

CONSTITUTION  
&  
BY-LAWS

CENTRAL BAPTIST CHURCH  
CHURCH ROAD, VIRGINIA

ADOPTED APRIL 1, 2007

AMENDMENTS ADOPTED

JULY 20, 2008

JANUARY 29, 2012

OCTOBER 19, 2014

JULY 24, 2022

# CONSTITUTION

## PREAMBLE

We declare and establish this constitution for the preservation and security of the principals of our faith so that this church may be governed in a just and orderly manner. This constitution will preserve the liberties of each member of this church and the freedom of action of this body in its relation to other churches of like faith.

## ARTICLE 1: NAME AND PURPOSE

### Section 1: Name

The name of this church is **Central Baptist Church.**

### Section 2: Purpose

The purpose of Central Baptist Church is to create a place where people matter and are empowered to engage their world for Christ.

We will pursue this mission through a variety of means including but not limited to:

1. Conducting regular services for public devotion, worship, and prayer.
2. To proclaim through word and deed the Gospel message and to urge its personal acceptance.
3. To minister to the spiritual and physical needs of the people of our church, community, and world.
4. To promote the study of the Bible, to provide training in Christian service and to encourage a lifelong enlistment in definitive Christian activities.
5. To further the study and practice of Christian discipleship as revealed and taught in the Holy Scriptures.
6. To maintain in our governing structures the principles of congregational autonomy and the priesthood of all believers.

### Section 3: Affiliation

The church membership may choose to affiliate with and provide financial support to denominational missions, and ministry agencies which the church feels advances its stated purpose.

## **BY-LAWS**

The administration of Central Baptist Church shall be subject to the following by-laws. These by-laws may be amended by the church, subject to the rules set forth in these by-laws in Article 13, Section 13.

### **ARTICLE 2: MEMBERSHIPS**

#### **Section 1: General**

The membership in Central Baptist Church shall be governed by this section of this article. The membership shall be composed of immersed (baptized) believers in Christ. The exclusive right to determine who shall be a member of this church shall be retained by the membership.

#### **Section 2: Candidates for Membership**

Any person may offer themselves as a candidate for membership in this church. All prospective members who come forward in a profession of faith or from another denomination which does not practice baptism by immersion must be baptized by immersion in or by this church. The prospective member will then be presented to the church for membership at the time of their profession of faith.

A person may become a candidate for membership in the church by:

1. Profession of faith in Jesus Christ as Savior.
2. Letter of Transfer from another church of like faith.
3. Statement of faith through the experience of salvation through Christ and being properly baptized with an affirmative vote of the membership.
4. Restoration of membership after being previously dropped from the church roll.

#### **Section 3: Termination of Membership**

Membership shall be terminated in the following ways:

1. By death.
2. By letter at their request to join another church of like faith.
3. By joining a church of another faith.
4. By just cause termination. (as described in Sec 4: Discipline)

#### **Section 4: Discipline**

A member may be terminated and/or dropped from the roll if a member becomes an offense to Christ and to this church. Upon a recommendation of the Pastor and the Deacon Body, a membership may be terminated for just cause only after due notice and full consideration, and after a faithful effort with a view towards reconciliation as set forth in the Bible. After such consideration the church membership may proceed to

either admonish or declare the offending member to be no longer in the membership of the church.

### Section 5: Voting Rights of Members

Each member of the church is entitled to vote at all elections and on all matters brought before the church with the following conditions.

1. A member must be present to vote unless provisions have been made for an absentee ballot by a majority vote of the church. The absentee ballot must be (handwritten or typed), signed and dated by the absentee member and given to the recording clerk before the vote is taken.
2. On matters brought before the church for a vote involving loans, major building programs and other financial and/or legal matters, the voting age of eligible members shall be eighteen (18) years old.

## **ARTICLE 3: CHURCH OFFICERS**

All church officers must be members in good standing of this church.

