

Potomac Crest Baptist Church

CONSTITUTION AND BYLAWS

CONSTITUTION

PREAMBLE

We, the members of Potomac Crest Baptist Church of Woodbridge, Virginia, accepting Jesus Christ as our Lord and Savior, do bind ourselves together as a body of baptized believers in Jesus Christ. We do hereby declare and establish the following Constitution to preserve and secure the principles of our faith, and to govern the body in an orderly manner. This Constitution is intended to preserve the liberties of each individual Church member and to ensure the freedom of action of this body in its relation to other churches.

ARTICLE I: NAME

This body shall be known as Potomac Crest Baptist Church.

ARTICLE II: OBJECTIVES

The following objectives, which we believe find their focus in God's Will for this Christian body, are:

- 1 To be a covenant fellowship of Christians filled with and walking in the Holy Spirit by virtue of the new birth experience. **Hebrews 9:16-22, Romans 8:1,5**
- 2 To be a worshiping and praising fellowship privately and publicly, in which God is adored as Lord of all and the spirituality of humankind (as an obedient servant) is enhanced. **Isaiah 6:1-9, John 4:21-24.**
- 3 To be a witnessing fellowship, in the community and throughout the world, by sharing the good news of reconciliation in Christ (achieved by His death, burial, resurrection, ascension and eternal reign from the throne of God. **Matthew 28:18-20, Acts 1:8**
- 4 To be a fellowship of teaching Christians whose learning of biblical precepts results in maturing disciples who live responsibly as patterned after the "fullness of Christ." **Ephesians 4:11-16, John 2:3-6.**
- 5 To be a fellowship that unselfishly ministers to the needs of all persons in the community in Jesus' name without regard to inhibiting distinctions. **Matthew 5:43-48, 18:1-5, 10-12, 25:34-46. Galatians 6:1**

- 6 To be a fellowship which voluntarily cooperates with the Southern Baptist Convention, the Cooperative Baptist Fellowship, the Baptist General Association of Virginia, and the Mount Vernon Baptist Association of Virginia (or successor organization) for the active participation in missions and evangelism throughout the world. **Acts 15:30-35, I Corinthians 1:10, II Corinthians 8:1-7**

ARTICLE III: STATEMENT OF FAITH

We believe that the Holy Bible, consisting of the sixty-six books of the Old and New Testaments, is the inspired Word of God, the complete revelation of His Will for the salvation of mankind, and the divine authority for Christian faith and life and is therefore the only basis for any Statement of Faith and the criterion by which the Bible is to be interpreted is Jesus Christ.

This Church subscribes to the Doctrinal Statement of the "Baptist Faith And Message" as revised by Southern Baptist Convention in 1963.

ARTICLE IV: ORDINANCES

This Church will observe the following two ordinances as taught in the New Testament:

- 1 Baptism - Baptism is the total immersion in water, in accordance with Jesus' own example, to identify with Christ's death, burial, and resurrection. Only those who have accepted Jesus Christ as their personal Lord and Savior can be baptized as an outward, public testimony of their newness of life. **Mark 1:9-11, Romans 6:3-4**
- 2 The Lord's Supper - The Lord's Supper is a symbolic act of obedience whereby baptized believers, through partaking of the bread and the fruit of the vine, commemorate the death and resurrection of Jesus Christ in anticipation of His Second Coming. **Luke 22:15-20, I Corinthians 11:23-26**

ARTICLE V: AFFILIATIONS AND RELATIONSHIPS

Believing that there is mutual helpfulness in an association of churches who are in agreement in faith and practices so as to encourage the spirit of fellowship and good will, we agree to participate in like organizations through our duly elected messengers. We agree to support the causes of such like organizations, according to the wishes of our congregation.

Potomac Crest Baptist Church recognizes its responsibility and obligation to cooperate for the purpose of mutual counsel and actions in common community causes. These relationships must not, however, compromise our Church's integrity as described in this document.

ARTICLE VI: CHURCH COVENANT

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior 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, angels, 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 through showing caring and compassion for others.

