

**Radford Baptist Church
REVISED CONSTITUTION
AND BY-LAWS**

June 8, 2008

Amended March 13, 2011

PREAMBLE

As a local expression of the Body of Christ, we declare and establish this Constitution and By-Laws to preserve and secure the principles of our faith and to govern our body in an orderly manner.

Let all things be done decently and in order (1 Cor. 14:40)

Let all things be done in love (1 Cor. 16:14)

Do all things in the name of the Lord Jesus Christ (Col.3:17)

CONSTITUTION

ARTICLE I: NAME & ADDRESS

This body shall be known as Radford Baptist Church, Inc. hereafter referred to as “The Church.” Its address is: 1293 Radford Church Road, Moneta, VA 24121

ARTICLE II: MISSION

Our Mission is Two-fold:

1. To lead unbelievers into a saving knowledge of the Lord Jesus Christ;
2. To help believers in the Lord Jesus Christ grow and mature in their relationship with God.

ARTICLE III: VISION

Our vision is to be a community that passionately displays the life of Jesus Christ.

ARTICLE IV: BIBLICAL PRIORITIES OF MINISTRY

Our Biblical Priorities of Ministry are: WORSHIP - NURTURE - MISSION.

ARTICLE V: STRATEGIES

To accomplish our Mission, to realize our Vision, and to practice our Biblical Priorities of Ministry, we will use three basic strategies: BRING TOGETHER - GROW DEEP - GIVE AWAY

ARTICLE VI: STATEMENT OF FAITH

Radford Baptist Church is a democratic organization under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right and of self-government in all phases of the spiritual and temporal life of this church.” Source: Radford Baptist Church, Constitution and Bylaws, 2002

Baptists cherish and defend religious liberty, and deny the right of any secular or religious authority to impose a confession of faith upon a church or body of churches. We honor the principles of soul competency and the priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word of God.” Source: Preamble, Baptist Faith and Message 2000

Radford Baptist Church affirms the Baptist Faith and Message 2000. A copy of the Baptist Faith and Message 2000 can be found in Appendix A. In the event of inconsistency between the Radford Baptist Church Constitution and By-laws or the Baptist Faith and Message 2000, the Radford Baptist Church Constitution and By-laws shall prevail. The word “Pastor” as used in the Baptist Faith and Message 2000 is interpreted by the congregation at Radford Baptist Church to be synonymous with Overseer, Elder or Bishop as we are guided by the scriptures, (1 Timothy 3:1-7, 1 Peter 5: 1-3).

ARTICLE VII: CHURCH ORDINANCES

Section 1. Baptism

- A. This Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith, who professes Christ publicly at any worship service and who indicates a commitment to follow Christ as Lord.
- B. Baptism shall be by immersion.
- C. Baptism may be administered during any worship service of The Church or special service called for the purpose of baptism.

Section 2. The Lord’s Supper

The Church shall observe the Lord’s Supper at least quarterly, the first Sunday of the quarter, unless otherwise scheduled by The Church. The Pastor, Elders, Deacons or other ordained ministers shall administer the Lord’s Supper.

ARTICLE VIII: GOVERNMENT

Section 1. General

- A. Under the authority of Jesus Christ and the Word of God, the government of this Church is vested in the body of believers through the leadership and guidance of the Council of Elders. Persons duly received by the members shall constitute the membership (see Article I of the By-laws). The Church body shall elect servant leaders (see Section 2) for the purpose of providing leadership and conducting the business of The Church. All internal groups created and empowered by The Church shall report to and be accountable only to The Church, except as may be specified hereinafter, and as may be otherwise directed by Church action.

- B. This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains obligations of mutual counsel and cooperation common among Southern Baptist churches. Insofar as is practical, this Church will cooperate with the Southern Baptist Conservatives of Virginia, and the Southern Baptist Convention.
- C. Authority to govern The Church is normally exercised through the Council of Elders. However a vote of the active membership of this Church at a properly called meeting, as provided in the By-laws, shall be required to effect the following actions:
 - 1. Elect Elders and Deacons;
 - 2. Elect administrative officers, ministry directors and committee members;
 - 3. Discipline members by dismissing them and discipline officers by removing them from office (see policy on Church discipline);
 - 4. Approve annual budgets of The Church, authorize major expenditure of the funds of The Church when such major expenditures are not covered by an approved budget and approve any transactions regarding real property;
 - 5. Accept, reject, or otherwise dispose of any matter submitted to the membership of The Church by the Council of Elders, or raised by motion at a business meeting;
 - 6. Adopt, amend, or repeal the Constitution or By-laws of this Church;
 - 7. Approve the calling and removal of Pastoral staff.

