published in the Church bulletin stating the issue(s) to be voted upon.

Voting by Absentee Ballot

This process is not intended to replace participation in the democratic process that already exists in the business meetings of Central Baptist Church. This applies to the regular scheduled Business Meetings as called for by the Constitution and Bylaws or called business meetings as required by business activities of the Church and according to the procedures as outlined in the Constitution and Bylaws. This is intended to extend the voting rights to those, who on occasion, cannot be present for a called vote by secret ballot. To use this process for any other purpose would put this process into jeopardy.

Qualifications for voting by Absentee Ballot.

1. Positive identification of a member must be established.
2. A member must be at least 15 years of age and be a member in good standing.
3. Absentee ballots will be made available writing two weeks after a 30-day notice for a secret ballot has been posted.
4. Absentee ballots cannot leave the office except to be presented to the Moderator for count into the voting process.
5. The applying member may cast only one vote.
6. The members' names will be placed on a sign-up sheet as they are given a ballot.
7. The members will mark their ballot and the ballot will be placed in a sealed envelope and given to the Church's administrative assistant.
8. Since most secret ballot decisions are made during the Sunday morning service, the absentee balloting will be closed at the end of business on the Thursday afternoon prior to the vote on Sunday morning.
9. The Moderator will pick up all absentee ballots at the close of business that Friday. The Moderator will also pick up the sheet with the names of those who have applied for absentee ballots.
10. The Moderator will read the names of those who have voted by absentee ballot.

These rules may be modified by a two-thirds vote at any regular or called Business Meeting.

Section 6- Any individual member wishing to bring forth new business from the floor of a business meeting may do so. Any member wishing to bring a new motion can present a new motion, but that motion may be tabled and sent to the appropriate committee for research and reported on at the next business meeting.

Section 7- The Moderator will preside at all Business Meetings. In his/her absence the Vice-Moderator will preside. Should both the Moderator and Vice-Moderator be absent, the Church, led by the Clerk, will choose either the Pastor, the Chairperson of the Diaconate, or some other member of the Church to preside.

Section 8- The Parliamentarian will observe the conduct of all business meetings. Should the need arise, the Parliamentarian will provide an interpretation of the Constitution and Bylaws of Central Baptist Church and will advise the members concerning the correct use of parliamentary procedures in accordance with *The Revised Robert's Rules of Order*.

A request for a ruling may be requested by the Moderator, Vice-Moderator, or any Church member. In the event of a dispute concerning the conduct of the meeting, the decision of the Parliamentarian will be final.

Section 9- Minutes will no longer be read at Business Meetings but will be made available electronically to Church members seven days prior to a scheduled meeting, or in written form upon request. Copies will also be available at the meeting.

Article IV

Officers

Officers of this Church will be as follows:

A. The Pastor

Section 1- Election. The Pastor will be chosen and called by the Church whenever a vacancy arises. The Pastor's election will take place by secret ballot, at a Sunday Morning Business Meeting of the Church called for that the purpose of which at least one week's notice is given. An affirmative vote of at least three-fourths of those present at the Church Business Meeting is necessary to call as Pastor.

Section 2-Nomination. When a vacancy in the pastorate occurs, the Diaconate will promptly nominate to the Church a Pastor Search Committee of whatever size it deems appropriate (provided, however, it will consist of no less than nine members, with care being exercised to make the committee representative of the total life of the Church.) Upon its election by the Church, this committee will organize itself and proceed with its work. Under no circumstances may this committee recommend to the Church more than one person at a time; and when the committee's report is before the Church for consideration, no opposing or supplementary nominations will be entertained. Persons wishing to suggest a possible Pastor may contact the Pastor Search Committee.

During the period in which the Church is without a Pastor, it will be the responsibility of the Diaconate to supply the pulpit, except on such occasions as the Pastor Search Committee requests the right.

Section 3- Term of Office. The Pastor will serve as long as the Pastor and the Church both feel that the relationship should be maintained. In the event either party comes to believe that the relationship should be terminated, the party initiating the termination must give the other party no less than thirty days' notice. Should the Pastor desire to initiate the termination, he/she must present a written resignation to the Personnel Committee. Should the Personnel Committee desire to initiate the termination, it is necessary to secure a majority vote by the members present, by secret ballot, at a Sunday Morning Business Meeting of the Church called for that purpose and at least two weeks public notice must be given.