To promote its spirituality and prosperity, to sustain its worship ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the Church, the relief of the poor, the spread of the gospel through all nations, and to be zealous in our efforts to advance the kingdom of our Savior.

To be faithful servants, managing our time, influence, abilities, and possessions, using them wisely and fully for God's glory.

We also engage to maintain family, personal, and private devotions, to educate our children in all Christian precepts and to seek the salvation of our family members and acquaintances.

To walk circumspectly in the world, to be just in our dealings, faithful in our promises to God and one another, and exemplary in our conduct.

To refrain from malicious conversation, unsubstantiated by two or three witnesses, that would damage another person's esteem, to be swift to hear, slow to take offense, slow to speak, and slow to anger, but always ready for repentance and seeking forgiveness that leads to restoration without delay.

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 in feeling and courtesy in speech.

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

ARTICLE VII: GENERAL PROVISIONS

This Constitution supersedes and nullifies any previously approved or adopted Constitution(s).

This Constitution contains Bylaws which state the provisions and procedures necessary to carry out this Constitution, and which define the functions, responsibilities, and terms of office for the officers and committees of this Church.

This Constitution shall be considered adopted and shall become effective upon adoption by a two-thirds affirmative majority vote of the Church members present and voting, provided that at least a quorum, i.e., at least twenty-percent (20%) of the eligible voting members of the Church are present.

This Constitution may be amended, altered, or repealed at a special business meeting of the Church by two-thirds of the members present and voting, and subject to the following conditions:

Any proposed amendment, alteration, or repeal of this Constitution must be delivered to the Church Clerk in writing, signed by the proposer(s) at least 30 days prior to the date of the special called business meeting. It will be posted on the Church bulletin board, read before the congregation, if practical, and published in the Bulletin two Sunday morning worship services prior to consideration thereof. Thirty (30) days must elapse between the date the proposal is delivered to the Church Clerk and the date the vote is taken. Changes, amendments, alterations, or repeals of this Constitution will be considered and acted upon only in a specially called business meeting for the express purpose of considering the aforementioned changes, amendments, alterations, or repeals of the Constitution. Such specially called business meeting(s) will be held after the Sunday morning service.

BYLAWS

1.0 CHURCH MEMBERSHIP

1.1 INTRODUCTION

This is an autonomous and democratic Baptist Church under the Lordship of Jesus Christ. The membership of Potomac Crest Baptist Church will be composed of persons who are saved by grace through faith in the Lord Jesus Christ and are listed on the Church rolls. The membership will be referred to as the Church body. All members agree to honor the beliefs and Covenant of this Church body as set forth in the Constitution and Bylaws. A quorum must be present at any business meeting in order to act on any Church business. A quorum will consist of 20% of the eligible, active-voting members. The Moderator will determine, upon consultation with the Church Clerk, whether or not a quorum is present. Church members who have reached their thirteenth (13th) birthday shall have equal right to voice and vote on all matters of business.

1.2 ELIGIBILITY FOR MEMBERSHIP

Any person will be eligible for membership into the Church by any one of the following ways:

A. By Profession:

1. Anyone who expresses his or her faith in Jesus Christ as personal Lord and Savior may be received as a candidate for membership and baptism;
2. Anyone from another denomination who has not been baptized by immersion and who comes forward acknowledging his or her faith in Jesus Christ as personal Lord and Savior may be received as a candidate for membership and baptism.

B. By Letter:

Members from other Baptist churches of like faith and order, who have accepted Jesus Christ as personal Lord and Savior, and who have been baptized by immersion, may be accepted by letter of membership transfer.

C. By Statement:

Anyone who has been a member of a church of like faith, who has accepted Jesus Christ as personal Lord and Savior, who has been baptized by immersion, but whose membership has lapsed or has been lost or cannot be confirmed, may be received as a member by a statement of faith.