Section 2. Servant Leaders

- A. The Servant Leaders of The Church shall be Elders and Deacons.
- B. The function of the Elders is to have spiritual oversight of the body, and to lovingly govern, care for, and equip the membership to do the work of the ministry.
- C. The function of the Deacons is to assist the Elders by performing services of counsel and lovingly serving the needs of the membership.

ARTICLE IX: MEMBER COVENANT

Having been led by the grace of God through the life-giving power of the Holy Spirit to repent of my sin and in faith turn to Jesus Christ as my Lord and Savior and having met the requirements for membership defined in Article I, Section 1 of the By-laws, and having given public testimony of this faith, I now joyfully and solemnly enter into this covenant with the members of Radford Baptist Church:

I commit to:

- affirm the Statement of Faith as outlined in The Church Constitution;
- abide by The Church Articles of Incorporation, Constitution, and By-laws;
- allow the Holy Spirit and the Word of God to guide and direct all aspects of my life;
- support The Church and its members with my prayers, time, talents and tithes;

---participate in times of corporate worship, Christian education, various Church ministries and programs as led by the Holy Spirit;

---submit myself to the leadership of The Church, with the understanding that the leaders are God's appointed servants to help me grow in my relationship with Him;

I have read the Articles, Constitution, and By-laws, including those portions dealing with church discipline and conflict resolution, and members' rights and responsibilities, and agree to be bound by the Articles, Constitution, and By-laws.

ARTICLE X. AMENDMENTS

Members may propose changes to the Constitution that shall be submitted to the Council of Elders for consideration and comment. The Council of Elders shall present the proposed changes and their comments to The Church at a regular or special Business Meeting. This Constitution may be amended by a 3/4 vote of the members present and voting, provided that the following procedure has been followed:

The proposed amendment has been mailed or made available to the membership at least four weeks before the meeting to act on the amendment, and the business meeting to vote on the proposed amendment has been announced on a previous Sunday morning at least two weeks before the vote is taken.

BY-LAWS

ARTICLE I: CHURCH MEMBERSHIP

The Church shall maintain a roll of active members in good standing which shall be reviewed and updated annually by the Council of Elders, or more often as needed. All present members of the unincorporated entity known as the Radford Baptist Church shall, upon incorporation, become active members of this Church. No member of this Church, nor any Officer, nor any member of the Council of Elders shall by virtue of such membership, office or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts or omissions of this Corporation.

Section 1. Candidacy

Persons may request candidacy for membership in any of the following ways:

- A. By profession of faith in Jesus Christ as savior and baptism by immersion.
- B. By promise of Letter of Recommendation from another Southern Baptist Church.
- C. By statement of their Christian experience.

Section 2. Voting Rights of Members

- A. Every member of The Church aged 18 years or older, and on the active roll, is entitled to vote at all elections and on all questions submitted to The Church at congregational meetings including, but not limited to the following matters:
 - 1. Annual Budget and any 25 % or more change in the budget during the year.
 - 2. Election of Elders, Deacons and other Church Officers, as provided in these By-laws.
 - 3. Dissolving or disposition of all, or substantially all, of The Church assets -3/4 vote.
 - 4. Acquisition or sale of real property, and/or building projects and related indebtedness - 3/4 vote.
 - 5. Amendments to the By-laws of The Church - 3/4 vote.
 - 6. Calling or removal of Pastoral staff - 3/4 vote.
 - 7. Any other major event or decision as designated by the Council of Elders unless otherwise provided.
- B. Every active member of The Church is eligible for consideration by the membership as candidate for elective offices in The Church, subject to the articles of these By-laws.

Section 3. Termination of Membership

Membership may be terminated in the following ways:

- A. Death of the member.
- B. Transfer to another Baptist Church upon receipt of a request for Letter of Transfer.
- C. Exclusion by action of this Church, based upon Church Discipline and Restoration Policies (Article I, Section 5).
- D. Erasure upon request by the member.
- E. Erasure upon evidence that a member has joined another church.