Section 4- Duties and Responsibilities. The Pastor will provide for the leadership, welfare, and oversight of the Church. Among the many and varied duties and responsibilities inherent to the office of Pastor, the following are specified, not to indicate or impose limitations, but to point out definite areas where the leadership of the Pastor is expected. The Pastor will seek to:

1. Interpret the Word of God to the Church, under the guidance of the Holy Spirit, through sermons, teachings, counseling, and personal conduct.
2. Give special care to the sick and shut-ins.
3. Be the administrator of the programs and activities of the Church.
4. Be an ex-officio officer of the various organizations and committees of the Church, with privilege of attending their meetings, and offering advice and counsel.

B. Ministerial Staff and Support Staff

Section 1- Ministerial Staff will be recommended to the Church by the Personnel committee, as necessary, after consultation with the Diaconate and Pastor and elected in Business Session. Duties and responsibilities of the Ministerial Staff will be outlined by the Personnel Committee. In the event the Church wishes to take the initiative in dispensing with the services of any member of the Ministerial Staff, it may do so through the Personnel Committee, who will give at least thirty days' notice or salary. When any of these staff members wishes to leave the services of the Church, he/she will present a written resignation to the Church through the Pastor and Personnel Committee, giving at least thirty days' written notice. In the event such resignation is not accepted by the Church, final decision of such resignation is to be at the discretion of the staff member so desiring.

Section 2- Church Support Staff. Office and other Support Staff will be hired by the Pastor, in consultation with the Personnel Committee. When a member of the Support Staff wishes to terminate his/her services, he/she must give such notice as called for by his/her terms of employment; in the event the Pastor feels that a member of the Support Staff is not satisfactory, he/she may, after consultation with the Personnel Committee, dispense with his/her services, giving him/her at least fifteen days' notice.

All Church Support Staff members will work under the supervision of the Pastor and Personnel Committee. Compensation for services of such staff members will be recommended to the Church by the Personnel Committee after consultation with the Finance Committee and the Pastor.

Section 3- Preschool. The Preschool is an organization of Central Baptist Church and is a part of the total ministry of the Church. The purpose of the Preschool is to provide care and development for preschool children, spiritually, mentally, physically, emotionally, and socially. This is to be accomplished by providing learning and developmental experiences consistent with the principles of Central Baptist Church, based on the authority of the Bible. The program will seek to strengthen the total ministry and outreach of the Church by providing support and encouragement to Christian family living. The Preschool will be administered by the Ministerial Staff and a Preschool Director, in consultation with the Finance Committee and Personnel Committee.

C. The Diaconate

Section 1- Election, Number and Term of Service Nomination. The Church will seek to elect at least one Diaconate member for every fifteen families of the resident Church membership. The Diaconate will be elected from those members who have exemplified spiritual leadership in the life of the Church. (Acts 6:1-3; 1 Timothy 3: 6-8); 1 Timothy 3:13; Roman 16:1)

Section 2- Term of Office. Deacons will be elected for a term of three years. After completion of a full three years, no member will be eligible for re-election until the lapse of one year.

Section 3- Ordination. The service of ordination of any Diaconate member will be held at the discretion of the Diaconate, candidates, and the Pastor.

Section 4- Vacancies. Should vacancies occur during the Church year and replacements are desired prior to the annual election, the Leadership Committee will make nominations to the Church at its next regularly scheduled Business Meeting to cover unexpired terms.

Section 5- Officers. The Diaconate will elect a Chairperson, Vice-Chairperson, and Secretary annually.

Section 6- Honorary Membership. When a member of the Diaconate becomes unable to serve, the Church may wish to elect him/her to an honorary membership of the Diaconate which he/she may hold for life.

Section 7- Qualifications and Duties.

