

# THE CONSTITUTION OF JAMES RIVER BAPTIST CHURCH

## PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual Church member and the freedom of action of this body in its relation to other Churches.

## I. NAME

This body shall be known as James River Baptist Church located in James City County at 4931 Centerville Road, Williamsburg, Virginia.

## II. OBJECTIVES

- A. To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our Church, community and throughout the world.
- B. To be a worshiping fellowship, experiencing the presence of God, recognizing His person and responding in obedience to His leadership.
- C. To experience an increasingly meaningful fellowship with God and fellow believers.
- D. To help people experience a growing knowledge of God and man.
- E. To be a Church that ministers unselfishly to persons in the community and world in Jesus' name.
- F. To be a Church that encourages and equips its members to be Christlike in our daily living by emphasizing total commitment of life, personality and possessions to the Lordship of Christ.

## III. MISSION STATEMENT

The mission of James River Baptist Church is to **connect** people with God, help them to **grow** in their faith so they can **go** out and share the gospel through words and acts of kindness.

## IV. STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The Church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963 and amended in 2001. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation with lost mankind. The ordinances of the Church are Baptism and the Lord's Supper.

## **V. RELATIONSHIPS**

The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the Southern Baptist Convention, the Baptist General Association of Virginia and the Peninsula Baptist Association.

## **VI. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord and, on the profession of our faith, having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into a covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church, in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, discipline and doctrines; to faithfully observe the ordinances of baptism and the Lord's Supper; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor and the spread of the gospel throughout our community, the nation and the world.

We also engage to maintain family and individual devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all gossip, unkind remarks and excessive anger, both in person and on social media; to use our influence to combat all forms of pornography and the abuse of drugs and alcohol.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy and courtesy; to be slow to take offense, but always ready for and pursuing reconciliation; being mindful of the teachings of our Savior.

We moreover engage that when we remove from this place we will, as soon as possible, unite with another Church where we can carry forward the spirit of this covenant and the principles of God's Word.

# **THE BYLAWS OF JAMES RIVER BAPTIST CHURCH**

## **I. MEMBERSHIP**

### **SECTION 1. GENERAL**

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains 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 themselves as a candidate for membership in this Church. All such candidates shall be presented to the Church for membership in any one of the following ways:

- A. By profession of faith and for baptism according to the policies of this Church.
- B. By promise of a letter of recommendation from another Southern Baptist Church.
- C. By profession of faith and baptism by immersion from another Christian denomination.
- D. By restoration upon statement of a prior conversion experience and baptism by immersion.

Those seeking membership shall be brought under the watch care of the Church. Prior to being presented to the Church for membership, a candidate may either attend a new members class or be visited by the Pastor and a Deacon or two Deacons. The candidate will then be presented at the next business meeting for confirmation of their membership.

### **SECTION 3. VOTING RIGHTS OF MEMBERS**

Every member of the Church is entitled to vote at all elections and on all questions submitted to the Church in conference, provided the member is present and at least thirteen years of age.

### **SECTION 4. TERMINATION OF MEMBERSHIP**

Membership can be terminated in the following ways:

- A. Death.
- B. Dismission to another Church.
- C. Exclusion by action of this Church.
- D. Member requests to be removed from Church rolls.

## **SECTION 5. DISCIPLINE**

It shall be the practice of James River Baptist Church to emphasize to its members that reasonable measures will be taken to assist a troubled member. The Pastor, members of the Church staff and Deacons are available for support and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member toward another.

Should some serious condition exist with a member which would reflect negatively on the reputation of the Lord's Church or become a liability to the general welfare of the Church, every reasonable measure will be taken by the Pastor and the Deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. If it is determined that the welfare of the Church will best be served by the exclusion of the member, the Church may remove the member by a two-thirds vote of the members present at a meeting called for this purpose.

Any person whose membership has been terminated may, upon evidence of repentance and reformation, request to have their membership restored. Recommendation by the Pastor or a Deacon and a Church vote is required to restore membership.

## **SECTION 6. SERVICE**

James River Baptist Church encourages all members to identify and serve out of their spiritual gifts and stay actively involved in our Lord's ministry. Members serving in volunteer positions may serve on any combination of committees and teams provided they are not chairperson of more than one committee or team at a time.