### Terms of Service

The Nominating Committee shall recommend all volunteer staff members to the church for approval. Each will serve for a period of one (1) year (January – December) and may succeed themselves, but not to exceed three (3) consecutive terms unless otherwise stated in the respective section. Individuals may be elected to the same position provided there is a one (1) year break in service from that position. Those elected to fill an unexpired term will serve to the end of the unexpired term and must be nominated to continue service in that position.

### Section 1: Church Staff

The church shall employ such staff members as the church deems necessary. A job description shall be written for each staff member, volunteer, and/or paid position. Staff members other than the Pastor and volunteer staff members shall be recommended to the church by the Personnel Committee with the approval of the Pastor. In addition to a job description there shall exist between each paid employee of the church a written agreement setting forth general duties, methods of evaluation, salary and benefits. This agreement will be reviewed annually and updated, if necessary, by the Personnel Committee, Pastor, and the committee chairperson that supervises the work of the paid employee.

### Section 2: Pastor

The Pastor is responsible for leading the church in functioning as a New Testament church. The Pastor will lead the congregation, the organizations, and the church staff in performing their missions. The Pastor's major focus as related to the church shall be the

performance of pastoral responsibilities. In that capacity, he will work with the Deacon Board, the Church Staff, and others in the church to:

1. Lead the church toward achieving its mission of proclaiming the Gospel to believers and non-believers.
2. Care for and minister to church members and others in the community as needed.
3. Perform weddings and funerals, to be ex-officio members of all departments and committees and supervise the church staff.
4. Make himself available to counsel church members in private and to schedule visitation of members both at home and in the hospital or other facilities.
5. Lead the church during worship hour and prayer meetings.

The Pastor shall be selected and/or called by the church whenever a vacancy occurs. The Pastor's election shall take place at a special called meeting of the church membership scheduled for that purpose. This meeting shall be immediately following a Sunday morning worship service and only after at least one (1) week notice to membership.

The Pulpit Committee is to be nominated and or selected in accordance with church policy and is responsible for seeking out a new Pastor when the need arises. The Pulpit Committee's recommendation will constitute a nomination and shall be voted on by the church. Election of the Pastor shall be made by a 75% vote of those present and entitled to vote. This vote should be by secret ballot.

The church shall provide a reasonable salary (decided by the membership) and retirement benefit for the Pastor. The church shall allow the Pastor to attend occasional and/or re-occurring meetings and conferences that are deemed necessary and appropriate as decided by the Personnel Committee and/or Deacon Board. The church shall provide reasonable expenses for the Pastor when representing the church at these functions.

The Pastor shall serve until the relationship is terminated by the Pastor's request, or at the request of the membership. (See article 4, section 11 Personnel Committee) The Pastor is to give the church thirty (30) days notice when called to another place of employment or retiring. Likewise, the church is to give the Pastor at least thirty (30) days notice when termination is necessary, or when there is mutual consent. The Pastor's total severance package shall not exceed three (3) months salary.

### Section 3: Deacons

Following on the example set out in Scripture (Acts 6:1-7) Central Baptist will appoint qualified members to the office of deacon who will assist the pastor in the work of ministry. The primary purpose of this body will be to serve together through specific ministries designed to create an environment where people matter and can serve Christ more fully. With input from the pastor and fellow deacons, each new deacon will select an area of ministry in line with his or her gifts and passions out of which s/he will lead

the congregation in pursuing the overall mission of the church (see article 1, section 2). In addition to this, the duties of the deacon will include the following:

