

KILMARNOCK BAPTIST CHURCH
CONSTITUTION & BY-LAWS
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PREAMBLE

For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the missionary Baptist churches associated with the Baptist General Association of Virginia, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution on the eighth day of July in the year of our Lord, nineteen hundred and sixty.

CHURCH COVENANT

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

We engage by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We promise to engage regularly in Bible study and prayer, both as a congregation and as individuals before God; to educate our children in the ways of the Lord; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to use our influence to combat immorality in our society; to be zealous in our efforts to advance the kingdom of our Savior.

We pledge 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 Christian courtesy in speech; to be slow to take offense; to be always ready for reconciliation when needed, mindful of the admonition of Jesus to secure it without delay.

And finally, we engage that when we remove from this place we will, as soon as possible, unite with some other church where we can continue to live in the spirit of this covenant.

ARTICLE I. NAME

This Body shall be known as Kilmarnock Baptist Church of Kilmarnock, Lancaster County, Virginia.

ARTICLE II. PURPOSE

The purpose of this body shall be to provide regular opportunities for public worship; to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian education; to channel its offering to the support of the Redeemer's Kingdom; to offer baptism by immersion to all who request it; and to preach and propagate among all people the gospel of the revelation of God through Jesus Christ as Savior and Lord.

ARTICLE III. CHARACTER

Section 1. Government

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body.

Section 2. Doctrine

We declare our authority in matters of faith and practice to come from the Bible and the leading of God's Holy Spirit.

ARTICLE IV. GENERAL

Section 1. License

When a member announces to the church that he or she has experienced the call to the ministry, the church, by majority vote, may license him or her as an acknowledgment of his or her call to the ministry and encouragement to make preparation for his calling. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his or her credentials. However, it is understood that the performance of civil duties by the member shall be governed by state law.

Section 2. Ordination

In the event this church has been requested to ordain a member who has been called as pastor of a Baptist church, the following procedure shall be followed: The church may express its approval by a majority vote of the members present and voting at any regularly arranged business session of the church. After approval the church shall invite the Association Council on Ordination to examine the candidate concerning his or her fitness for the ministry and report to the church. In the event the report of the council is favorable, the church shall proceed with the ordination.

Section 3. Affiliations with Associations and Conventions

Believing that the Rappahannock Baptist Association and the Baptist General Association of Virginia are organizations that have as their sole purpose and function the promotion of missions, education, and benevolence, we agree to participate in them through our duly elected representatives.

Section 4. Property Holding

Real Property shall be owned, leased, or rented by the church. It and all furniture, equipment and the like shall be owned by the congregation who shall delegate it legally to its trustees who shall hold the property in trust for the congregation as provided by law. However, in the event that there should ever develop dissension, division or controversy sufficient in scope to warrant litigation, this constitution provides that the property shall remain in the hands of that group of believers who remain loyal to their church and the principles and doctrines enumerated within this constitution. If such, however, cannot be clearly proved, the matter will be submitted for the process of arbitration to a committee consisting of one representative from each segment of the controversy and an impartial group of the three oldest ministers from the point of view of service within the Rappahannock Association, not including the pastor(s) of this church, and the executive secretary of the Baptist General Association of Virginia. The decision of this committee or a majority opinion of this committee shall be binding and final.

Section 5. Quorums and Validation

- A. Quorums:** The following minimum number of church members must be present at business meetings in order to act on the following subjects:
- a. *10% of Church Members*
 - i. Calling or dismissing a pastor or interim pastor.
 - ii. Termination of officers or committee members.
 - iii. Sale, purchase, encumbrance, mortgage or disposition of major property. The identification of major property and/or facilities shall be made by the Budget and Finance Committee.
 - iv. Construction or renovation of major facilities.
 - v. Expulsion of church member.
 - vi. Changes to the church's constitution: Only a two-thirds majority vote can bind the church in these meetings.
 - b. *6% of Church Members*
 - i. All other business meetings: A simple majority vote in these meetings will bind the church except for changes in the by-laws, which require a two-thirds majority.
- B. Validation:** Before a vote is taken at any business meeting the Clerk must certify that the proper quorum is present. Actions taken at meetings attended by less than the necessary number of members are not binding upon the church.

Section 6. Cemetery

Kilmarnock Baptist Church owns Woodlawn Cemetery in Kilmarnock and charges the church Cemetery Committee with its operation. It is the desire of the church that suitable grave sites, with assurance of perpetual care, be offered to all who desire burial there and that fees charged shall be as low as sound business practices permit.

ARTICLE V. CHANGES TO THE CHURCH'S CONSTITUTION OR BY-LAWS

Section 1. Amendment, Alteration or Repeal

A. Constitution

The constitution in its entirety or any portion thereof may be amended, altered or repealed only after recommendation by the pastor, any administrative committee, or the Church Council; written notification to the congregation at least two weeks before a vote is taken; and a two thirds majority approval at a meeting attended by the required quorum.

B. By-Laws

The by-laws may be added, amended, altered, or repealed only after recommendation by the pastor, any administrative committee, or the church council; written notification to the congregation at least two weeks before a vote is taken; and a two-thirds majority approval at a meeting attended by the required quorum.

C. Special Called Meeting

If a motion is made from any committee and presented at a regular scheduled Business Meeting, and the required quorum is not met, then a special called meeting is needed, and the quorum will be 6% of church membership.