## **II. CHURCH OFFICERS**

All Church officers must be members of the Church. The officers of this Church shall be as follows:

### **SECTION 1. PASTOR**

A Pastor shall be called by the Church when a vacancy occurs. His election shall take place following a Sunday morning worship service, for which at least one week's notice has been given to the membership.

A Pastor Search Committee, consisting of both male and female members, shall be elected by the Church, by ballot, from nominations made from the floor at a Sunday morning business session. This committee will seek out a suitable Pastor and its recommendations will constitute a nomination. The committee shall bring, for the consideration of the Church, only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of the members present and voting being necessary to call a Pastor.

Should the Pastor decide to leave, he should give at least a two-week notice to the Church prior to terminating his responsibilities. The Pastor may be removed for cause from his position upon a three-fourths vote of the membership. The Deacons will be responsible for pulpit ministry until a Pastor is called.

## **SECTION 2. CHURCH STAFF**

This Church shall call and/or employ staff members as needed. A job description shall be written by the Personnel Committee for all staff positions. Vocational staff members shall be nominated by the Personnel Committee and confirmed by Church vote. Election shall be by ballot, an affirmative vote of three fourths of the members present is required.

## **SECTION 3. CHURCH COUNCIL**

The Church Council reviews and coordinates church programs. All new Church programs shall be approved by the Pastor and Deacons. This includes administering the use of calendar time; organizing resources according to program priorities; and evaluating program achievements in terms of Church goals and objectives.

The council shall have as regular members the Pastor, Music Directors, Youth Director, Children's Director, Church Clerk, Sunday School Director, Woman's Missionary Union Director, Baptist Men's Director, Chairman of Deacons, team and committee chairpersons and Church-elected officers. The Pastor chairs the Church Council which meets quarterly on the last Tuesday of December, March, June and September.

## **SECTION 4. DEACONS**

Each Deacon shall be elected for a three-year term of active service and be subject to successive re-election to three-year terms. Vacated positions should be filled as soon as possible. There is no obligation to utilize as an active Deacon at James River Baptist Church a person who comes from another Church where he served as a Deacon.

Recommendations for Deacons by the membership shall be made in writing to the Chairman of the Deacons. A candidate must be an active member of James River Baptist Church for a minimum of one year. The Deacons will interview candidates to ensure their qualifications as outlined in Acts 6, I Timothy and Titus. The Deacon body, having agreed the individual is qualified, will nominate the candidate for election at the next business meeting. Election shall be by ballot and an affirmative vote of three-fourths of the members present is required.

In accordance with the New Testament, Deacons are to be servants of the Church. The Deacon is to serve with the Pastor and staff in performing Pastoral ministries; proclaiming the gospel to believers and unbelievers; caring for Church members and others. He will lead the Church to engage in fellowship, worship, witnessing, education, prayer, spiritual growth and the work of ministering to our members and community.

## **SECTION 5. BIBLE STUDY AND SUNDAY SCHOOL DIRECTOR**

The Bible Study/Sunday School Director serves as the general administrative leader of the Church's Adult Bible Study and children's Sunday school ministry. The Director coordinates the work of all classes towards the overarching objective of discipleship. The Director ensures the appropriateness of class materials used in the different classes.

## **SECTION 6. MODERATOR**

The Nominating Committee shall nominate one Church member to serve as moderator. The moderator will serve a three-year term and be eligible for re-election. The moderator will serve at all business meetings. In the absence of the moderator, the Chairman or Co-Chairman of the Deacons shall preside. In the absence of these three, the Clerk shall call the Church to order and an acting moderator shall be selected.

## **SECTION 7. CLERK**

The Church Clerk is a bonded position authorized to sign checks in the absence of the Bookkeeper. The Clerk shall maintain a record of the minutes of all Church business meetings. The Clerk is responsible for keeping a record of baptisms, a registry of members, with dates of admission, dismissal or death. The Clerk shall issue letters of dismissal, maintain on file communications and written official reports and give legal notice of all meetings where such notice is necessary, as indicated in these bylaws. Church records are the property of the Church and shall be filed in an orderly and secured manner, respecting the privacy of staff and membership.