1. To meet as a body at least quarterly with the Pastor. The purpose of these meetings will be:
  1. To pursue opportunities of personal growth and discipleship as a body.
  2. To grow in their leadership and ministry abilities and competencies.
  3. To work with the Pastor in assessing the spiritual needs of the church body and proposing specific, mission-oriented actions or ministries designed to address recognized needs.
  4. To review a variety of administrative matters of the church's ministry in order to determine whether or not they are in line with the church's mission. Those matters which are deemed to be fully in line with the mission will be sent to the larger body for consideration by members of the church.
  5. To provide a layer of accountability to the Treasurer by reviewing the monthly finance reports.
2. To assist the Pastor in the administration of the ordinances of Baptism and the Lord's Supper.
3. To elect officers who will serve as the congregationally-recognized leaders of the deacon board. The officers elected will be: Chairperson, Vice-Chairperson, and Secretary.
4. To assist the Pastor in actively maintaining an awareness of the spiritual and physical needs of the congregation and, from the place of their ministry area, seek to meet those needs in a manner that encourages growth in line with the mission.
5. To live to the extent of their Spirit-empowered abilities live out the character qualities of a Deacon as identified by the Apostle Paul in his letter to Timothy (1 Timothy 3:8-13).

*Active Deacons shall serve on a rotating basis for a term of three (3) years. The term of service will be from January through December. No Deacon shall be eligible for another term until the lapse of at least one (1) year. A husband and wife may not serve as Deacons at the same time. Only the number of Deacons needed to fill the vacancies created by rotation, resignation, or death may be elected.*

Prospective Deacons may be nominated by the church membership by presenting a written nomination to the Deacon Chairperson prior to or at the July Quarterly Business Meeting. Nominees may be inactive ordained Deacons or members who are deemed to have devout servant qualities wanted in a Deacon. The Deacon Chair will present all nominations to the Deacon Board at the August Deacon Board Meeting.

The Deacon Board will then develop a list of deacon candidates. Each of the selected candidates will be confidentially contacted by the Deacon Chair and/or Pastor to determine if they are able and willing to serve as Deacons. The Deacon Board will evaluate each willing candidate for the qualifications of Deacon and select the deacon

candidates to present to the church membership. The Deacon Board should present a minimum of six (6) candidates for annual Deacon selection.

The slate of candidates shall be presented on a written ballot at the October Business Meeting. Each voting member shall select the number of candidates that corresponds with the number of deacon openings. The candidates receiving the highest number of votes for the number of openings shall be elected to serve as Deacons. An ordination service will be held for any selected individual needing to be ordained.

Should a Deacon be unable to complete the term in office, the Pastor and Deacon Board will appoint a replacement to serve the remainder of the vacated term. If the appointee serves 18 months or less of a vacated term, he/she would be eligible to serve a consecutive term if selected through the above-mentioned process. If the appointee serves 18 months or more of a vacated term, there must be a one (1) year break in service before that individual could be selected to serve again.

#### Section 4: Music Director

The Music Director is responsible for planning, conducting and directing the church music program in coordination with the Pastor. The Music Director's responsibilities include coordinating with and assisting the Pastor, developing music programs, directing the choir and leading congregational singing, providing organization and leadership for the church choir and special projects of the church such as seasonal cantatas and commissioning services. The Music Director is responsible for the administration of the music budget and the purchase of materials used in the furtherance of the church music program.

#### Section 5: Church Office Manager

The Church Office Manager's duties include but are not limited to duties such as church correspondence, maintenance of records and files used in the ordinary course of church business, maintenance of the church mailing list and newsletter. The Office Manager shall assist the Pastor in the daily administrative functions of the church, be familiar with the internal working of the church and be proficient in the use of the office equipment such as the computer, copiers, fax machines, and other such equipment. Additional duties in regard to the Memorial Fund are detailed in the Office Manager's job description.

#### Section 6: Moderator

The Moderator of the church business meeting shall be the Pastor. In the absence of the Pastor, the Deacon Chairperson shall preside as the Moderator. In the absence of both, the Deacon Vice Chair shall preside over and moderate the meeting. Accepted rules of order shall be used at all meetings as stated in article 5, section 2, item 4.