1. In the practice of the New Testament, members of the Diaconate are to be servants of the Church in accordance with the meaning of the Word.
2. They are to actively support the visitation program of the Church.
3. They are to offer their support as needed in an effort to make all special programs of the Church a success.
4. They are to aid the Pastor and the various committees of the Church whenever they are needed in carrying out the ministries of the Church.
5. They will hold as confidential all information given to them by the Pastor or members of the Diaconate and will consider all discussions and comments pertaining to the Church and its affairs in sacred trust.
6. They will strive to understand more fully, through Bible Study and prayer, the scriptural teachings that members of the Diaconate are to be committed

to the work of Christ. They will contribute to the support of the Church, keeping in mind the teaching of the Scriptures as to the portion of their substance that is an acceptable gift.

7. They will hold monthly meetings, unless otherwise notified. Notice will be sent to every member in advance of these meetings. Members of the Diaconate present at any regular or called meeting will constitute a quorum.
8. The Diaconate is responsible for reverently preparing the Lord's Supper the first Sunday of each month, and/or on special occasions as directed by the Pastor.
9. The Diaconate will function as follows: We believe that Spiritual Gifts were given to the members of the Church for the purpose of doing the mission of God (Romans 12: 3-8, 1 Corinthians 12: 4-12). Therefore, we will seek to minister to the body of Christ at Central by the use of our God given gifts in a structure and manner that will most effectively allow us to carry out the duties of the office and the ministry to which we have been called through ministries such as: Hospital Ministry, Crises Ministry, Benevolence Ministry, Ministry to New Members, and member care.
10. The Chairperson of the Diaconate will serve as ex-officio member of all standing committees.

D. Clerk

Section 1- Election. The Clerk will be elected annually by the Church upon recommendation from the Leadership Committee.

Section 2- Duties. The Clerk should keep an accurate record of all the members received, those who die, and those dismissed, with date of reception, death or dismissal, and the names and addresses of the churches from which they were received and to which they were dismissed. He/She will also notify all officers, members of committees and messengers of their election or appointment. He/She will preserve the records of the Church and the reports given at any meeting of the Church, conduct the correspondence of the Church, publish notice of all meetings where such notices are required by these Bylaws, and record events of special interest in the minutes of the Church. The minutes are to be prepared by the Clerk and made available to the Church office no later than 14 days prior to the next scheduled Business Meeting and be made available electronically to Church members, or in written form upon request. The Clerk's books will preserve the history of the Church in a way that this history may be easily traceable.

E. Treasurer

Section 1- Election. The Treasurer will be elected annually by the Church upon recommendation from the Leadership Committee.

Section 2- Duties. It will be the duty of the Treasurer to receive, preserve, and pay out upon receipt of vouchers presented by the Financial Assistant, all money for Things of Value paid or given to the Church. Payment of bills for local work and expenses will be made promptly by the Church, and all funds received for denominational or other causes will be remitted as directed by the Finance Committee or by the direction of the Congregation.

It will be the duty of the Treasurer to submit to the Church at each regular Quarterly Meeting, as well as the Annual Meeting, a report of totals of receipts and disbursements of the General, Cemetery, and Memorial Funds. All books, records, and accounts kept by the Treasurer will be considered the property of the Church. Financial Reports will be open to inspection at all times by the membership of the Church. Please note that under no circumstances may personal giving statements be viewed by other Church members. Upon submitting the annual accounts at the end of the year, its approval by the Auditing Committee, and its acceptance and approval by the Church, the same will be delivered by the Treasurer to the Clerk, who will keep and preserve the same as part of the permanent records of the Church.

The Treasurer, upon election of his/her successor, upon completion of his/her fiscal reports, will promptly deliver to the successor or an individual designated by the Finance Committee, all books, records, and accounts in his/her hands, pertaining or relating, in any manner, to the duties of the office he/she is relinquishing. He/She will consider it a part of this responsibility to promote, in every proper way, scriptural giving on the part of the entire membership of the Church.

Copies of the new budget, as appropriate, and Treasurer's Report will be made available the Sunday before a Business Meeting in the church office and at the Welcome Center.

Section 3- The Treasurer will be bonded in an amount to be fixed by the Finance Committee, the cost to be paid by the Church.