## **SECTION 8. TREASURER**

The Treasurer shall be a bonded position and will coordinate with the Bookkeeper and Financial Secretary to assure the information provided weekly by the Teller Committee is accurately recorded and incorporated into the Church's financial books. It shall be the responsibility of the Treasurer to review the Bookkeeper's work and to provide to the Church at each regular business meeting an itemized written report of receipts and disbursements since the last regular business meeting. The Treasurer will document that the Stewardship Committee has had conducted, at least annually, an internal audit of the financial books of the Church. The Treasurer shall report completion of such audit at the business meeting following the audit but not later than the July business meeting. The Treasurer is authorized to sign checks in the absence of the Bookkeeper.

Having rendered the annual accounting at the end of the fiscal year and, by its acceptance and approval by the Church, the records shall be delivered by the Treasurer to the Church Clerk, who shall preserve the accounting as a part of the permanent records of the Church.

## **SECTION 9. FINANCIAL SECRETARY**

The Financial Secretary shall receive the financial envelopes from the Teller Committee to record and maintain members contributions and provide to individuals a statement of their yearly gifts. All individual contributions shall remain confidential. The Financial Secretary will also be responsible for receiving and recording all online contributions. The Financial Secretary is authorized by the church to sign checks in the absence of the Bookkeeper. This is a bonded position.

## **SECTION 10. BOOKKEEPER**

The Bookkeeper shall perform all daily accounting tasks and prepare required internal financial reports and documents required by outside agencies. The Bookkeeper shall maintain financial records and checking accounts for the Church's general fund as well as for designated accounts set up by the Treasurer, Financial Secretary or Stewardship Committee. The Bookkeeper shall be responsible for disbursements as required in

the normal course of Church business. The Bookkeeper is authorized by the Church to sign checks and shall be bonded.

## **SECTION 11. TRUSTEES**

Three or more trustees, elected by the Church, will hold in trust the Church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing each action. It shall be the function of the trustees, and only the trustees, to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal contracts or documents financially obligating the Church.

## **SECTION 12. MESSENGERS**

Messengers shall be elected to represent the church at the business meeting immediately prior to any meeting of the Peninsula Baptist Association (PBA), Baptist General Association of Virginia (BGAV), and the Southern Baptist Convention (SBC).

The need for messengers will be announced at Sunday services and published in the bulletin for two weeks prior to the appropriate business meeting.

# **III. COMMITTEES AND TEAMS**

## **GENERAL**

The Church shall be organized around a system of committees and teams. All Church committee members and team chairpersons shall be Church members recommended by the Nominating Committee and elected by the Church. Committee chairpersons are elected by the committee members. Team chairpersons are responsible for recruiting their own team members.

In order to be eligible to serve on a committee or to chair a team, the volunteer must have been a member of the Church for six months. There is no waiting period for volunteer team members.

Committee and team members shall serve on a three (3) year rotation system with open positions to be filled as needed. After serving a term of three (3) years, a committee member shall be eligible for re-election. If needed, the chairperson for all committees shall call a committee meeting before the January business meeting for the purpose of electing a new chairperson. Members serving in volunteer positions may serve on any combination of committees or teams as long as they are not chair of more than one committee or team at a time.

## **III A. COMMITTEES**

### **SECTION 1. CEMETERY COMMITTEE (recommend 4 members)**

The Cemetery Committee will be responsible for allotting and keeping a record of burial space. Burial space shall be offered to Church members and their immediate families per availability. The cemetery perpetual care fund shall be funded by receiving a memorial offering as recommended by the Cemetery

Committee. The Cemetery Committee and Facilities Management Team shall work together to oversee the cemetery perpetual care fund for improvements of the cemetery.

## **SECTION 2. CONSTITUTION AND BYLAWS COMMITTEE (recommend 5 members)**

The Constitution and Bylaws Committee shall keep the Constitution and Bylaws up to date. Under the direction and advice of the Pastor, Deacons and Church council, this committee shall annually review and recommend essential modifications to the Church for approval.

## **SECTION 3. NOMINATING COMMITTEE (recommend 5 members)**

The four (4) rotating members of the Nominating Committee will be nominated by the Deacons and confirmed by Church vote for a three (3) year term. This committee will include the Sunday School Director as a standing member.

The Nominating Committee is responsible for staffing all the committee members and team chairpersons including Sunday School teachers. The nominees are then confirmed by Church vote. The Committee will present nominees for Sunday School Director at the April business meeting.