### Section 7: Recording Clerk

The Recording Clerk shall attend all business meetings and keep accurate minutes. The Recording Clerk shall also ensure that the minutes of the most recent quarterly business meeting are published and/or distributed at least one week prior to each business meeting. The Recording Clerk is responsible for notifying the Clerk of the Court of the County of Dinwiddie, Virginia, when a church Trustee is added or deleted. All church records are considered church property and shall be safeguarded by the Recording Clerk.

### Section 8: Roll Clerk

The Roll Clerk shall record and maintain a current register of all church members, including the date they became members (if known), baptisms, deaths, and shall forward letters of transfer upon request.

### Section 9: Treasurer

It shall be the duty of the Treasurer to record and disburse all monies given or paid to, or otherwise received by the church. The Treasurer shall keep at all times a current itemized account/record of all receipts and disbursements. The Treasurer is authorized to pay all budgeted expenditures. No disbursement will be made without a valid receipt and all payments are to be timely recorded against the specific budget or line item for which it was intended.

The Treasurer will report to the Deacon Board as soon as it becomes known to him or her any significant deviation of the budget especially any over budget request. The Treasurer will not disburse any funds for items not covered in the current budget or that would cause an over budget expense, without prior approval of the Deacon Board.

The Deacon Board may approve or disapprove any over budget request and will then present their recommendation to the church for approval. Further, all funds for any and all purposes shall pass through the church Treasurer and be properly recorded in the financial records of the church.

In addition, all checks over the amount of \$3000 shall be signed by two (2) church members, one of which may be the Treasurer and the second person must be an authorized check signer appointed by the church.

The Treasurer shall prepare a comprehensive budget report before each quarterly business meeting and present the same to the Deacon Board for its review and consideration at least one (1) week prior to the next scheduled business meeting. The Treasurer shall ensure that the Deacon-approved and recommended budget be made available to the church membership in writing at least one (1) week prior to the business meeting.



The following financial records shall be made available for review and inspection by any voting member, upon request, specifying the record to be reviewed. This does not include records involving individual contributions:

1. Ledger books and worksheets
2. Saving, Checking, Investment account information
3. Correspondence and papers related to church finances, including computer files and/or electronic data files such as floppies, diskettes, zip drives or any other electronic storage device(s) maintained and/or used by the Treasurer to conduct church financial business.

The Treasurer, upon election of his/her successor, and at the completion of his/ her fiscal term, whichever comes first, will promptly relinquish custody of any and all church records as described in this section to the Chairperson of the Finance Committee for safe keeping.

#### Section 10: Assistant Treasurer

The Assistant Treasurer shall be nominated by the church and shall perform the duties of the Treasurer in the absence of the Treasurer and shall assist the Treasurer as directed.

The term of the Assistant Treasurer shall run concurrent with the fiscal year of the church.

Additional duties of the Treasurer/Assistant Treasurer in regard to the Memorial Fund shall be detailed in their job description.

#### Section 11: Memorial Fund Administrator

The Memorial Fund (MF) shall receive gifts to honor the memory of loved ones, express thanksgiving, and/or commemorate a special event. The success of the MF depends on the coordinated effort of several people to include donors, tellers, office manager, treasurer, assistant treasurer and Memorial Fund Administrator. (MFA)

All funds given to the MF and designated by the donor shall be allocated and or spent within one (1) year after receipt. If there is no declaration of intent or purpose expressed by the family to be memorialized, the money will be added to the gift principle of the Central Baptist Church Endowment Fund as a gift from the designated family. MF gifts, other than money, shall be evaluated by a committee appointed by the deacon body for its appropriate use and disposition. In addition, any and all funds designated to the MF can only be used for the MF except as described in this paragraph and will not be used for general operating expenses or church obligations. Further, the MF money shall not be co- mingled with the church's general operating budget.

The MF shall be administered by the MFA. The MFA duties shall include the following.