D. By Watch Care:

When it is not feasible or practical for a person to move his or her membership (for example, when on a short military assignment), and upon acknowledgment by that person of his or her faith in Jesus Christ as personal Lord and Savior, he or she may be received as a "Watch Care" member. "Watch Care" members shall have all rights and privileges of Church membership except voting, holding office, and serving as a Sunday School teacher, and in accordance with succeeding paragraphs.

1.3 RESPONSIBILITIES AND PRIVILEGES OF MEMBERS

- A. All members **are expected to be faithful to Christ and the Church in worship, witness, fellowship, ministry, financial support, and participation in business meetings.**
- B. All members who have reached their 13th birthday are entitled to vote in all elections and on all agenda items in all business meetings in person. No proxy votes are allowed.

1.3 TERMINATION OF MEMBERSHIP

Membership in Potomac Crest Baptist Church will be terminated when any member of this Church joins another church and Potomac Crest Baptist Church grants the letter to the gaining church.

2.0 DEACONS

2.1 INTRODUCTION

The Church will have two (2) or more Deacons. Deacons are to be recognized as the servants of the Church. The number of Deacons elected will be determined by the needs of the Church.

2.2 RESPONSIBILITIES OF DEACONS

- A. Proclaim the gospel to unbelievers.
- B. Engage the Church in a fellowship of worship, witness, education, and ministry.
- C. Care for Church members and other persons in the community.
- D. Guard the unity and harmony of Church members.
- E. Assure the faith and spiritual welfare of Church members.
- F. Assist the Pastor and any other ministerial staff in performing pastoral ministries.

2.3 QUALIFICATIONS OF DEACONS

Must be a member of at least 21 years of age and a member of Potomac Crest Baptist Church at least one (1) year. The one (1) year requirement may be waived provided there is an approval by at least three-fourths of the members present (provided there is a quorum) and voting at a business meeting, and further provided that the individual has already served as a Deacon.

In the selection of Deacon candidates, the Church will be guided by the scriptural qualifications outlined in **Acts 6 and I Timothy 3.**

2.4 PROCEDURES FOR ELECTION OF DEACONS

- A. Candidates for Deacons shall be nominated by the body of Deacons, candidates being selected from active Church members. Alternatively, nomination of a candidate may be made in writing to the Pastor or the Deacons, provided that the nomination is signed by the nominating member.
- B. The Pastor and the Deacons will interview all candidates. Upon unanimous recommendation by the Pastor and the Deacons, the candidate(s) will be presented to the congregation at a regular worship service at least two (2) weeks prior to a regular business meeting.
- C. Deacons will then be individually elected by a three-fourths majority of the members present and voting at a regular business meeting.
- D. Elected Deacons who have not been ordained will be installed by an ordination service as soon after election as possible.

2.5 TERMS OF OFFICE

Each Deacon shall serve an initial three- (3) year term, which may be extended in one-year increments upon recommendation of the Deacon body and voted on by the Church body

2.6 DEACON MEETINGS

The Deacons will hold meetings monthly and will elect whatever officers they deem necessary to best conduct their ministerial responsibilities

3.0 CHURCH STAFF

3.1 INTRODUCTION

The Church staff is defined as those persons who are employed by the Church and are paid for services rendered.

3.2 PASTOR (I TIMOTHY 3:1-7, TITUS 1:7-9)

The Pastor is responsible for leading the Church to function as a New Testament Church. The Pastor will lead the congregation and other Church staff members to perform their tasks. The Pastor is the leader of pastoral ministries in the Church. As such, the Pastor works with the Deacons and other Church staff to:

- A. Lead the Church in the achievement of its mission,
- B. Proclaim the gospel to believers and non-believers
- C. Give special attention to the spiritual and physical needs of the Church members and other persons in the community

The Pastor's responsibilities include the following:

- A. Leads worship services and conducts the Church ordinances (e.g. Baptism and the Lord's Supper).
- B. Officiates at wedding ceremonies and funerals.
- C. Works closely with the Deacons in their work of caring for and building up of the Church family.
- D. Provides administrative leadership for the total Church program. Serves as an ex-officio member of all organizations, departments and committees.
- E. Supervises Church staff and provides for staff training and development.
- F. Is available for counsel to Church members.

