

THE BYLAWS

OF

SCOTTSVILLE

BAPTIST

CHURCH

Adopted 1865
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Section I: Membership of the Church

- a. The Church shall be principally governed by its Members, who shall consist of all persons who have received a Christian baptism and have publicly expressed a desire to affiliate themselves with the Church. No member may exercise any voting rights under state law until they have attended at least 4 regular Sunday services at the Church.
- b. Regardless of attendance, a Member may be expelled from membership by a majority vote of all of the other Members of the Church. Such vote may only occur at a meeting called by the Church for that specific purpose, noticed at least 5 days in advance of such meeting.

Section II: Leaders

Article I: Pastor

- a. **Call:** A pastor shall be chosen and called by the church whenever a vacancy occurs. His or her election shall take place at a special called business meeting. A Pastor Search Committee shall be elected to seek a suitable pastor, and its recommendation will constitute a nomination (see Pastor Search Committee under Non-Standing Committees).
- b. **Responsibilities:** Responsibilities will be set forth in a covenant between the pastor and the church
- c. **Termination:**

Resignation: Should the pastor decide to end his or her employment, it will be the pastor's responsibility to notify the church thirty (30) days prior to the time of resignation.

Forced Resignation: If the deacons feel it is necessary and upon the church's 2/3 vote, the church may terminate the pastor's employment. Upon termination the pastor will be paid for 30 days unless otherwise negotiated. The parsonage will be vacated within 60 days of termination unless otherwise negotiated.

Transition: Within 30 days following the resignation or termination of the pastor, the Church Council shall recommend a transition committee to be elected by the church. (See Transition Committee under Non-Standing Committees)

Article II: Ministerial Staff (Coordinator of Family Ministries, etc.)

- a. **Call:** When leadership (Pastor, Deacons, and/or Church Council) identifies a ministerial need, a recommendation will be made to the Personnel Team. The pastor and Personnel Team will work together to call needed staff. Any ministerial staff shall be recommended and voted on by the church at a business meeting.
- b. **Responsibilities:** Responsibilities will be set forth in a job description

c. Termination:

Resignation: The written resignation of a staff member shall be presented first to the pastor who will present it to the deacons. After acceptance by the pastor and deacons, the resignation will be presented to the church.

Forced Resignation: If the deacons feel it is necessary and upon the church's 2/3 vote, the church may terminate the staff member's employment.

Article III: Support Staff (Secretary, Musical Accompanists, etc.)

a. Hiring: When leadership (Pastor, Deacons, and/or Church Council) identifies a need, a recommendation will be made to the Personnel Team. The pastor and Personnel Team will work together to hire needed staff.

b. Responsibilities: Responsibilities will be set forth in a job description

c. Termination:

Resignation: The written resignation of a staff member shall be presented to the pastor or Personnel Team. After acceptance by the pastor or Personnel Team, the resignation will be presented to the church.

Forced Resignation: If the pastor and Personnel Team feel it is necessary, they may terminate the staff member's employment.

Article IV: Deacons

The deacons are ordained servants who work with the pastor in the spiritual guidance of the church. A person shall have been a member of this church for at least one year before serving as a deacon. If a person is called to serve who has not been ordained, the church will ordain him or her.

On the third Sunday of October, church members will nominate those they feel qualified to serve as deacons. The nominations will be collected and presented to a committee of deacon officers and the pastor. Based on needs of the church, this committee will call a slate of deacons. The current deacon officers will determine the necessary number each year (no less than 7, no more than 12). This slate will be voted on by the church the second Sunday in November.

Deacons shall be called to serve for three years. A deacon shall not be eligible to succeed himself or herself until one year has elapsed.

The deacons shall elect annually a vice-chair and a secretary. The vice-chair will become the deacon chair after serving as the vice-chair for one year. The deacon chair or another church member of his or her choosing will serve as a representative at Central Virginia Baptist Association meetings.

At least two deacons rotating off (or two deacons selected by the diaconate) serve on the Nominating Committee. An additional member will be selected by the deacons from the congregation.