The Nominating Committee will work alongside the Communications Team to inform Church members of opportunities to serve.

The Nominating Committee will meet at least quarterly provided this meeting takes place prior to the business meeting.

## **SECTION 4. PERSONNEL COMMITTEE (recommend 7 members)**

The Personnel Committee assists the Church in matters related to employed personnel. Its work includes recruiting staff (excluding the office of Pastor) and recommending salaries and benefits. The Personnel Committee conducts periodic staff reviews in consultation with the Pastor. Members of this committee shall not be a spouse or relative of a Church staff member.

## **SECTION 5. STEWARDSHIP COMMITTEE (recommend 6 members)**

The Stewardship Committee shall develop and recommend an overall stewardship plan and administer the gifts of Church members, using sound principles of financial management. The Stewardship Committee shall require all committees and teams to submit an itemized budget of expected expenditures for the coming year. This committee shall prepare a budget utilizing the itemized budgets from each committee and team. Copies of the proposed budget will be made available to members two (2) Sundays prior to the October business meeting. The proposed budget will be discussed and voted on at the October business meeting. The Church Treasurer will be a standing member of this committee. The Stewardship Committee shall oversee an annual internal audit.



## **SECTION 6. TELLER COMMITTEE (recommended 8-10 members)**

The Teller Committee shall be responsible for counting all offerings to the Church, preparing the offerings for deposit and depositing offerings in the bank. The Teller Committee shall make and/or maintain any and all necessary financial forms or records. The committee will abide by duty guidelines as written by the Stewardship Committee and approved by the Church. This committee shall include four (4) or five (5) standing members, four (4) or five (5) rotating members and the Financial Secretary. All tellers shall be bonded.

### **III B. TEAMS**

## **SECTION 1. AUDIO/VISUAL TEAM (recommend 10 members)**

The Audio/Visual Team shall be responsible for maintaining and operating the Church's audio/video systems during all Church functions. The chair of the team will be responsible for enlisting and training team members as needed.

The Audio/Visual Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 2. BAPTISM TEAM (recommend 6 members)**

The Baptism Team assists the Pastor and Deacons in preparing and administering the ordinance of baptism. The team will make sure the baptismal pool is filled, heated and then emptied of water after the service. The team will provide robes and towels and offer assistance to those being baptized. The team will also ensure that wet towels and robes are laundered and readied for the next service. This team will consist of both male and female members.

The Baptism Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 3. BENEVOLENCE AND BEREAVEMENT TEAM (recommend 10 members)**

The Benevolence and Bereavement Team is responsible for managing the benevolence fund of the Church. This team is responsible for maintaining, restocking and administering the food pantry. All food should be regularly checked for expiration dates.

## **SECTION 4. CHILDREN'S TEAM (recommend 6 members)**

The Children's Team shall serve under the leadership of the Children's Director and shall be actively engaged in mentoring and nurturing the children of our Church. They will actively participate in children's events and assist in planning and evaluating all children's programs. All prospective members shall pass a background check before serving.

The Children's Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 5. COMMUNICATIONS TEAM (recommend 6 members)**

The Communications Team shall be responsible for communicating the various activities and programs internally within our Church fellowship and externally to our community.

The Team will coordinate the design, printing and publishing of all forms of media-related communication. The Team shall be a resource to other committees, teams and the Church staff, to assist the Church in sharing Christ within the Church and the community at large. The team will also assist and oversee the use of our Church's social media presence in the online community.

The Communications Team shall meet as designated by the chairperson but not less than quarterly.

The Communications Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 6. EVANGELISM TEAM (recommend 5 members)**

The Evangelism Team will work together to train, equip and promote evangelism. The team will work under the direction of the Pastor and organize evangelistic outreach. They shall be responsible for preparation, promotion and fellowship during revivals and other special evangelistic activities. This team will work with the Communications Team in the communicating of evangelistic efforts.

The Evangelism Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 7. FACILITIES MANAGEMENT TEAM (recommend 18 members)**

The Facilities Management Team assists the Church in matters related to Church property administration. Its work includes such areas as maintaining all Church properties for ready use and recommending policies regarding use of properties. This team shall also employ any outside contractors needed for specific maintenance and repair.

Custodians shall be employed on recommendation of the Facilities Management Team and approved by the Church. The team shall be responsible for overseeing the work of the custodians.