1. Receive and obtain all donor information, gift amounts from the treasurer and/or assistant treasurer.

2. Will acknowledge all MF gifts and respond in writing to both the donor and designated family in a timely fashion.
3. Record donor information, dollar amounts, and other gifts received in a permanent record book provided by the church.
4. Follow up at least semiannually with the designated family as to the status of the MF as it pertains to that designated family.
5. Prepare and make an annual MF Report to the church membership at January regular business meeting. The report shall include the overall status of the MF, the names of those memorialized during the past year and how they were remembered. It shall also include the MF income totals, purchases, present balance, and any other important facts.

The duties of the tellers, office manager, treasurer and assistant treasurer, in regard to the MF, shall be detailed further in their respective job descriptions.

#### Section 12: Trustees

There shall be at least three (3) Trustees nominated for an indefinite period of time. The Trustees shall represent the church in all legal matters concerning church property and shall perform such duties and functions as required by law. The Trustees shall have no power or authority to buy, sell, mortgage, lease or transfer any church property without the vote of the church authorizing such action.

#### Section 13: Sunday School Director

The Sunday School Director (SSD) shall direct and/or supervise the mission and teaching of the Sunday School. The SSD shall be prepared to report on the condition, status, concerns, and needs of the Sunday School mission at the quarterly business meetings.

#### Section 14: Baptist Women President

The Baptist Women shall elect a President and leaders as necessary. The main function of the Baptist Women is to teach and practice missions, provide organization and leadership for special mission projects such as Baptist Young Women, Acteens, Girls in Action, and Mission Friends. The President of the Baptist Women shall be elected by the Baptist Women and shall appoint officers and committees to accomplish the mission and function of the Baptist Women.

#### Section 15: Historian

The Historian shall record and preserve accounts of significant and interesting events in the church life. The Historian will be nominated by the Nominating Committee and shall serve for an indefinite period of time. Reasonable cost for material used in the recording of the church history shall be reimbursed by the church upon request.

#### Section 16: Usher Chairperson and Vice Chairperson

The Usher Chairperson and Vice Chairperson shall welcome and seat worshippers upon their arrival, provide bulletins, visitor greeting cards and other material, and arrange for the collection of the offerings. The Usher Chairperson shall be nominated by the nominating committee and serve for an indefinite period of time.

#### Section 17: Nursery Director

The Nursery Director shall provide a nursery during morning worship services and at other times as needed. The Nursery Director shall enlist workers and provide to the church Office Manager on a regular basis a current list of Nursery workers for publication in the church bulletin and newsletter. The Nursery Director shall be responsible for ordering necessary nursery supplies and shall strive to provide to the best of his/her ability a safe, secure, and healthy environment for the infants and children under their care.

#### Section 18: Children's Director

The Children's Director shall coordinate all children's activities, including scheduling and planning with other children's leaders, teachers, and directors, to insure regular activities for fun, outreach and spiritual growth. The Children's Director shall develop and oversee outreach activities to include unchurched children and their families.

#### Section 19: Youth Director

The Youth Director shall coordinate youth activities including midweek Bible Studies, mission trips, retreats, conferences and recreational activities. The director shall preside over youth council meetings and is responsible for the administration of the youth budget.

### **ARTICLE 4: COMMITTEES**

#### Terms of Service

All church committee members shall be recommended annually by the Nominating Committee and/or nominated by the membership and elected by the membership unless otherwise directed by the membership. Each committee shall meet and elect its own chairperson within thirty (30) days after the beginning of the church year which shall begin in January and end in December. All church committee members shall be members of the church. All committee members will serve for a period of one (1) year and may succeed themselves, but not to exceed three (3) consecutive terms unless otherwise stated in the committee section. Individuals may be elected to the same position provided there is a one (1) year break in service from that committee. Those elected to fill an unexpired term will serve to the end of the unexpired term and must be nominated to continue service on that committee.

### Section 1: Nominating Committee

The Nominating Committee shall have at least four (4) members and shall identify, select, enlist and nominate persons to serve on the Sunday School staff, on church committees and as directors and coordinators of various functions of the church. The Nominating Committee shall be responsible for ascertaining the leadership needs of the church and may consult with organizational leaders as deemed appropriate. The committee will make nominations as needed or as vacancies arise during the year.