Section III: Church Officers

Officers must be members of the church. Officers are elected annually. If unable to attend a business meeting, officers enlist a replacement. All books, records, and communications are considered property of the church. The officers of the church shall be as follows:

Article I: Clerk

The Clerk shall:

- a. Provide minutes of the previous business meetings to the congregation one week prior to the regularly scheduled meeting
- b. Keep an accurate list of the names of members
- c. Accept letters of transfer and resignation
- d. Issue letters of dismissal upon the church's direction

Article II: Treasurer

The Treasurer shall:

- a. Serve as the chair of the Budget and Finance Committee
- b. Provide a financial report one week prior to regular business meetings
- c. Interpret the financial report at Church Council, business meeting, and as needed

Article III: Financial Secretary

The Financial Secretary shall:

- a. Keep records of the offerings and contributions to the church
- b. Prepare an annual statement of an individual's financial gifts to the church
- c. Order and issue offering envelopes
- d. Keep all gifts of individuals in confidence

Article IV: Historian

The Historian shall: Keep an accurate record (including dates and names) of the history of the church and important events, actions, and proceedings.

Article V: Moderator

The Moderator shall:

- a. Prepare an agenda to be made available to the church one week prior to the business meeting
- b. Serve as parliamentarian and ensure reports are made at business meetings
- c. Preside over business meetings. In case of absence, the Deacon Chair will preside
- d. The pastor and active Deacon Chair cannot be elected as moderator

Article VI: Other Church Officers

The church may elect other officers as needed. They will be nominated by the Nominating Committee. Their terms of office and an appropriate job description shall be defined at the time of election.

Section IV: Church Council

The primary functions shall be to recommend to the church suggested objectives and goals; to review and coordinate program plans recommended by officers, teams, and committees; to assess leadership, calendar time, and other resources according to the program priorities; and to review program achievements in terms of goals and objectives. As provided in the Articles of Incorporation, the members of the Church Council shall constitute the Church's Board of Directors, and addition to or removal from the Church Council shall also constitute election to or removal from the Board of Directors. The Board of Directors and its members shall have all powers and responsibilities granted to the Board of Directors of a non-stock corporation under Virginia law. The Teams and Committees further identified below shall be considered committees of the Board of Directors under state law.

The Church Council shall consist of the Pastor, Ministerial Staff, Church Secretary, Officers, Deacon Chair, and all Team Chairs. The pastor will be Chair of the Council. The Deacon Chair will assume the duty should the pastor be unavailable or should the church be without a pastor.

Section V: Teams

General Team Description

Teams are designed to help the church achieve its objectives and goals. Each team shall be responsible for carrying out its duties as outlined. The team shall meet and elect a vice-chair from within by the January business meeting. The vice-chair will serve as chair the following

year. Team members will serve on a three year rotation system with 1/3 elected each year unless otherwise indicated below or in the team description. After serving a full term, a person is not eligible for reelection to the same committee until a year has elapsed. All team members must be church members. No member shall act on behalf of the team without prior approval of said team. The Pastor is considered an ex-officio member of all teams.

Article I: Buildings and Grounds Team

This team shall consist of six members.

- a. They shall be in charge of general supervision and maintenance of all church property and equipment. They shall authorize and oversee all repairs and upkeep of the building and grounds. They are not to exceed \$3000 per item or per contract, unless considered and approved by the church in a business meeting. If repairs to more than one item become necessary within a 30 day period, they are not to exceed \$4000.
- b. They shall be responsible for the safe, clean, and comfortable condition of all church property. They shall be responsible for hiring and supervising the cleaning service and supplying materials for the job.
- c. The chair shall be responsible for reporting at the quarterly business meeting.
- d. Any material gift affecting the buildings and grounds can be considered by this team for approval or disapproval.

Article II: Budget and Finance Team

This team shall consist of three members plus the Treasurer who will serve as chair. The team shall:

- a. Study the financial needs of the church. On the basis of their findings they shall propose a budget at a special-called business meeting the second Sunday in November. A copy of the proposed budget will be given to members at the morning worship service the first Sunday in November.
- b. Oversee those who are responsible for counting the weekly offering. Counters will be presented to the church by the Budget and Finance Team in the October business meeting (see Counting Procedures).
- c. Determine compensation for Pastoral, Ministerial, and Support Staff.