The Facilities Management Team will be responsible for ensuring Church vehicles are maintained, inspected, cleaned, insured and readied for use. Guidelines for use of Church vehicles shall be placed in the Church Operations Manual.

The Facilities Management Team shall oversee the use of the cemetery perpetual care fund for maintenance and improvements of the cemetery.

The Facilities Management Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 8. FELLOWSHIP TEAM (recommend 8 members)**

The Fellowship Team shall be responsible for planning and implementing all fellowships and socials for the Church not otherwise specified. The team will also be responsible for organizing and scheduling Wednesday night suppers. The team will inventory and maintain supplies for Wednesday night suppers and all other socials for which they are responsible. The team will formulate and recommend policies to the Church for kitchen usage.

The Fellowship Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 9. HISTORY TEAM (recommend 4 members)**

The History Team is to gather, record and preserve the historic records of the Church. The team strives to help Church members understand and appreciate the Church's heritage and mission.

The History Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 10. HOMECOMING TEAM (recommend 7 members)**

The Homecoming Team shall be responsible for all aspects of the Church's annual homecoming. This includes set up, take down, planning and coordinating the homecoming meal. They will coordinate with the Safety Team for parking. They shall work with the Pastor and Music Directors to arrange for guest speakers and music. The Homecoming offering designation shall be chosen by the team and announced to the Church at least two Sundays before Homecoming.

The Homecoming Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 11. INTERIOR DECORATION TEAM (recommend 6 members)**

The Interior Decoration Team is responsible for beautification of the Church. This team will decorate the Church for holidays, including but not limited to Christmas, Easter, July 4<sup>th</sup> and Memorial Day. This team will be responsible for securing, arranging and disposing of floral arrangements for Church services. This team will be responsible for sending flowers to the funerals of Church members.

The Interior Decoration Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 12. LONG -RANGE PLANNING TEAM (as many as needed)**

The Long-Range Planning Team shall develop proposed Church goals, objectives and implementation strategies. The team shall seek to help the Church achieve its mission through the most efficient and effective use of the resources the Lord has provided. The team shall meet regularly, but not less than annually, for review of the established goals and objectives and for determining revisions which should be

recommended to the Church. The Long-Range Planning Team will work in collaboration with the Stewardship Committee to achieve its objectives.

### **SECTION 13. MISSIONS TEAM (recommend 6 members)**

The Missions Team will be responsible for planning and implementing local, national and international mission projects and trips. The Missions Team will be an advocate for missions and help to raise awareness of needs in the local community as well as throughout the world. By virtue of their office, the Baptist Men's Director and Woman's Missionary Union Director will be standing members of this team.

The Missions Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

### **SECTION 14. NURSERY TEAM (as many as needed)**

The Nursery Team members serve on a rotational basis, staffing the nursery during Church services and events. All volunteers in the nursery shall pass a background check and attend an orientation before serving. The Nursery Team shall work alongside the Children's Director and paid nursery staff.

The Nursery Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

### **SECTION 15. PASTORAL CARE TEAM (recommend 10 members)**

The Pastoral Care Team will regularly visit those who are homebound in our Church fellowship. This team will maintain connection with our Church members who cannot attend services through the use of letters, phone calls, emails, etc. This team may also offer Communion to those who request it.

The Pastoral Care Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

### **SECTION 16. SAFETY TEAM (recommend 20 members)**

The Safety Team shall work to provide a safe and secure environment for the Church. Its responsibilities include monitoring interior and exterior property, Church entry points, alarms, lighting and surveillance systems. They will alert Facilities Management of maintenance needs. They will also work with law enforcement, the Pastor, church staff, Facilities Management, the Communications Team and other committees and teams as necessary to ensure a coordinated and consistent strategy in maintaining a safe property. The team will create and maintain a Church Safety Team Operations Manual.

The Safety Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 17. WEDDING TEAM (recommend 2 members)**

The Wedding Team will be responsible for supervising the use of Church property for weddings, rehearsals and receptions. The Wedding Team shall follow the guidelines outlined in the Church Operations Manual.