F. Moderator- Vice-Moderator

1. The Moderator will be elected annually upon the recommendation to the Church from the Leadership Committee and may not serve more than two one-year terms in succession.
2. The Vice-Moderator will be elected annually upon recommendation to the Church from the Leadership Committee and may not serve more than two one-year terms in succession.
3. The duties of the Moderator and Vice-Moderator will be to preside at all Church Business Meetings as outlined in Article 3, Section 7.

G. Parliamentarian

1. The Parliamentarian will be elected annually upon recommendation to the Church from the Leadership Committee.
2. The duties of the Parliamentarian will be to observe the conduct of all Business Meetings as outlined in Article 3, Section 8.

ARTICLE V

Sunday School

All organizations of the Church will be under Church control. All officers will be elected by the Church, and report quarterly to the Church. The Pastor and Associate Pastors are to be regarded as ex-officio heads of all the organizations named, and they are to lead them actively in their particular work and emphasis. All expenditures by each organization must first be approved by the head of such organization.

Sunday School Officers

1. The Sunday School Director will be elected by the Church upon recommendation of the Leadership Committee in July. He/She will be the general administrator of the Sunday School and direct its work.
2. The Sunday School Director, in consultation with the Staff, and with the aid of any others, will recommend to the Leadership Committee, who will recommend to the Church for election, such general officers, departmental officers, and teachers as may be needed to carry out the teaching program of the Church. These will be elected each year and will be members of the

Church and/or Sunday School. They will so organize themselves as to effectively promote the work of the Sunday School. They will meet and communicate as often as necessary to nurture the Sunday School ministry.

3. The commitment of leaders and participants should be emphasized and affirmed at or near the beginning of each academic year.
4. The duties of Sunday School leaders are to facilitate Bible study and to encourage spiritual growth, as guided by our Baptist tradition (our Baptist partners are listed on the cover page of this document) and kept current through various opportunities for leadership development. All teaching materials and programs will be selected by members of the Staff and the Sunday School Director, in consultation with class members.

ARTICLE VI

Missions

Central Baptist Church (CBC) is “*a family of faith seeking to know Christ and make Christ known.*” CBC is a missional congregation with a long tradition of engaging in Christian service in Chesterfield County, Metro-Richmond, and around the world. Through the combination of intergenerational mission education, partnerships, and hands-on work Central seeks to fulfill the Church’s calling to go and be [Christ’s] witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth (Acts 1:8). We serve, guided by Jesus’ ministry on earth as our example, focused on the vision of the Kingdom of God as a commonwealth where the hungry are fed, the thirsty are given drink, the stranger is welcomed, the naked are clothed, and the sick and imprisoned are visited (Matthew 25).

At Central Baptist Church we are an Engaged Church in...

1. Chesterfield County (our Jerusalem)

CBC is committed to engaging our neighbors and community by listening to the struggles and needs of those in our county within the community, investing in local partnerships, and mobilizing people for ministry engagement.

2. Virginia (our Judea and Samaria)

CBC is committed to identifying and developing strategic ministry partnerships within Virginia and mobilizing people in response to natural disasters, community development, and on-going service to "the least of these" in our state.

3. **The World (the ends of the earth)**

CBC is engaged in sharing the Good News and ministering to the physical and spiritual needs of a hurting world. We seek to identify and develop strategic ministry partnerships while mobilizing people to ministry engagement as part of the body of Christ.

Article VII

Committees

The following standing committees will be elected, upon recommendation of the Leadership Committee, annually by the Church, unless otherwise specified. Each committee member will serve a term of three years (other than those noted below). The Teller Committee may serve up to two consecutive three-year terms. The Trustees serve five-year terms.

1. *Auditing Committee*

The Auditing Committee will consist of three members. It will be their duty to provide for an annual audit of all books and accounts of the Church, reporting to the Church in the October Business Meeting. All inquiries and concerns about the books from an individual Church member should be directed to the chair of the Finance Committee or Auditing Committee for research and report.

2. *Cemetery Committee*

The Cemetery Committee will be composed of six members, one of which will be a Trustee. This Committee will have the supervision of the Cemetery. A Committee member or designee will confer with those desiring sections or portions. Sections are to be secured at such rates and conditions as fixed by the Trustees and approved by the Church. All money received from the sale thereof must be recorded by the Treasurer as well as disbursements from this fund. The principal of the Cemetery Fund may not be spent except to cover cemetery expenses not met by the interest earned. The interest which the principal earns will only be used for the perpetual care of the cemetery.