3.3 CALLING FOR PASTOR (I TIMOTHY 3:1-7; TITUS 1:7-9)

A Pastor will be chosen and called by the Church whenever a pastoral position is vacant (pastor, youth pastor, associate pastor). A Pastoral Search Committee will be elected by the Church to seek out a pastoral candidate and refer recommended candidate(s) to the Church body. The Search Committee will bring to the consideration of the Church only one name at a time. Election will be by written ballot in a meeting called specifically for that purpose, for which at least a two- (2) week advanced notice will be given. An affirmative vote of three-fourths of those Church members present and voting is required for approval. If the candidate is not elected, the process will begin again. If the pastoral candidate is elected and accepts, he/she will serve until his/her request or the Church's request terminates the relationship. The procedure articulated above will be used in filling both permanent and interim pastoral positions. A resigning or retiring Pastor shall

not serve ex-officio or otherwise on this committee. The Chairman of the Deacons may be elected to this committee, but may not serve in an ex-officio capacity.

3.4 OTHER MINISTERIAL STAFF

The Church will call or employ such ministerial staff, as the Church will need. The Nominating Committee will recommend candidates to the Church, as necessary. Such staff members will be approved by a three-fourths affirmative vote of the voting Church members present at a specially called business meeting to be held after the Sunday morning service. If the staff member is elected to serve and accepts, he/she will serve until his/her request or the Church's request terminates the relationship.

3.5 OTHER VOCATIONAL EMPLOYEES

Church secretaries and custodians will be employed as needed and likewise be recommended to the Church by the Nominating Committee and approved by a three-fourths affirmative vote of the Church members present at a specially called business meeting to be held after the Sunday morning service.

3.6 HANDLING OF RESIGNATIONS

All resignations are to be in writing and presented to the Church membership during a regular or special business meeting. At least two- (2) weeks advance notice at the time of resignation/termination of any employees (ministerial or vocational) shall be given. All pastoral staff will give an advance notice of at least 30 days at the time of resignation before terminating his/her responsibilities as Pastor.

4.0 COMMITTEES

4.1 GENERAL

All committee members will be members of Potomac Crest Baptist Church and will be nominated by the Nominating Committee and elected by the Church membership. The committee members will serve an initial one- (1) year term, renewable by the Church body. Each committee will consist of at least a Chairperson, plus two (2) or more members. All committees will consist of an uneven number of members (e g., three or five). The Nominating Committee will recommend the number of committee members for each committee. Committees will be implemented as the majority of the Church expresses a need for the committee and as the size of Church membership permits. Committees will only be established when there is a bona fide need, and will be terminated when that need is fulfilled. No more than one member of any family shall be assigned to the same committee.

4.2 PURPOSE OF COMMITTEES

A. Nominating Committee

To identify potential candidates for committee members, trustees, Sunday School teachers, youth workers, nursery workers, and all other staff positions, and to submit their names to the Church membership for discussion and approval.

To study the needs of the Church and recommend the number of members for each committee.

To help recommend to the Church the need for additional committees, and to define the objectives, responsibilities, and length of term for each committee. Ideally, this committee should consist of three (3) to five (5) members.

B. Finance Committee

To manage all Church finances, including receipts and disbursements.

To be responsible for financial planning, budgeting, accounting, and issuing monthly financial reports.

To teach and promote stewardship.

To arrange for an annual audit of the Treasurer's End of Year Report at year-end.

NOTE. *The Finance Committee should be composed of a minimum of three (3) Church members of at least 21 years of age. This committee will act as a representative of the Church in conducting legal financial business that has been approved by the Church membership during a business meeting.*

C. Fellowship Committee

To organize and execute Church fellowship activities that provide wholesome activities for the Church family.

D. Building Committee

To evaluate currently held Church real estate and make recommendations to the Church body.

To seek out and evaluate Church construction options when building a new facility.

To provide facility planning for future expansion and growth.