Article III: Hospitality Team

This team shall consist of six members. This team shall plan meals and organize fellowship events including: Coordinating meals for celebrations, events of loss, and for those in periods of special need; organizing receptions for baptismal candidates and parent/child dedication; and other activities as need arises.

Article IV: Missions Team

The Missions Team will consist of three members. As a mission-oriented church, this team shall help empower the church to cooperate in mission endeavors locally and globally including: Publicizing mission offerings, coordinating mission projects, and other needs that may arise. Some of these efforts may include, but are not limited to: WMU, Meals on Wheels, Food Pantry and Clothing Closet, etc.

Article V: Personnel Team

This team shall consist of three members recommended by the pastor and Deacon Chair and approved by the church.

Regarding the Pastor

This team shall:

- a. Support and encourage the pastor as a person and a pastor.
- b. Counsel with the pastor on matters pertaining to his or her relationship with the congregation including job descriptions, priorities, and use of time and skills as they relate to the goals and objectives of the church.
- c. Interpret the work of the pastor to the congregation.
- d. Facilitate the development of a covenant between the pastor and the congregation.
- e. Provide an annual evaluation based upon the mutually agreed covenant relationship and to continually renegotiate the covenant.
- f. Counsel and make recommendations on matters pertaining to compensation, vacation, sick leave, days off, continuing education, revivals, and conference time and other matters affecting the pastor's work and family.
- g. Manage conflict resolution between the pastor and congregation.

Regarding Ministerial Staff and Support Staff

This team shall:

- a. Support and encourage ministerial staff and support staff.
- b. Encourage any ministerial or support staff having issues with the pastor to first consult the pastor. If no resolution can be reached, the ministerial or support staff may consult the Personnel Team.

Article VI: Discipleship Team

The Discipleship Team will consist of three members plus the Coordinator of Family Ministries who will serve as chair. In the event that the COFM position is unfilled, a chair will be elected from within the team.

This team shall help organize educational ministries of the church: Coordinating training events, equipping Sunday School and Bible Study leaders, guidance in selection of literature as needed, and other needs that may arise.

Article VII: Media Team

This team shall consist of not less than three members. The goal is to use technology to enhance the worship, to broadcast live, to create an archive of services available, and all other things deemed related to glorify God the Father, the Son, and the Holy Spirit. They will be responsible for creating, curating, and distributing content across various media platforms (social media, live streams, websites, slide shows, sound etc.)

- a. To use technology to enhance the worship experience.
- b. To successfully operate and manage all A/V components.
- c. To evaluate the latest developments in audio and video technology.
- d. To maintain equipment.

Section VI: Committees

General Committee Description

Committees are designed to help the church achieve its objectives and goals. Each committee shall be responsible for carrying out its duties as outlined. No member shall act on behalf of the committee without prior approval of said committee. All committee members should be church members. The pastor is considered an ex-officio member of all committees.

A. Standing Committees

Article I: Nominating Committee

The Nominating Committee shall consist of at least two deacons who are rotating off (or two deacons selected by the diaconate). An additional member will be selected by the deacons. The first meeting will be called by the pastor in August. This group will select a chair at this meeting.

This committee shall:

- a. Nominate all general church officers, teams, standing committees, and teachers. They will not be responsible for nomination of the pastor, deacons, trustees, personnel, or non-standing committees.
- b. Be responsible for communicating job descriptions (of church officers, teams, standing committees, and teachers).
- c. Present a slate of nominees to be voted on at the regular quarterly business meeting in October.

Article II: Baptism Committee

The Baptism Committee shall be composed of not less than two members, one male and one female. This committee shall assist the pastor and baptismal candidate(s) in the preparation and execution of the ordinance of baptism (see Baptism Procedures).

Article III: Flower Committee

The committee shall consist of not less than three members. This committee shall arrange for flowers or a table display for the regular Sunday services and special occasions.

B. Non-Standing Committees

Article IV: Transition Committee

This committee shall be elected by the church upon recommendation of the deacons. Upon pastoral vacancy, the Deacon Chair will be responsible for seeing that the pulpit is filled until the Transition Committee is named. The Transition Committee will be named within 30 days of pastoral vacancy. This will be a committee of three. This committee shall:

- a. Determine—with help of the deacons—whether an intentional interim or interim is needed. When an intentional interim or interim is called, it will be the responsibility of this committee to place him or her before the church for approval.
- b. Work with the Pastor Search Committee when a prospective pastor is to come for a visit to the church.