Section 4. Member Covenant

Because this Church is a body of believers who share a common faith in the Lord Jesus Christ, membership is granted only to those willing to enter into a covenantal relationship with each other and the Lord. All current members of the unincorporated Radford Baptist Church at the time of incorporation are encouraged to confirm this covenantal relationship by signing the Member Covenant. All members seeking to join The Church after the date of incorporation are required to sign the Member Covenant.

Section 5. Church Discipline and Restoration

It shall be the practice of this Church to pursue every reasonable measure for peace and reconciliation. Should one member sin against another member or the Body of members (The Church), the aggrieved members shall follow in a tender spirit the rules given by our Lord and Savior in Matthew 18:15-17; 1 Corinthians 5:9-13; and 1 Thessalonians 5:12-14. The Pastors, Elders and Deacons are available for counsel and guidance to the aggrieved members. The purposes of such discipline should be for:

- A. The repentance, reconciliation, and spiritual growth of the individual disciplined. (Proverbs 15:5; 29:15 ; 1 Corinthians 4:14 ; Ephesians 6:4 ; 1 Timothy 3:4-5 ; Hebrews 12: 1-11; Psalm 119:115; 141:5; Proverbs 17:10; 25:12; 27:5; Ecclesiastes 7:5 ; Matthew 7:26-27 ; 18:15-17; Luke 17:3; Acts 2:40; 1 Corinthians 5:5 ; Galatians 6:1-5; 2 Thessalonians 3:6, 14-15; 1 Timothy 1: 20; Titus 1:13-14; James 1:22)
- B. The instruction in righteousness and good of other Christians, as an example to them. (Proverbs 13:20; Romans 15:14; 1 Corinthians 5: 11; 15:33; Colossians 3:16; 1 Thessalonians 5:14 (note- this is written to the whole church, not just to leaders); 1 Timothy 5:20; Titus 1:11; Hebrews 10:24-25)
- C. The purity of the church as a whole. (1 Corinthians 5:6-7; 2 Corinthians 13:10; Ephesians 5:27; 2 John 10; Jude 24; Revelation 21: 2)
- D. The good of our corporate witness to non-Christians. (Proverbs 28: 7; Matthew 5: 13-16; John 13: 35; Acts 5: 1-14; Ephesians 5: 11; 1 Timothy 3: 7; 2 Peter 2: 2; 1 John 3: 10)
- E. Supremely for the glory of God by reflecting His holy character. (Deuteronomy 5:11; 1 Kings 11:2; 2 Chronicles 19: 2; Ezra 6:21; Nehemiah 9:2 ; Isaiah 52:11 ; Ezekiel 36: 20; Matthew 5:16; John 15:8; 18:17, 25; Romans 2: 24; 15: 5-6; 2 Corinthians 6:14; 7:1; Ephesians 1: 4; 5:27; 1 Peter 2:12)

Procedures shall be in harmony with Matthew 18: 15-17 and Galatians 6: 1 as is appropriate. Differences that cannot be resolved will be initially handled by the Council of Elders or its designees. The Church will look to the Council of Elders for the effective functioning and discipline of its members according to The Church Discipline and Restoration Policy. Only after good faith efforts by the Council of Elders to bring about repentance and reconciliation have proven futile, shall the accused member be subjected to further Church discipline. All Church discipline shall follow the due process, informed consent and procedures set forth in The Church Discipline and Restoration Policy and Member Covenant. If The Church member is disciplined by the Council of Elders it will be announced to the members in order to carry out the Biblical admonitions to bring about repentance and restoration of the disciplined member.

Members dismissed shall be restored to full membership privileges by recommendation to The Church by the Council of Elders according to the spirit of 2 Corinthians 2:7, 8 when their conduct is judged to be in accordance with the Statement of Faith and Biblical repentance.

ARTICLE II: MEMBERS' MEETINGS

Section 1. Place – Business meetings of the members shall be held at the church building or at other such place as may be designated from time to time by the Council of Elders.

Section 2. Regular Meetings – The Church shall hold regular weekly meetings for the purposes of prayer, worship, teaching and other ministry needed for the building up of the Body of Christ (Hebrews 10:24-25).