3. *Constitution and Bylaws Committee*

The Constitution and Bylaws Committee will consist of six members. This Committee will govern the Constitution and Bylaws of the Church. It will make recommendations for any and all changes requested by Standing Committees, the Diaconate, Pastor, or referrals from business meetings.

4. *Finance Committee*

The Finance Committee will include the Treasurer, a member of the Diaconate, and six members-at-large; one of the members-at-large will serve as the Chair of the committee. The Finance Secretary and the Chair of the Personnel Committee will serve on the Committee as ex-officio members.

Objectives:

1. It will serve as the committee that oversees/manages the financial resources of the Church.
2. It will oversee/supervise the work of the Church Treasurer.
3. It will insure that sound procedures are used for collecting, safeguarding and disbursing the Church's financial resources.
4. It will designate special offerings.

Function:

This Committee will accomplish its objectives by planning, preparing and managing the Church's annual budget. The Committee will meet frequently to review the financial condition of the Church. It will make recommendations on the budget to the Church, report on the financial condition to the Church at regularly scheduled business meetings of the Church, and review requests for changes to the annual budget. The Committee will receive budget requests from all ministries and/or committees within the Church and formulate an annual budget. This budget will be recommended to the congregation at its October Business Meeting for approval by the Church. The Committee will review all activities within the Church that handle funds and will develop systems that insure that the Church's financial resources are protected from negligence, misuse or theft. This may include requests of audits and reports of activities by the Church from either the Audit Committee or an independent auditor/accountant. The

Finance Committee will work closely with the Stewardship Committee to promote the annual giving program.

5. *Leadership Committee*

The Leadership Committee will consist of a Chairperson and at least eight other members, one of which will be a member of the Diaconate. The Sunday School Director will serve as ex-officio members. Annual nominations to the Leadership Committee will be made by the Diaconate with the help of the Pastor and elected by the Church in the Business Meeting held in October. The Committee will nominate all annually elected officers and committees of the Church as herein set forth. The Leadership Committee will also appoint the Chairperson for each Standing Committee effective at the beginning of each Church year. In the event of vacancies during the year, the Committee will present nominations to the Church at a feasible time to fill these vacancies.

6. *Personnel Committee*

The Personnel Committee will consist of a Chairperson and five members. The Committee duties will be as follows:

1. Survey needs for additional employees and new positions.
2. Prepare position job descriptions for all paid Church employees, setting forth their primary duties, and to whom they are responsible.
3. Recruit and interview prospective employees and recommend the employment of Ministerial Staff. This responsibility includes recommending policies to the Church for official action concerning recruiting, interviewing, and making recommendations to the Church for official action regarding new Ministerial Staff. The Pastor or other professional staff members may assist in the employment procedure. The actual pre-employment contract and final interview should be made by the person who will supervise the staff member.
4. Develop and recommend salaries and benefits for Church employees.
5. This Committee will seek the assistance of any existing committees involved with the prospective employee, as well as the Pastor, before bringing their recommendation to the Diaconate for concurrence, and then to the Church for approval.
6. Grievances involving all Church employees will be handled through this Committee.

7. This Committee will be responsible for developing and maintaining a Church Personnel Policy.

Members of the Personnel Committee should be active in the ministries and mission of the Church. They should have good judgment, knowledge of the Church and its objectives and methods of operation, a spirit of Christian good-will, and a willingness to support the Church Staff.

7. *Premises Committee*

The Premises Committee will consist of at least nine members and will have general charge and upkeep of the physical properties of the Church, including grounds, buildings, and contents of buildings unless otherwise assigned (i.e., Church kitchen, cemetery). Expenditures over the budgeted amount of \$3,000 must be approved by the Church. This Committee may organize itself into smaller units to efficiently carry on its responsibilities.