E. Church Council

The Church Council is composed of members of the Church Staff, the Officers of the Church, the Chairman or representative of each committee, department, and organization. Its function is:

To recommend Church objectives and goals to the Church body.

To review and coordinate program plans which have been recommended by Church officers, organizations, and committees.

To recommend to the Church the use of leadership, calendar time, and other resources according to program priorities.

To evaluate program achievements in terms of Church goals and objectives.

To approve and maintain a Church calendar for all meetings, programs, and activities.

4.3 ELECTION OF COMMITTEE MEMBERS

Members nominated for a committee will be presented by the Nominating Committee during a regularly scheduled business meeting and voted on by the Church body. The Church body may nominate additional candidates during a business meeting. A majority ballot in a business meeting will elect the committee members. Committees are implemented as the size of the Church membership permits.

4.4 AD HOC COMMITTEES

Ad Hoc committees are set up to serve special needs of the Church. The Nominating Committee will clearly state the objectives, responsibilities, and term of duration for each Ad Hoc committee. The election of the Ad Hoc committee members will be the same as that for standing committees. At the end of the term, the Ad Hoc committee will be automatically dissolved.

4.5 QUALIFICATIONS OF COMMITTEE MEMBERS

A committee member will be a member of Potomac Crest Baptist Church for a minimum of six (6) months at the beginning of his/her term of serving as a committee member.

NOTE: *The six- (6) month requirement may be waived provided there is an affirmative approval by three fourths of the Church members present and voting at a business meeting.*

4.6 ELECTION OF COMMITTEE CHAIRPERSONS

Each newly elected committee will meet and elect a chairperson for the committee. Standing committees will elect/re-elect chairpersons annually.

4.7 RESPONSIBILITIES OF TRUSTEES

Trustees shall be the legal representatives of the Church in matters concerning any and all Church property, subject to the direction of the Church. Trustees will be a member of at least 21 years of age and a member of Potomac Crest Baptist Church for a period of two years. Trustees shall have no power to buy, sell, lease, mortgage, or transfer any property without a three-fourths majority vote of the voting members present at a business meeting, authorizing such action

Title to any and all Church property shall be vested in the Trustees.

It shall be the function of any three (3) of the five (5) Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property; or other legal documents where signatures of Trustees are required.

Trustees shall report to the Church any business function, considerations, or options that the Church might have concerning any and all Church property

4.8 TERMS, VACANCIES, AND CERTIFICATION OF TRUSTEES

The Church shall have a minimum of five (5) Trustees elected by the Church body to serve indefinite terms at the will of the Church body

The names of the Trustees shall be certified to the Circuit Court of Prince William County, Virginia, by the Clerk of the Church, for confirmation in accordance with the laws of the Commonwealth of Virginia.

When a Trustee vacancy occurs, the Nominating Committee will nominate to the Church a person to fill the vacancy and election may take place at any duly assembled Church business meeting.

5.0 GENERAL CHURCH OFFICERS

The general officers of Potomac Crest Baptist Church are:

Treasurer
Clerk
Moderator
Historian
Christian Education Director

These officers, once elected, shall serve indefinite terms and will be reaffirmed annually.

5.1 TREASURER

The Treasurer shall receive, preserve, and pay out, upon approval of the Finance Committee and of Church authorized personnel, all money or things of value paid or given to the Church; keeping at all times an itemized account of all receipts and disbursements. The Treasurer shall render to the Church, quarterly, an itemized account of the receipts and disbursements for the preceding quarter.

The Treasurer shall prepare an "End Of The Year Report" consisting of an itemized account of all receipts and disbursements for the preceding year. This report shall be audited annually by the Finance Committee and audited every three years by an outside auditing firm or by a public accountant. This report and the record of its audit shall be placed in the Church Office and shall be preserved as a part of the permanent records of the Church.

5.2 CHURCH CLERK

It will be the duty of the Church Clerk to keep an accurate and complete record of the business transacted by the Church at its regular and special business meetings. The Clerk will provide the Church Moderator with an agenda for each business meeting, and shall ensure that the minutes of each business meeting are typed and available for inspection at the next business meeting.