The Wedding Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 18. WELCOME TEAM (as many as needed)**

The Welcome Team will welcome members and guests to the Church. With help from the Pastor and Church staff, they will recruit, train and coordinate volunteers to be present at all entrance points to our Church worship services. They will oversee the collection of Church newcomer contact information. They will review and restock the communication materials at our welcome centers. They will work alongside our Children's Director to make sure all guests are personally guided to our nursery and Children's Church. They will regularly review our facility for signage and navigational aids.

For the first service, the Welcome Team will supply, serve and maintain the hot beverage center.

The Ushers will be part of the Welcome Team and shall assist the Deacons in handing out bulletins and collecting the offering. Ushers are to greet people as they enter and leave the Church, seat people at the proper time and provide bulletins and/or other materials at the time of seating. The Ushers will be attentive to the needs of the congregation and the Pastor. The offering will be secured by at least two ushers at all times.

The Welcome Team will also be responsible for helping new members integrate into the life of the Church. They will work alongside the Deacons, the Church staff and the Nominating Committee to encourage this connection.

The Welcome Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **SECTION 19. YOUTH TEAM (recommend 7 members)**

The Youth Team shall work under the leadership of the Youth Director and shall mentor and nurture the youth of our Church. They will actively participate in youth events and assist in the planning and evaluation of the entire youth program. All prospective team members shall pass a background check before serving.

The Youth Team shall submit to the Stewardship Committee an itemized budget of expected expenditures for the coming year.

## **IV. PROGRAM ORGANIZATIONS**

### **GENERAL**

- A. All organizations of the Church shall be under Church control. All officers are elected by the Church.
- B. The Church year shall begin January 1 and end December 31.
- C. The Sunday School year shall begin the first Sunday in September and end the last Sunday in August.
- D. Sunday School personnel will be elected in the April Business Meeting. All other Church positions will be elected at the October business meeting unless stated otherwise in the Bylaws.

### **SECTION 1. ADULT BIBLE STUDY AND SUNDAY SCHOOL**

There shall be Bible Study classes for adults and Sunday School classes for children. These classes will be administered under the direction of the Sunday School Director. Curriculum for the different classes shall be approved by the Sunday School Director and the Pastor.

The purpose of the Adult Bible Study and Sunday School shall be to teach the Bible and to help people grow in their faith. These programs also help to connect our members to one another in Christian fellowship.

### **SECTION 2. CARE GROUP MINISTRY**

There shall be a Care Group Ministry that provides pastoral care to the members of our church. It works through our Adult Bible Study program, utilizing a combination of Care Group Leaders, Care Group Members, and Deacons.

### **SECTION 3. WOMAN'S MISSIONARY UNION**

There shall be a Woman's Missions Union (WMU) with such officers and organizations as needed. The WMU shall teach about missions, engage in mission work, support world missions through praying and giving and provide and interpret information regarding the work of the Church and the denomination. The Director shall be elected by the Woman's Missionary Union and approved by the Church.

### **SECTION 4. BAPTIST MEN**

There shall be a Baptist Men's Group with such officers and organizations as needed. The Baptist Men shall teach about missions, engage in mission work, support world missions through praying and giving and provide and interpret information regarding the work of the Church and the denomination. The Director shall be elected by the Baptist Men and approved by the Church.

## **SECTION 5. CHURCH MUSIC PROGRAMS**

The Church Music Program includes both contemporary and traditional music. The music program seeks to develop and train various musical groups to worship our Lord, including a praise band, adult choir, youth music teams and children's choirs.

## **SECTION 6. CHILDREN'S CHURCH PROGRAM**

There shall be a Children's Church Program under the direction of the Children's Director. This program will be conducted on a weekly basis during the Sunday morning worship hours. The goals of the program are the presentation of the gospel best suited to the winning of our children to Christ and to nurture and encourage their spiritual growth. The Children's Director will make a recommendation for Children's Church program workers to the Nominating Committee for election by the Church. All prospective workers shall pass a background check before serving.

## **SECTION 7. SENIOR ADULT PROGRAM**

There shall be a Senior Adult Program that reaches out to seniors in our church and in our community. This program includes monthly Thursday luncheons with themed programs, trips to various places in our community and in neighboring states. It is generally concerned with the care and nurturing Christian fellowship of the seniors in our church.

# **V. ORDINANCES**

## **SECTION 1. BAPTISM**

A person who publicly professes Jesus Christ as their Savior and Lord and requests Baptism shall be received for Baptism. Baptism is a prerequisite to church membership.