### Section 2: Baptism Committee

The Baptism Committee is nominated to serve and or assist the Pastor in preparing for the ordinance of Baptism. The committee is responsible for preparing the candidate(s) and the baptistery for the ordinance.

### Section 3: Bereavement Committee

The Bereavement Committee shall have four (4) members who are responsible for seeing to the needs of church members during times of bereavement and associated distress.

### Section 4: Finance Committee

The Finance Committee shall consist of five (5) voting members: the Treasurer, the Baptist Women's representative, and three (3) other members elected by the church membership. The Pastor and Deacon Vice-Chair are not voting members of the Finance Committee. (Ex-officio)

The Finance Committee shall develop and recommend to the church for approval an annual unified budget. In preparing their budget recommendation the committee will consult and confer with church leaders and officers to include committee chairpersons and coordinators to ascertain their budget needs with a view towards prudent spending. The committee will conclude their budget process by September 30th and present the proposed budget to the church at the next quarterly business meeting. This will allow the membership to vote on the proposed budget by January of the next year.

### Section 5: Building and Grounds

The Building and Grounds Committee shall have at least five (5) members who are responsible for the upkeep, maintenance, and repair of existing church owned structures and property. The committee shall be responsible for seeking out cost estimates for proposed work, repairs, and projects which shall then be presented to the Deacon Board for approval. The committee shall also schedule needed repair and/or work days to complete projects as needed. The members shall serve for a period of one (1) year and succeed themselves for an indefinite period of time.

## Section 6: The Lord's Supper Committee

The Lord's Supper Committee shall procure and prepare the elements and equipment used for the observance of the Lord's Supper. The committee will ensure that the preparation and maintenances necessary to observe the memorial service have been completed and will consult with the Pastor regarding the elements, their preparation, and an approved schedule.

## Section 7: Stewardship Committee

The committee shall consist of the Treasurer and two (2) or more church members. The Stewardship Committee shall promote the stewardship of church members' time, talents, tithes, and offerings in all areas of the church. The committee shall develop and recommend an overall stewardship strategy for the church and will coordinate with the Pastor and Finance Committee to achieve its goals.

## Section 8: Teller Committee

The Teller Committee shall be responsible for the counting of all offerings received during the worship service and those funds collected during Sunday School. At a minimum there will be at least two (2) tellers present when the offerings are counted and each teller will verify the other teller's count to the person designated to make the deposit. In order to protect those involved and to complete the official record, the teller(s) shall have the person receiving the funds acknowledge the amount received by giving a written receipt. Likewise, the person making the deposit shall ensure that the deposit is made as soon as possible and that the receipt from the financial institution is correct and is promptly turned over to the Treasurer for recording. Additional duties in regard to the Memorial Fund shall be detailed in a job description for the tellers.

## Section 9: Endowment Committee

The Central Baptist Church Endowment Fund is governed by its original by-laws. This section is included to set forth and make transparent the original policy, purpose and intent of the endowment fund to the membership.

The Endowment Fund is a True Endowment. The original gift of the donor(s) or the gift principal and any future gifts or gift addition shall be maintained inviolate in perpetuity and only the investment return is available for disbursement and spending.

The Endowment Committee shall be the custodian of the Endowment Fund. The committee shall elect a chairperson and secretary from the five members. The chairperson will direct the committee in its functions and shall preside over its meetings. After a lapse of at least one year, a former committee member may be re-nominated.

The committee shall meet at least annually or as often as deemed necessary by its chairperson. The committee's secretary will record and maintain official minutes of its meetings. The committee minutes and records are the property of the church and are considered official church records. Therefore, upon written request to the chairperson, the committee's records shall be made available for inspection and review by the Deacon Board and/or membership. The chairperson shall be prepared and available to make a full and complete report of the administration of the endowment fund to the Deacon Board and/or membership upon notice. The committee reserves the right to decline the acceptance of a particular gift due to its inappropriateness, unreasonable restrictions placed upon it, or potential financial or legal liability to the church.