The Church Clerk will further maintain the Church records including death, marriage, ordination of deacons, those licensed or ordained to preach, and volunteers for other church-related vocations. The Church Clerk shall maintain the official Church membership roll, recording all additions to and deletions from that roll and shall be responsible for requesting and issuing church letters.

Periodically the Clerk will bind the minutes and other records and cause them to be properly and safely stored in the Church office or other suitable place and protected against fire and other loss. The Clerk shall prepare an annual letter and table of statistics concerning the work of the Church for submission to the Mount Vernon Baptist Association or successor organization.

5.3 CHURCH MODERATOR

The Church Moderator shall preside over all business meetings of the Church and shall be guided by "Roberts Rules of Order" in conducting these meetings. In the absence of the Moderator, the Chairman of the Deacons shall act as moderator at any regular or special called business meetings of the Church. In the absence of both the Church Moderator and the Chairman of the Deacons, the Church Clerk shall call the meeting to order, act as moderator, and appoint an acting clerk to record the minutes of the meeting. In the absence of the Moderator, Chairman of the Deacons, and the Church Clerk, the Pastor and Deacons present may cancel or postpone the business meeting.

5.4 CHURCH HISTORIAN

The Church Historian will maintain and continuously update a written history of the Church. The Historian will also maintain all pertinent records, photographs, and documentation generated, and will, with the assistance of the Church Clerk, periodically bind such records and cause them to be properly and safely stored in the Church office and protected against fire and other loss.

5.5 CHRISTIAN EDUCATION DIRECTOR

The Christian Education Director shall administer the program of the Sunday School in a manner that will result in maximum spiritual growth of the members, deviating only at the will of the Church. The Director shall make reports as directed by the Church. The Director will serve on the Church Council.

6.0 MEETINGS

6.1 WORSHIP MEETINGS

This Church will meet regularly each Sunday morning for the worship of Almighty God, preaching, instruction, evangelism; and on one mid-week evening for Bible study, prayer, and/or missions activities. The Pastor and Deacon Chairman may, under unusual circumstances, change or cancel a service. Special or additional services may be planned by the Church Council.

6.2 BUSINESS MEETINGS

Regular business meetings shall be held at least quarterly. The Pastor, Chairman of the Deacons and Moderator may reschedule any such meeting when necessary. All regular business meetings will be announced at a Sunday morning worship service at least one week in advance.

All special business meetings may be called by the Church Clerk upon recommendation of the Pastor, Deacons, and Moderator. At least two (2) weeks notice shall be given for the special business meeting and it will be announced during both weeks. Special business meetings may be used to consider only one (1) specific matter.

The following rules will be used as a guide in the conduct of all regularly scheduled business meetings:

- 1) The following order will be used in regular business meetings:
 - a. Call to Order
 - b. Opening Prayer
 - c. Reading of minutes of last meeting (may be omitted by a majority vote and stand approved)

- d. Reading of reports of Church Officers
 - e. Reading of reports of Committees
 - f. Reading of reports of Organizations
 - g. Unfinished (old) business
 - h. New business
 - i. Adjournment
 - j. Closing Prayer
- 2) Members will refrain from speaking on matters not related to the subject under discussion and will refrain from all unkind and discourteous remarks, observing always the spirit of love and Christ likeness. Should a member or members fail to conduct themselves properly, the Moderator will call them out of order.
 - 3) A person submitting a report or recommendation requiring action by the Church is expected to move its adoption. In order to facilitate placing the matter before the Church body, known agenda items for new Church business should be presented to the Church Clerk as far in advance of the meeting as possible to assure proper advance publicity
 - 4) All voting will be by voice vote, show of hands, or by standing, except for the following situations which require voting by ballot.
 - ◆ Two (2) or more persons are nominated for one office.
 - ◆ Deacon election
 - ◆ Calling or terminating a ministerial staff member.