The Premises Committee will:

1. Plan and coordinate the maintenance of the Church property.
2. Select, purchase, oversee maintenance and develop policies for the use of supplies and equipment required for premises maintenance.
3. Work in cooperation with the Personnel Committee and/or Finance Committee and Church staff in relating to paid maintenance employees.
4. Plan and administer budget needs for premises maintenance in accordance with Church budgeting policies.
5. Negotiate contracts and oversee work performed by contractors on tasks requiring professional services (snow removal, garbage collection, landscaping, painting, air conditioning, etc.).
6. Be aware of and work in coordination with the assignments given to Church Trustees.
7. Keep the Church informed as to the need for additional building space for the fulfilling of Church ministries.
8. Seek out three bids for any jobs over \$3,000. Once the bids are received, this committee will review the bids and give the best bid over to the Finance Committee for further review.

It will be the intent of Central Baptist Church, as we are led by Christ, to bring before the congregation in a Business Meeting (regular or called) any major alterations and additions made to the facilities in advance of making proposed changes. It will be the responsibility of any committee, staff or

trustee member to introduce to the congregation full information and recommendations with a Church vote to follow.

9. *Scholarship Committee*

The Scholarship Committee will be composed of three Central Baptist members at large, one Trustee, and the Chairperson of the Diaconate and will be recommended by the Leadership Committee. One-third of this Committee is to be elected by the Church annually and is to serve a term of three years. A staff representative will be appointed annually by the Pastor. This Committee will administer the Fund according to Church-approved Guidelines.

10. *Special Gifts Committee*

The Special Gifts Committee is to consist of a Chairperson and two members. This Committee will decide when and to whom gifts will be given from the Church, within the budget limits. Members will also be responsible for the handling of any gifts to the Church Staff.

11. *Stewardship Committee*

The Stewardship Committee will consist of ten members including a member from the Finance Committee, the Sunday School Director, a member from the Diaconate and six members-at-large; one of which will be the Chair of the Committee. The six members-at-large will be rotating three-year terms.

Principal Objectives:

1. It will be responsible for developing the Church's ministry of stewardship, which encompasses time, talents, and material resources.
2. It will strive to develop in Church members an understanding of and commitment to the biblical concepts of individual and corporate stewardship.
3. It will utilize all functions of the Church, including worship, ministry, proclamation, education, and application to accomplish its objectives.
4. It will promote special offerings and annual stewardship programs.

Function:

This Committee will accomplish its objectives by developing, implementing and promoting a plan to educate Church members in biblical stewardship utilizing all ministries of the Church. The Committee will need to coordinate/develop liaisons with all the ministries within the congregation that will be responsible for implementation of the programs emanating from the Stewardship Plan. The Committee will develop and implement regular stewardship programs as features in the Church calendar. The Committee may acquire resources from the SBC, Virginia Baptists, CBF, other churches, etc., to assist members in accomplishing their mission. The Stewardship Committee will coordinate its activities with the Church's Finance Committee to ensure that adequate funds are set aside on an annual basis to provide the necessary resources for accomplishing its plan/objectives. The Stewardship Committee will work closely with the Finance Committee to promote the Church's annual giving program.

12. *Tellers Committee*

The Tellers Committee will consist of not less than four teams, consisting of a minimum of three members per team, including the Financial Secretary who will serve as permanent chairperson. This Committee will count Church funds and deposit same in the bank or deliver same to the Treasurer for deposit. Online gifts will be deposited directly to Church accounts.

13. *Trustees Committee*

There will be five Trustees elected by the Church for a five year-period, with one rotating off each year, and to be approved by the Chesterfield County Court. The Trustees will hold in trust the property of the Church and will represent the Church in all legal matters pertaining thereto, but they will have no power to buy, sell, mortgage, lease, encumber, pledge the credit of the Church or transfer any property without a specific vote of the Church authorizing such action. Should a vacancy occur, the Leadership Committee will nominate to the Church, after consultation with the Diaconate, a person to fill the position. The remaining Trustees may recommend a nominee to the Leadership Committee.

ARTICLE VIII

Teams

1. Church Host/Hostess Team

This team will consist of the Church Host or Hostess and four other members. They will oversee Church wide picnics, receptions, special dinners (i.e., associational dinners). They will be responsible for coordinating the event; they will have access to the Church calendar as needed; and they will be notified at least two weeks before any planned event if possible, as to the number of attendees for whom to plan.