The committee shall consider all written requests for endowment funds and will make their decisions regarding allocations, based on the condition of the endowment fund and the true necessity of the request. The written request shall state the intended purpose of the requested funds and the specific dollar amount requested. The decision of the committee is final unless overruled by the membership. Once the committee has determined who, if any, is to receive funds, and in what amount, the chairperson shall provide the Treasurer with written notice of the committee's decision. This notice will advise the Treasurer as to how the funds will be allocated and will request that the funds be disbursed as directed. Once the Treasurer receives this notice and/or request, he/she will request the funds from the investment firm. When the Treasurer receives the funds from the investment firm, he/she shall disburse the funds without delay according to the committee's directions.

#### Section 10: Transportation Committee

The Transportation Committee is responsible for the supervision, maintenance, and care of all church vehicles and equipment. The committee shall seek estimates on repair work for all vehicles and equipment and shall arrange for scheduled maintenance and needed repairs. The committee will make recommendations regarding the operational status of the church vehicles and equipment and make budget requests and recommendations to the Deacon Board regarding transportation needs. The committee is responsible for maintaining a list of trained, approved and insured drivers and setting policies for vehicle use.

#### Section 11: Personnel Committee

The Personnel Committee shall consist of three (3) members in good standing. The Personnel Committee shall work with the Church, Pastor, and Deacon Board in matters related to personnel administration.

The duties of the Personnel Committee shall be as follows.

1. Determine the staff needs of the Church.
2. Recruit, interview, and recommend new employees, excluding pastor(s), as needed.
3. Prepare and update job descriptions of all church employees as necessary.

4. Develop and recommend a schedule of salaries and benefits for paid employees.
5. Oversee and make annual written evaluations of all paid employees in relationship to their current job description and job performance. This evaluation shall be discussed with the employee at least annually, or as may be needed. If any performance deficiencies are noted, a corrective action plan shall be developed and implemented by the Personnel Committee.
6. Shall work with the Pastor and the Deacon Board in the resolution of employment related issues and grievances according to the following:
  - a. Personnel Committee shall receive review and investigate all written complaints or allegations of misconduct or non-performance of all church employees. Written concerns, complaints, and/ or grievances shall be received by the Personnel Committee from the membership or through the Deacon Chairperson, or Pastor. The results of this investigation will be viewed toward mediation and resolution.
  - b. Every reasonable effort shall be made by the Personnel Committee, Pastor and the Deacon Chairperson to reconcile any alleged problem involving employees to include the Pastor. These efforts shall include but is not limited to biblical confrontation, repentance, forgiveness, mentoring, counseling, and training.
  - c. In personnel matters other than those involving the Pastor(s), the Personnel Committee and Pastor shall review the issue and make a recommendation to the Deacon Board for their consideration and action. The Deacon Board shall attempt to resolve the matter based on the Personnel Committee and Pastor's recommendation and may take whatever corrective action they deem necessary to include reprimand to removal.
  - d. In personnel matters that concern the Pastor(s)'s conduct and/or performance, the process shall begin with the Personnel Committee. The Personnel Committee shall investigate all written complaints received by itself and/or the Deacon Chairperson concerning the Pastor(s). The Personnel Committee shall attempt to resolve the matter with a view towards reconciliation and resolution. However, if the Personnel
    1. Committee's efforts fail to obtain the desired results in a reasonable amount of time as determined by the Deacon Chairperson and the Personnel Committee, the issue shall be forwarded to the Deacon Board for their consideration and recommendation. If the Deacon Board is unable to resolve the matter and further action is deemed appropriate and necessary, the Deacon Board shall present their recommendation to the membership for a vote at a specially called business meeting. No adverse action will be initiated and/or directed towards the Pastor(s) by the Personnel Committee or the Deacon Board without the prior consent of the membership.