- A. Baptism shall be by immersion in water.
- B. Baptism shall be administered by the Pastor or a believer authorized by the Pastor and/ or the Deacons.
- C. Baptism shall be conducted as an act of worship during any worship service.
- D. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and Deacons. If Baptism is declined, he/she shall be deleted from those awaiting Baptism.

## **SECTION 2. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience whereby followers of Christ, through partaking of the bread and fruit of the vine, in a spirit of humility and thanksgiving commemorate the death and resurrection of Jesus Christ and anticipate His second coming.

- A. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- B. The Deacons shall be responsible for the physical preparations of the Lord's Supper.

## **VI. CHURCH MEETINGS**

### **SECTION 1. WORSHIP SERVICES**

The Church shall meet regularly for prayer, preaching, instruction and evangelism in the worship of Almighty God. These meetings will be open for the entire membership of the Church and for all guests. The service times shall be approved by the Church. A temporary change of the meeting times may be made by the Pastor and Deacons.

### **SECTION 2. REGULAR BUSINESS MEETINGS**

Regular business meetings shall be held quarterly on the third Wednesday evening in January, April, July and October. A temporary change of the meeting times may be made by the Pastor and Deacons.

### **SECTION 3. CALLED BUSINESS MEETINGS**

A called business meeting may be held to consider special matters of a significant nature. A one-week notice of the subject, date, time and location of this meeting shall be given to the congregation unless extreme urgency renders such notice impracticable. Called meetings for the transaction of business may be requested by the Pastor or the Chairman of the Deacons.

### **SECTION 4. SPECIAL CHURCH POLICY**

Any event or function proposed by a group wishing to raise funds for any James River Baptist Church program shall have prior approval of the Pastor and Deacons with use of funds being overseen by the Stewardship Committee.

### **SECTION 5. QUORUM**

Twenty-five (25) members present at a business meeting shall constitute a quorum for the transaction of business.

### **SECTION 6. PARLIAMENTARY RULES**

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

## **VII. CHURCH FINANCES**

### **SECTION 1. BUDGET**

The Stewardship Committee, utilizing itemized budget requests from Church staff, committees and teams shall prepare and submit to the Church for approval an inclusive budget, itemizing the anticipated amounts needed for local and world-wide expenses. Offering envelopes will be provided for member use.



For expenditures not covered in the budget, the Stewardship Committee must review and determine from where the funds will come before the matter is brought to a business meeting. In case of emergency, the Stewardship Committee Chairperson shall be consulted before the expenditure is made.

## **SECTION 2. ACCOUNTING PROCEDURES**

A system of accounting procedures providing for the responsible management and oversight of all Church funds shall be the responsibility of the Stewardship Committee. The Financial Secretary, Treasurer, Church Clerk, Bookkeeper and Tellers shall be bonded.

## **SECTION 3. FISCAL YEAR**

The fiscal year of the Church shall run concurrently with the calendar year.

# **VIII. CHURCH OPERATIONS MANUAL**

## **SECTION 1. ORGANIZATIONAL CHART**

An organizational chart shall be prepared which will outline the structural organization of the Church and reflect levels of responsibility in the administration of the Church. This chart shall be created and reviewed periodically by the Pastor and Deacons and shall be revised as needed. A copy shall be included in the Church Operations Manual.

## **SECTION 2. POLICIES AND PROCEDURES**

Church Policies and Procedures shall be described in the Church Operations Manual. The Manual shall be kept in the Church office and made available to any Church member. The Manual shall be maintained by the Church Secretary. Changes in policies and procedures may be initiated by any Church member or organization. Addition, revision or deletion of Church policies requires: (1) the recommendation of the Church officer or organization (including committees and teams) to whose areas of assignment the policy relates and (2) approval by the Church. Procedures may be added, revised, or deleted by: (1) recommendation of the appropriate officer or group and (2) approval of the Church. The Church Clerk shall notify the secretary of any updates.

# **IX. AMENDMENTS**

Changes to the Constitution and/or Bylaws may be made at any Regular Business Meeting or Called Business Meeting, provided each proposed amendment has been made available to the members at least one week in advance.

Amendments to the Constitution shall be by two-thirds vote; amendments to the Bylaws shall be by majority vote of the members present and voting.