2. Flower Team

The Flower Team will consist of a Chairperson and two other members. Members will see that flowers are provided for regular and special services as may be requested by the Church; this is to include the care of artificial arrangements.

3. Kitchen Team

The Kitchen Team will be comprised of two sections:

1. Wednesday Night Supper Coordinator. This section will consist of a chairperson and one other member. They will be responsible for coordinating Wednesday night dinners and cooking teams.
2. Kitchen Team. This section will consist of a chairperson and two other members. They will be responsible for keeping the kitchen in order and recommending to the Premises Committee the purchase of or replacement/repair of kitchen equipment. This team will also coordinate a deep cleaning of the kitchen at least twice a year.

4. Music and Worship Team

The Music and Worship Team will consist of a Chairperson and five members. One-third of this Team is to be elected annually and will serve a term of three years. The Minister of Music and Worship will be an ex-officio member of this Team. The Team will consider items which relate to the total music ministry of the Church and serve in a liaison capacity with the various components of the music ministry. It will study and make recommendations regarding the

purchase/repairs of instruments, robes, and related equipment pertaining to the music program.

5. *Recreation Team*

The Church Recreation Team will be assigned the following responsibilities:

1. To support and assist Church organizations with recreation needs; i.e., retreats, fellowships, etc.
2. To provide recreation opportunities that will minister to all age groups.
3. To develop and interpret a philosophy of Church recreation.
4. To develop and administer policies and procedures regarding selection, purchase, assignment, maintenance, storage and use of materials and equipment.
5. To give direction to the planning and administration of the Recreation Ministry budget.
6. To cooperate with the Church Leadership Committee in enlisting Church Recreation Leadership.
7. Recreation Team Members will consist of eight members and a Chairperson.

6. *Transportation Team*

The Transportation Team will consist of a Chairperson and five members. A staff member will serve as an ex-officio member. This Team will be responsible for overseeing the ongoing maintenance of the bus, with one committee member being designated as maintenance supervisor. Members will be responsible for enforcing the bus policies established by the Church and for recommending changes to the policies as needed.

7. *Ushers Team*

The Ushers Team will consist of at least twenty-one members; the Chairperson will be nominated by the Leadership Committee. This Team will assist at all services of the Church, greeting and seating the people, providing them with bulletins and hymn books, receiving the offering, seeing to the proper heating and ventilation of the building; also caring for the general responsibility of having sufficient ushers serving, and to that end, may designate additional persons to serve as the occasion so demands.

*Other teams may be formed as needed at the discretion of the Ministry Staff and Church Council.

ARTICLE IX

The Church Council

Section 1. The Church Council, upon being established by authorization of the Church, will seek to correlate and coordinate the activities and organizations of the Church; however, the group will have advisory powers only.

Section 2. The Council, unless otherwise determined by vote of the Church, will be composed of the following: One member at large, the Pastor, Staff Members, one or more representatives of the Diaconate and each of the Church organizations, the Moderator, and chairpersons of the Leadership, Stewardship, and Personnel Committees.

Section 3. The Council may meet at the discretion of the Pastor or upon request by any member after consultation with the Pastor. Duties are as follows:

1. A brief report by the leader of each organization, giving the main features of the work of their organization during the quarter.
2. A consideration of the needs of the organization, such as a new building, equipment, literature, allocation of space, and other relative matters.
3. The leaders of each organization will outline the program of work for the coming quarter, mentioning particularly any special meetings, such as business meetings, socials, study courses, associational meetings, district and state meetings. Should there be conflicting meetings, the conflict will be eliminated where possible.
4. All matters agreed upon by the Council, calling for action not already provided for, will be referred to the Church for approval.

ARTICLE X

Finances

Section 1. Budget: An annual budget will be adopted each year at the October Business Meeting of the Church.