Section 3. Annual Meeting - An annual business meeting of the membership shall be held each year before the last day of the fiscal year for the purpose of adopting the budget and electing the Council of Elders and other officers requiring membership election.

Section 4. Quarterly Meetings Congregational meetings will be scheduled quarterly.

Section 5. Special Meetings – These special meetings can be called at any time by the Pastor or Council of Elders for any purpose, by giving notice to the members in accordance with the notice requirements for business meetings.

Section 6 Procedures

- A. The annual and quarterly business meetings, as well as any specially called congregational meetings shall be announced at least two weeks prior to the meeting, as follows:
 - 1. From the pulpit during Church services on two successive Sundays;
 - 2. In The Church bulletin and/or other written communication sent to the membership.
- B. A quorum necessary to conduct business at any congregational meeting shall be a minimum of 10 % of active members.
- C. Approval of matters presented to the congregation for a vote shall require a simple majority, unless otherwise determined at or prior to the meeting.
- D. For all business meetings, Roberts Rules of Order shall apply unless otherwise agreed upon.
- E. The Chairman of the Council of Elders shall preside at all congregational meetings. In his absence, the Vice Chairman shall preside.
- F. In case of a tie vote, the presiding officer shall cast the deciding vote.

ARTICLE III: BOARD OF DIRECTORS/COUNCIL OF ELDERS

Section 1. General Powers - The corporate powers of The Church shall be exercised by or under the authority of the Council of Elders. The Council of Elders is the Board of Directors for

Radford Baptist Church, Incorporated. The powers, business and property of The Church shall be exercised, conducted and controlled by the Council of Elders for the purposes of overseeing the legal, business, financial and administrative affairs of The Church with consensus agreement. If, in the course of the decision-making processes, the Council of Elders cannot unanimously agree, then the decisions will be made by majority vote of the Council of Elders members present and voting at that meeting. The Council of Elders may adopt the principle of unanimity on any vote they deem appropriate and necessary.

Section 2. Council Members - The Council of Elders shall consist of the Senior Pastor, and of at least three non-Pastoral members nominated by the congregation, approved by the Council of Elders, and affirmed by a $\frac{3}{4}$ vote by the active members at a duly called business meeting. Each non-Pastoral member of the Council of Elders shall serve a three (3) year term, at which time they may be presented for reaffirmation by the active membership to serve an additional 3 year term. The authorized number of Council of Elders members shall be such number as may from time to time be authorized by the Council of Elders, provided that such number shall not be less than four (4) including the Senior Pastor. There shall be three annual classes of Council of Elders members so that approximately $\frac{1}{3}$ are up for reaffirmation or election every year to maintain continuity and make for smooth transitions within the Council of Elders.

Section 3. Vacancies on the Council of Elders - A vacancy on the Council of Elders because of death, resignation, removal, disqualification or any other cause shall be filled through special election by the membership as specified in these By-laws.

Section 4. Resignation and Removal - Any Council of Elders member may at any time deliver a written notice of intent to resign to the Council of Elders, which shall be effective upon acceptance by the Council of Elders. Other than the Senior Pastor whose removal is provided below, any Elder may be removed at any time with cause when, in the sole judgment and discretion of the Council of Elders, it is so recommended by a $\frac{3}{4}$ majority of the Council. In the case of the removal of an Elder, the vote of the Council of Elders must then be ratified by a $\frac{3}{4}$ vote of the active members at a duly called business meeting. The vote is to be by written ballot.

Section 5. Conflicts of Interest Policy - The Council of Elders shall adopt a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Council of Elders members, Officers, or employees. This Policy shall permit the Council of Elders to determine whether the contemplated transaction may be authorized as just, fair and reasonable to The Church.

Section 6. No Compensation for Elders - No salary or compensation shall be paid to any member of the Council of Elders in his capacity as Member of the Council of Elders, but nothing herein shall be construed to preclude any Council of Elders member from serving The Church in any other capacity and receiving reasonable compensation. Moreover, the Council of Elders member may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

Section 7. Election of Elders: The following procedure will be used upon the approval of this Constitution and By-laws, and at such times in the future when a vacancy exists on the Council of Elders and/or the Council of Elders deems it appropriate to add an Elder or Elders:

- A. Written nominations for the Council of Elders will be made by the congregation with a designated deadline;
- B. Nominations submitted by the announced deadline will be reviewed by the Council of Elders who will determine willingness to serve and suitability of each nominee;
- C. The nominees approved by the Council of Elders will then be recommended to The Church body for election by written ballot;
- D. Newly elected Elders shall be ordained by the laying on of hands by current Elders and Pastors.