If voting is by show of hands or by ballot, the number of affirmative votes and the number of opposing votes are to be recorded in the business meeting minutes.

All business meetings will stand adjourned at the end of one (1) hour unless the members present vote to extend the time limit.

9.0 CHURCH ORGANIZATIONS

The following organizations and ministries are recognized as vital to the ministry of Potomac Crest Baptist Church. Nothing in this Constitution will preclude the establishment of additional ministries or organizations by the Church body.

- A. Christian Education
- B. Discipleship (small group) Training Programs
- C. Women's Missionary Union (WMU)
- D. Brotherhood
- E. Music Ministry
- F. Youth Ministry
- G. Church Council

8.0 ADMINISTRATION OF CHURCH ORDINANCES

8.1 BAPTISM

- A. Baptism shall be by total immersion in water.
- B. Baptism shall be administered by an ordained minister.
- C. Baptism shall be administered as an act of worship during any worship service.

8.2 THE LORD'S SUPPER

- A. The Lord's Supper shall be observed at least quarterly, as scheduled by the Church Council.
- B. The scheduled Lord's Supper shall be observed in the morning worship service.
- C. The Lord's Supper may be observed at such special times as the Pastor, Deacons, and the Church Council may determine.
- D. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper in scheduled services and with homebound members.

9.0 GENERAL FINANCIAL POLICY

9.1 FISCAL PROGRAM

- A. The financial program of the Church shall be planned, promoted, and carried out through an annually adopted, unified, comprehensive budget.
- B. All financial needs of the Church will be met through scriptural giving by the members and regular attendees, thereby eliminating the need for income-producing activities, except as noted in subsection 9.1.G below.
- C. All monies received, regardless of for what they may be designated, will be kept in either a checking or a savings account (except when the Church directs a special account for a specific purpose). Designated offerings will be additive to the budgetary amount identified in the Church budget and will be spent only on that for which designated.
- D. All orders for supplies and all contracts for services and repairs shall be made within the framework of the budget.
- E. The fiscal financial year of the Church shall be January 1 through December 31 of each year.
- F. The Finance Committee shall determine the bookkeeping arrangements for the financial program of the Church.

- G. From time to time the children, the youth, or other organizations of this Church shall be permitted to conduct fund-raising activities for support of various ministries with the approval of the Church body. The organization shall pay for the use of Church-owned supplies or other expenses as deemed just and proper by the Finance Committee
- H. An offering for the Deacons' Benevolence Fund will be taken at the conclusion of the morning worship service on the fourth Sunday of the month

10.0 ADOPTION AND AMENDMENTS

These Bylaws supersede and nullify any previously approved or adopted Bylaws.

- A. These Bylaws shall be considered adopted and shall become effective upon adoption by a two-thirds affirmative majority vote of the Church members present and voting, provided that a quorum is present.
- B. Any proposed amendment, alteration, or repeal of these bylaws must be delivered to the Church Clerk in writing, signed by the proposer(s) at least 30 days prior to the date of the special called business meeting. It will be posted on the Church bulletin board, read before the congregation, if practical, and published in the Bulletin two Sunday morning worship services prior to consideration thereof. Thirty (30) days must elapse between the date the proposal is delivered to the Church Clerk and the date the vote is taken. Changes, amendments, alterations, or repeals of this Constitution will be considered and acted upon only in a specially called business meeting for the express purpose of considering the aforementioned changes, amendments, alterations, or repeals of the Constitution. Such specially called business meeting(s) will be held after the Sunday morning service.

11.0 MISCELLANEOUS

11.1 ASSOCIATION AND CONVENTION MESSENGERS

Messengers will be elected as required to represent the Church at various meetings. Messengers are responsible to the Church and are authorized:

- A. To attend annual meetings of the Mount Vernon Baptist Association (or successor organization), the Baptist General Association of Virginia, the Southern Baptist Convention, and the Cooperative Baptist Fellowship, and to vote on behalf of this Church on all matters that come before those bodies.
- B. To give to the Church membership a summary report on the particular meetings attended.