Section 2. Special Offerings: Special offerings by the Church and its organizations will not be taken without special authority granted by the Church, with the following exceptions:

1. State, Home, Foreign and Associational Missions Offerings
2. Special Renewal/ Love Offerings

Section 3. Memorial Gifts:

1. The Church and its congregation will accept gifts of money in memory of the deceased; gifts to this fund will be distributed as selected memorials, or to the General Account of the Church, after consultation by the Pastor with the families.
2. The William D. Dietrich Scholarship Fund is authorized to receive designated gifts. The interest is to be used for seminary, college or university student scholarships. The following guidelines for the Scholarship Fund have been set up:
 1. Stocks and bonds will be sold and the proceeds plus all other monies in the Scholarship Fund will be used to purchase a high interest income producing investment.
 2. The number of scholarships granted each year will be determined by the amount of interest received from the principal of the Scholarship Fund. At no time will the principal be used for the granting of scholarships.
 3. Information concerning the Dietrich Fund will be periodically made available to the congregation so that donations or memorials may be given under the Guidance of the Scholarship Committee (see Article VI).
 4. Scholarships will be approved and granted by the Scholarship Granting Committee to worthy recipients after said Committee has made evaluations of each student's application and statement of need.
 5. The amount and the number of scholarships will be determined by the Scholarship Granting Committee.
 6. Recipients of the scholarships must be members of Central Baptist Church who are actively involved in the youth or other ministries of Central Baptist Church.
 7. Each student must fill out an application form obtained from the Church office. The completed applications will be returned to the Church office by the date determined by the committee.

8. Each applicant must write a letter stating the need for the scholarship.
 9. Scholarships will be made available at a date determined by the Committee.
3. If gifts other than money are proposed, this will be done through consultation with the Pastor and the Diaconate.

Section 4. Other income: Income other than budgeted offerings, special offerings, interest income, or memorial gifts may accrue to the Church from time to time due to special situations such as sale or leasing of Church property. On a situational basis, the Finance Committee will recommend to the Church the disposition of such funds, considering the Church's current needs and applicable tax and legal considerations. Such extraordinary funds should ordinarily be spent for special needs and not used for ongoing budgetary expenses.

Section 5. It is understood that members will invest financially to support the Church and its causes (I Corinthians 16:2). Each member will be encouraged in Scriptural giving. All offerings will be free will, but the Church expects every member who is able to do so to contribute toward the expenses of its programs.

ARTICLE XI

Dissolution

In the very unlikely event that Central Baptist Church were to be dissolved, the assets of the Cemetery Fund, the Tower Fund, and the Dietrich Scholarship Fund will transfer to and be managed by the Central Baptist Church Endowment Fund. After satisfying all debts and obligations, 10% of the remaining assets will transfer to the Middle District Baptist Association, 10% to Cooperative Baptist Fellowship of Virginia, and 80% to the Central Baptist Church Endowment Fund with which Central Baptist Church is affiliated.

ARTICLE XII

Miscellaneous

Section 1. Additional Officers and Committees: It is to be understood that no part of this Constitution is intended to restrict the Church in electing or appointing additional officers and committees when advisable.

Section 2. Scout Activities: All phases of Scouting Activities will be represented to the Church by the Institutional Representative, to be nominated by the Leadership Committee.

Section 3. Paid Entertainment: No entertainments, bazaars, sales, etc., for the purpose of raising money to supplement the Church Budget will be held by the Church or of its organizations or any outside group within or without the Church. Sunday School classes and other Church organizations are permitted to serve meals to Community Service Organizations for the benefit of mission activities. To support outreach mission projects and trips, special fund-raising events may be held when such events are approved by the Finance Committee.

Section 4. The Church Covenant will be printed in the Church bulletin semi-annually.

Section 5. The articles and sections of this constitution may be changed by a two-thirds hand vote of members present at any Church Business Meeting, provided a quorum is present and further provided that notice of contemplated changes have been made in writing at least one month prior to such contemplated action.

Section 6. Rules of Order: The rules of order to be used by this body will be *The Revised Robert's Rules of Order*.

Section 7. Distribution of Bylaws: The Administrative Assistant will convey a copy of these Bylaws each year to new Chairpersons of Standing Committees; copies will be furnished to the Diaconate, to new members coming into the Church, and to such others as may request them.

Section 8. All officers nominated by the Leadership Committee will be members of Central Baptist Church. All Sunday School teachers will be members of the Church and/or Sunday School.

Section 9. The May/Summer Special Offering will be voted upon in the April Business meeting of each year.