Section 8. Other Provisions

- A. Qualifications: General qualifications for Elders are found in 1 Tim.3:1-7 and Titus 1:6-9. In addition, an Elder must be an active member of this Church and in agreement with the Statement of Faith in this Constitution.
- B. Specific Responsibilities: Elders are to...
 - ...oversee the spiritual life of The Church (Acts 20:28; 1 Peter 5:2);
 - ...examine prospective Church members;
 - ...maintain Church discipline according to 1 Thes. 5:14; 2 Tim. 4:2; Titus 1:13;
 - ...establish committees for both long and short term ministry functions;
 - ...function as The Church nominating committee;
 - ...approve any and all ministries of The Church, both internal and external;
 - ...establish Church policy and delegate appropriate implementation of same;
 - ...evaluate the effectiveness and direction of all Church ministries and programs;
 - ...govern the local Church (1 Tim. 3:4-5; 5:17);
 - ...assume the duties of the Pulpit Committee when the Senior Pastor is absent.
- C. Limits of Authority: Unless approval is given by The Church body, the Council of Elders may NOT:
 - ...appoint Pastoral staff;
 - ...approve debt for The Church in excess of one-twelfth of the current budget;
 - ...change or establish the denominational affiliation of The Church;
 - ...change this Constitution or By-laws.
- D. Meetings:
 - 1. The Council of Elders shall meet monthly or more frequently as needed.
 - 2. Quorum: 3/4 of voting Council of Elders members present at the beginning of a meeting shall constitute a quorum for purposes of transacting business at a meeting. Every action taken or decision made by a majority of the Council of Elders shall be deemed to be the act of the Council of Elder members.
 - 3. Action without Meeting: Any action required or permitted to be taken by the Council of Elders members may be taken without a meeting, if all of the Council of Elders members, individually, or collectively, consent in writing to the action. Such action by written consent shall have the same force and effect as the unanimous vote of the Council of Elders members. Such written consent or consents shall be filed with the minutes of the proceedings of the Council of Elders members.

4. Manner of Acting: Except as otherwise provided in these By-laws, the act of the majority of the Elders present at a meeting at which a quorum is present shall be the act of the Council of Elders.

5. Participation by telephone conference: Members of the Council of Elders or of any committee thereof may participate in a meeting of such Council of Elders or committee by means of a telephone conference or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a telephone conference or similar communications equipment, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

6. Minutes - Minutes of the meetings of the Council of Elders may be recorded and circulated to the members of the Council in a timely manner.

7. The Council of Elders shall elect their own Chairman, Vice-Chairman and other officers as needed; the Senior Pastor will not serve as either Chairman or Vice Chairman of the Council.

ARTICLE IV: CHURCH OFFICERS

Section 1. Officers - The Officers of The Church shall be the Senior Pastor, Chairman of the Council of Elders, Recording Secretary, Clerk, Treasurer, and such other Officers as the Council of Elders may appoint. No person may hold more than one of these offices as a second office.

Section 2. Election - The Officers of The Church shall be elected as prescribed in these By-laws for one (1) year terms without limitation for reelection or until their successors are elected and qualified. This does not apply to the Senior Pastor, the Chairman of the Council of Elders, and the other members of the Council of Elders.

Section 3. Vacancies -When a vacancy occurs in any office except the Senior Pastor, the unexpired term may be filled with an appointment by the Council of Elders.

Section 4. Salaries - The Council of Elders shall determine the salaries, if any, of all Officers and agents of The Church. Those Officers whose salaries are being voted upon shall recuse themselves from the vote and that portion of the meeting.