Article V: Pastor Search Committee

This committee shall be recommended by the deacons to the church for election upon pastoral vacancy. The committee shall choose its own chair. They shall serve until a pastor is called. This will be a committee of no less than five. This committee shall:

- a. Seek out a suitable pastor.
- b. Interview candidates gathered from multiple sources including the BGAV and other Baptist entities.
- c. Recommend to the church only one person at a time.

Following the candidate's sermon and official visit to the church, a vote will be held. Election shall be by secret ballot. An affirmative vote of three-fourths is necessary to extend a call.

Section VII: Program Organization

General

All organizations of the church shall be under church control.

Article I: Sunday School

There shall be a Sunday School divided into departments and classes for all ages. The Discipleship Team shall oversee Sunday School.

Article II: Music

There shall be a music program under the direction of volunteers or paid staff as needed. Groups may include: Choirs, hand bells, and others as need arises.

Section VIII: Ordinances

Article I: Baptism

A person who professes faith in Jesus Christ as Lord, who professes Him publicly, and who indicates a commitment to follow Christ as Lord, shall be received for baptism. Baptism shall be:

- a. By immersion unless physically impracticable.
- b. Administered by the pastor or whomever the church shall authorize. The Baptism Committee shall assist in the preparation for the observance of baptism.
- c. Administered as an act of worship during a worship service.

Article II: Lord's Supper

The Lord's Supper is an act of communion with Jesus Christ and fellow Christians through partaking of the bread and fruit of the vine celebrating His death and resurrection. The Lord's Supper shall be:

- a. Observed regularly at the discretion of the church. The deacons or pastor may approve additional observances of the Lord's Supper.
- b. Administered by the pastor, deacons, and ordained persons.

Section IX: Church Meetings

Article I: Worship Services

The church shall meet weekly for worship on Sunday mornings.

Article II: Special Services

Additional services may be scheduled by the church.

Article III: Regular Business Meetings

The regular business meeting shall be held quarterly on the third Sunday in January, April, July, and October. Any new business may be voted upon, tabled, referred to the appropriate team/committee, or dealt with using any proper parliamentary procedure.

Article IV: Special Called Business Meetings

A special-called business meeting may be called by the moderator, deacon chair, or pastor.

Special-called business meetings will be announced in the bulletin one week prior to the meeting. Only the business announced in the bulletin may be discussed.

Article V: Fiscal Year

The fiscal year of the church shall be from January 1 to December 31.

Article VI: Program Year

The program year of the church shall be from January 1 to December 31.

Article VII: Quorum

A quorum shall consist of 20% of average Sunday attendance. The moderator will determine if quorum is met. Members must be present to vote.

Article VIII: Parliamentary Rules

ROBERT'S RULES OF ORDER, NEWLY REVISED is the guide by which all church business meetings shall be conducted.

Section X: Church Finances

Article I: Budget

The Budget and Finance Team shall prepare and submit an itemized budget for the church's approval. It is understood that membership in this church involves financial obligation to support the church and its ministries with regular gifts. Each new member shall be given a copy of the budget, Constitution, Bylaws, and offering envelopes.

Article II: Accounting Procedures

A system of accounting that will provide for the handling of all funds shall be the responsibility of the Budget and Finance Team and/or Church Secretary.

Article III: Income

- a. The membership will support the church financially.
- b. Designated gifts must be used for the designated purpose.
- c. The church authorizes the following annual special church wide offerings: Lottie Moon, Global Missions, Annie Armstrong, World Hunger, Alma Hunt, and offering for the Cemetery Fund. Other offerings may be recommended by the pastor and/or deacons with approval of the church.
- d. Primary income of the church is met through tithes and offerings. No money earned from any sale may be used to supplement the church budget. Scholarships, mission trips, special youth and children trips, and other mission endeavors may be supported (by special offerings, sales, lunches, etc.).

Section XI: Amendments

The Bylaws may be amended at a regular or special-called business meeting by 2/3 vote. Proposed amendments shall be provided to the Church Council for distribution to members at least two weeks prior to the business meeting at which such amendments are to be considered.