To the extent possible the Personnel Committee, Deacon Board, and any other person involved in personnel matters will maintain a high level of confidentiality in such matters. This shall not prevent the Personnel Committee or the Deacon Board from conferring with or seeking the advice of subject matter experts before bringing the matter before the membership.

#### Section 12: Pulpit Committee

On the Sunday following the effective date of the Pastor's resignation or as soon as practical, the Deacon Board shall appoint a Pulpit Committee. The committee shall be composed of five (5) members. One of the five (5) shall be the chairperson and shall direct the committee actions and deliberations. The committee shall select the best qualified candidate for Pastor and recommend its choice to the membership at a special business meeting to be held the Sunday following a Sunday morning worship service conducted by the prospective Pastor.

#### Section 13: Constitution Committee

The Constitution Committee shall consist of five (5) members. The committee shall elect one of its members as their chairperson who will preside over meetings, set agenda and be the spokesperson for the committee. The committee shall meet at least annually to review and consider any proposed change(s) to the Central Baptist Church Constitution and By-Laws (as approved by the membership in 2007), and if necessary and appropriate make recommendations to the membership regarding any change(s). The proposed change(s) must be submitted to the committee in writing no later than 31 December. The committee shall meet by the end of January of the following year to review and consider the proposed change(s). The committee shall present in writing its recommendations regarding any change(s) to the membership at the next quarterly business meeting.

Any rule of the Constitution and By-Laws may be amended, altered, and or replaced by a two thirds (2/3) vote of the membership present at a scheduled business meeting, provided the meeting was properly called, and that the proposed change(s) were submitted in writing to the membership by the committee at least three (3) months prior to the vote.

A copy of the current constitution and by-laws will be maintained on file in the church office and made available to the membership upon request.

#### Section 14: Audit Committee

The Audit Committee shall be a standing Committee consisting of three church members. The committee will conduct an annual audit of the Church's financial records and systems. Audits will also occur when a new Treasurer is appointed by the church and at the request of the Board of Deacons or the Finance Committee.



It will be the discretion of the Audit Committee to determine the date of the audit.

Committees that provide finances to the Treasurer shall provide their books (records) to the Audit Committee upon request.

Once an audit is completed, the results of the same shall first be presented to the active Deacon Board for its consideration and then to the membership for review and action, if any is necessary.

## **ARTICLE 5: MEETINGS**

### Section 1: Worship

1. Worship services shall be held every Sunday morning and or at any other time as deemed appropriate and necessary by the Pastor and Deacon Board.
2. The Lord's Supper shall be observed on the first Sunday of each quarter, or at any time the Pastor and Deacon Board deem appropriate or necessary.
3. Revivals and other religious services or meetings may be scheduled by the Pastor and/or Deacon Board and approved by a vote of the church membership.

### Section 2: Business Meetings

1. The Pastor shall be the Moderator over the business meetings. In the absence of the Pastor, the Deacon Chairperson shall preside. In the absence of both, the Deacon Vice Chairperson shall preside.
2. There shall be a regular business meeting held each quarter. Should there be any unusual business or matter needing immediate attention, a special called business meeting may be held as long as there is at least one (1) week notice given to the membership prior to the called meeting.
3. A quorum shall consist of the voting members present at the business meeting, provided that the meeting is properly called with due notice.
4. Roberts Rules of Order Revised shall be the authority used for parliamentary rules of procedure for all business meetings of the church, the Deacons, and committees.
5. The fiscal year of the church shall be from January 1st through December 31st

This Document is approved and adopted in its entirety on April 7, 2007, and amended July 20, 2008, January 29, 2012, October 19, 2014, and July 24, 2022. It shall supersede all previous documents pertaining to the operation and governing of Central Baptist Church, Church Road, Virginia.