Section 5 Pastors - The Pastoral Staff shall consist of a Senior Pastor and other Pastors as are deemed necessary. By virtue of their response to God's call, vocational Pastors are Elders in the body of Christ, though not members of the Council of Elders of this Church (other than the Senior Pastor).

a. The Pastor and/or the Council of Elders shall execute any necessary documents and instruments on behalf of The Church, except where the signing and execution thereof shall be expressly delegated by the Council of Elders to some other officer or agent of The Church.

b. The Senior Pastor as chief executive officer shall have general supervision, direction, and control of the business and affairs of The Church.

c. The Senior Pastor shall have such other powers and duties as the Council of Elders may prescribe from time to time.

d. The Senior Pastor shall absent himself from meeting and voting at Council of Elder meetings wherein his duties, powers and salary are being voted on.

e. If the Senior Pastor shall take any reasonable action that is intended as a corporate act, such action shall be as valid a corporate action as though it had been authorized at a meeting of the Council of Elders. This provision is made to allow the Senior Pastor the freedom to conduct the day-to-day business and affairs of The Church without the necessity of calling a Council of Elders meeting for every decision. This provision is not a license for the Senior Pastor to abuse by not seeking or disregarding the collective decisions of the Council of Elders.

- A. Qualifications for all Pastors are found in Titus 1:6-8 and 1 Timothy 3:1-12. In addition, Pastors must be in agreement with the doctrinal statements outlined in Scripture, in this Constitution and in specific doctrinal positions outlined in writing by this Church. They must also have training and/or experience which qualifies them for the ministry to which they are called.

B. Pastoral Staff Appointment or Dismissal

1. All Pastoral Staff shall be called by a vote of active Church members, and shall continue to serve as long as they and the congregation agree to continue the relationship. The election shall be upon the recommendation of a special Pastor Selection Committee nominated by the Council of Elders and approved by The Church at a regular or specially called business meeting. By virtue of the call and acceptance, the Pastor automatically becomes a member of The Church. A 3/4 vote of active members attending a duly called business meeting shall be required to call a Pastor.

2. Dismissal of a member of the Pastoral Staff may be recommended by the Council of Elders, with at least 3/4 of the Elders in favor of such action. A 3/4 vote of active members present at any properly called meeting of the congregation is required to approve such action. The vote is to be by written ballot.

C. Pastoral Staff Compensation

The Council of Elders shall specify the initial compensation for all Pastoral Staff at the time of their calling. The Senior Pastor shall recuse himself from that vote. The Church shall provide, as possible, adequate salary, housing allowance, health insurance, continuing education, pension, conference funds, vacation time, and other special funds as needed for their ministry. The Church shall also defray the costs of sending the Pastoral Staff to out-of-town conferences, conventions or mission trips attended for The Church, as approved by the Council of Elders.

D. Pastoral Staff Discipline or Termination

For the purpose of potential discipline and/or termination of any member of the Pastoral Staff, any Elder may call a meeting of the Council of Elders (1 Timothy 5:19). Each Council of Elders member must receive written notice prior to this specially called meeting. Pastoral Staff may not be removed except by voluntary resignation or for gross error defined as severe deviation from the teachings of the Bible as found in our Statement of Faith, or for immoral/unlawful acts such as adultery or embezzlement which would tend to spiritually endanger and lead the members of the fellowship away from the Lord, the God of the Bible. The Council of Elders shall determine by a 3/4 vote, if the Council of Elders should administer disciplinary action, and if so, the action to be taken, or, if the Pastoral Staff member should be removed from office. If the Council of Elders recommends removal, that

recommendation shall be submitted to the members of The Church at a duly called business meeting with at least two weeks written notice and 3/4 of the active members present and voting are required to vote for the removal recommendation before the termination action passes.

E. Accountability

The Senior Pastor is mutually accountable to the Council of Elders.

F. Pastoral Staff

The pastoral staff is organized and directed by the Senior Pastor, after consultation with the Council of Elders.

Section 6. Deacons

A. Qualifications and Character

The Deacons of this Church shall be active roll members who exhibit the spiritual qualities described in Acts 6:1-6 and I Timothy 3:8-10, 12-13. Consideration shall also be given to the spiritual qualities of their spouses as they are described in I Timothy 3:11. Those who have been found to be qualified, and whose spouses meet the expectations of Scripture, upon being approved shall be ordained to the office of Deacon.

B. Elections

Election of deacons shall take place as necessary. The Deacon Body shall consist of as many active members, as deemed necessary by the Council of Elders. Each Deacon shall be elected by The Church for a term of three years. Deacons may be eligible to serve two consecutive three year terms before taking a voluntary one year sabbatical.

The Council of Elders, in conjunction with the Deacons, shall recognize, interview, and investigate candidates for the office of Deacon. The Council of Elders shall provide for individual members of The Church to nominate candidates for Deacon and for further investigation by the Council of Elders. In those cases where the Elders or Deacons conclude that a nominee is not Biblically qualified for office, they shall so inform the nominee stating the reasons for this conclusion. The Council of Elders shall present a ballot of candidates for affirmation as Deacons to the congregation at any business meeting. The Council of Elders may also present candidates for election to office at a duly called business meeting, provided that the ballot of nominees is available for review in The Church office at least ten days in advance of the meeting - and is announced publicly to The Church by mail to its members or in the Sunday morning worship at least two weeks in advance of the meeting. Each Deacon candidate will be voted on separately, and must be elected by 3/4 vote of the active members present and voting. The vote is to be by written ballot.

C. Duties and Responsibilities

The fundamental responsibilities of the Deacons are to serve The Church body and to devote themselves to prayer and the Word. The Deacons are responsible for serving The Church as laid out by the Council of Elders in order to accomplish the vision and mission of The Church.

Section 7. Clerk - The Clerk shall keep a full and complete record of the proceedings of all congregational meetings

Section 8. Treasurer - The Treasurer shall have the custody of The Church funds and securities donated to The Church and shall keep full and accurate accounts of receipts and disbursements in books belonging to The Church and shall deposit all monies and other valuable effects in the name and to the credit of The Church in such depositories as may be designated by the Council of Elders. Those funds shall be paid out only by checks of The Church signed by such persons as may be designated by the Council of Elders. A monthly financial report will be presented to the Council of Elders. A quarterly financial report will be available by calling The Church office. If required by the Council of Elders, the Treasurer shall give The Church a bond in such sum and with such surety or sureties as shall be satisfactory to the Council of Elders for the faithful performance of the duties of their office and for the restoration to The Church, in case of their death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in their possession or under their control belonging to The Church and shall be promptly turned over to the Chairman of the Council of Elders

Section 9. Recording Secretary – The Recording Secretary shall keep an accurate record of all contributions made through offering envelopes, provide an annual report to contributors, and act as assistant treasurer.

Section 10. Support Staff - The Church shall employ other ministerial and non-ministerial staff as deemed necessary by The Church body. Job descriptions and qualifications for such positions shall be maintained in a personnel manual located in the office of The Church.

ARTICLE V: CHURCH PROGRAMS AND ORGANIZATIONS

The Church shall maintain programs of Bible teaching, discipleship training, evangelism, leader training, new member orientation, missions, and other such programs and ministries it deems necessary to accomplish our mission. All organizations and committees related to The Church programs shall be under the direction of the Council of Elders.

ARTICLE VI: FINANCES

Section 1. Stewardship - Membership in this Church involves financial obligation to support The Church and its missions with regular tithes and offerings. Church members will therefore be encouraged to contribute a tithe (10%) to The Church, and to provide special offerings over and above the tithe.

Section 2. Budget - The Finance Committee will prepare an annual budget for review by the Council of Elders, who will present it to the membership for adoption. The budget year will be based on the calendar year.

Section 3. Finance Committee - The Finance Committee shall consist of The Church Treasurer and a number of at-large members to be selected by the Council of Elders. Duties of the Finance Committee shall consist of:

1. Preparation of the Annual budget;
2. Review expenditures throughout the year and recommend needed changes to the Elders;
3. Develop and administer secure accounting procedures, including periodic audits;
4. Report quarterly to The Church membership on all financial matters affecting The Church.

Section 4. Treasurer - The Church shall annually elect a Treasurer as its financial officer. All funds received shall pass through the hands of the Treasurer and be properly recorded in the books of The Church. The duties of the Treasurer are defined in Article IV, Section 8.

Section 5. Budget and Audit - The Council of Elders shall prepare and submit to The Church for approval at the annual Congregational Meeting an inclusive budget, indicating by items the amount needed and sought for expenses together with an annual strategic plan. The Finance Committee shall conduct or arrange for an annual review or audit of a type and nature they deem appropriate, except that every five years The Church shall conduct either a review or audit by an outside auditor.

Section 6. Benevolent Team - The Council of Elders, working with the Finance Committee, shall develop a benevolence policy for the purpose of distributing food, clothing, household items and in special cases, financial assistance to those in need, whether congregants or others in the community. This policy will be administered by a committee appointed by the Council of Elders. The committee shall establish procedures to receive and disburse by check all funds allocated or contributed to them, and shall examine and evaluate the needs of recipients of these designated funds. This benevolence ministry is over and above the support given by The Church to the Agape Center and other community outreaches.

Section 7. Purchase or sale of property and borrowing - Neither officers nor agents of The Church may purchase or sell real or personal property on behalf of The Church unless authorized by the Council of Elders, and in cases of real property, the Members according to these By-laws. Any borrowing of money must be approved by the Council of Elders and a majority of the active Members.

ARTICLE VII. SETTLEMENT OF DISPUTES WITHIN OR AGAINST CHURCH

In any dispute arising between or among Church members, pastors, or staff, the dispute may be resolved by the Council of Elders (or a duly appointed team by the Council of Elders) under the Christian Conciliation Rules and Procedures contained in The Church policy manual. All employees, contractors and vendors of The Church shall be asked to sign policies or contracts with the Christian Dispute Resolution clause in it. Any dispute between a member and The Church shall be resolved through Christian Conciliation. Christian mediation should be attempted but if it does not resolve the dispute then legally binding Christian arbitration shall be employed by the Council of Elders or individuals selected by the Council of Elders in accordance with the *Christian Conciliation Rules and Procedures*. A decision shall be reached after prayerful consideration, in a spirit of humility, with each arbitrator seeking that which most glorifies God and regarding one another before himself.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be the county and state where The Church is located and Virginia law will apply to the dispute. Members, pastors, staff or third party vendors/contractors shall understand that these methods shall be the sole remedy for any controversy or claim arising against The Church and expressly waive their right to file a lawsuit in any civil court against one another or The Church for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction,

in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect The Church and its members and under its risk policy procedures, The Church is required to maintain liability insurance. Therefore, this conflict provision is conditioned upon agreement by The Church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by The Church.

ARTICLE VIII. INDEMNIFICATION.

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal by reason of the fact that he or his testator is or was an Elder or Officer, employee or agent of The Church, may be indemnified by The Church, and The Church may advance their related expenses, to the full extent permitted by law. The Church may purchase and maintain insurance to indemnify: (a) itself for any obligation which it incurs as a result of the indemnification specified above; and (b) its Elders and Officers.

ARTICLE IX. CHURCH POLICY AND OPERATION MANUAL

Section 1. Development of Church Policy and Operation Manual - The development of a church policy and operation manual shall be overseen by the Council of Elders or their designees with professional consultation and review. This manual shall include all church policies, procedures, job descriptions and organization charts depicting lines of responsibility in the administration of The Church. The manual shall be kept in the church office and made available for use by any member of The Church. The office manager shall maintain the manual. The Council of Elders or their designees shall review the manual at least annually, with the authority to make changes

Section 2. Compilation and Maintenance of the Manual - The Council of Elders and any of its designees shall be responsible for compiling and maintaining a policies and procedures manual for the day-to-day administrative functions of The Church not covered in the Constitution and By-laws. Subjects covered may include, but are not limited to, the following:

1. Personnel policies and procedures not covered in the By-laws;
2. Church property policies and procedures;
3. Church discipline procedures and policies;
4. Christian conciliation and dispute resolution policies and procedures;
5. Child protection policies and procedures;
6. Home Fellowship and Team Leader manuals; and
7. Other policies and procedures as needed.

These policies and procedures manuals shall be available at the church office for members to review. Any suggested changes shall be recommended to and approved by the Council of Elders.

ARTICLE X. ADOPTION AND AMENDMENT

Members may propose changes to the By-laws that shall be submitted to the Council of Elders for consideration and comment. The Council of Elders shall present the proposed changes and their comments to The Church at a regular or special Business Meeting. These By-laws may be amended by a 3/4 vote of the members present and voting, provided that the following procedure has been followed:

The proposed amendment has been mailed or made available to the membership at least two weeks before the meeting to act on the amendment, and the business meeting to vote on the proposed amendment has been announced on a previous Sunday morning at least two weeks before the vote is taken.