ARTICLE VI. MEMBERSHIP

Section 1. Qualifications

A. Church Members

The membership of this church shall consist of persons who profess Jesus Christ as their Savior and Lord, and have been baptized by immersion. The requirement for baptism shall be waived for applicants who state they are physically unable to participate in the ordinance.

- a. Duties of Members: Members are expected, first of all, to be faithful in all the duties essential to the Christian life. They are expected to attend habitually the services and meetings of this church, to give regularly for its support and its causes, and to share in its organized work.
- b. Rights of Members: All members may participate and vote in the transactions of the church.

B. Receipt of Members

Members and associate members may be received during or following any worship service or meeting of the church.

Section 2. Termination of Membership

- A. Any member who desires a letter of dismissal and recommendation to any other Christian church is entitled to receive it upon his or her request or the request of the clerk of the church to which he or she is transferred.
- B. If a member requests to be released from his or her covenant obligations to this church, such request shall be granted.
- C. Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent breach of his or her covenant vows, the church may terminate his or her membership, but only after due notice and hearing by the deacons, and after faithful efforts have been made to bring such member to repentance and amendment.

Section 3. Restoration

Any person whose membership has been terminated for any offense or reason may be restored by vote of the church upon evidence of his or her repentance and reformation. The deacons shall consider requests for restoration and make recommendations to the church prior to a vote being taken.

ARTICLE VII. MEETINGS

Section 1. Worship and Christian Education

Regular worship and educational services shall be held on Sundays and other days as decided by the church. The Lord's Supper shall be observed at least once a quarter at a time established by the pastor. Periodic revivals and special meetings may be held at the discretion of the church. Regular services shall include the Sunday School whose task is to teach the biblical revelation, to reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination. At least two adults shall be present during each Sunday school activity. A director shall have general supervision of the entire school. He or she shall endeavor to adopt the best methods of religious education and recruit, help elect, train, and motivate a dedicated, qualified faculty who will provide the instruction.

Section 2. Business

A. Regular Business Meetings

Regular business meetings will be held on the fourth Sunday of January, April, and July. If Easter falls on the fourth Sunday, the Business Meeting will be rescheduled to the Sunday after Easter.

B. Annual Business Meeting

This meeting shall be held the fourth Sunday in October, and will include the adoption of a budget for the following year and election of church officers and committee members as needed to fill expired terms.

C. Rescheduling Business Meetings

In case of conflict the moderator may reschedule any business meeting upon recommendation of the pastor or deacons.

D. Called Meetings

The pastor or moderator may call special business meetings. In addition, the moderator will do so when requested by the deacons, trustees, any church committee or the clerk when he or she has received from any five members a written application specifying the object thereof. Notice of the meeting and its purpose shall be given the congregation in writing or from the pulpit at least two weeks before it is to be held. The deacons may waive advance notice in case of emergency. No other business shall be transacted except that for which the meeting is called.

E. Rules Applicable To All Business Meetings

All business meetings of the church will be conducted under the current version of *Robert's Rules Of Order*, an official copy of which shall be kept in the church library. Should Robert's Rules differ from this constitution or its by-laws, the latter will apply.

F. Parliamentarian

A member of the constitution and by-laws committee attending a business meeting shall serve in this capacity when called upon by the moderator. In the absence of such a member, the moderator shall appoint a temporary substitute.

G. Notice

At least two weeks advance notice must be given prior to a meeting at which any of the following is to be voted upon:

- a. The subject of any called meeting
- b. Call or dismissal of pastors or interim pastors
- c. Change in the status of major church property
- d. Additions, deletions, and/or revisions of the constitution or by-laws
- e. Invasion of endowment fund principal
- f. Expenditure of Non-budgeted Funds
- g. Expenditures not budgeted can be made only upon approval by the church.

Motions for such action shall be ruled out of order unless accompanied by a financial analysis prepared by the budget and finance committee.

ARTICLE VIII. CHURCH LEADERSHIP

Section 1. Definition (This section was modified on July 23, 2017)

The church must elect Church Officers, Administrative and Service committee members to lead and govern, and Special Committees to provide various services needed by the church. Each Church Officer, Administrative and Service Committees has specific duties and authorities delegated by the church and recorded in this Constitution and By-Laws.

Chairpersons of Administrative and Service Committees shall be selected by its "elected" members, unless stated otherwise in the Constitution and By-Laws. In the absence of a chairperson, the longest serving "elected" committee person shall be responsible for calling together the committee for electing its chairperson.

Chairpersons of Pastors Search Committees and Special Committees, approved by the church, shall be appointed by the Church Officer or committee who appoints it.

Section 2. Eligibility

Except for church musicians; Sunday School administration, faculty; and the Scouting/Youth/Nursery committee, only members of Kilmarnock Baptist Church may serve as officers or administrative committee members.

Section 3. Roll of Officers

Clerks: Recording, Financial & Membership

Moderator and Assistant Moderator

Musicians: Directors of Adult, Children, & Youth Choirs; Organist & Pianist*

Pastor & Interim Pastor

Sunday Schools; Director, Administrator, & Faculty

Treasurers: General, Cemetery & Assistant

Trustees and Active Deacons

*When being paid to serve these will be considered staff, not officers of the church.

ARTICLE IX. NOMINATIONS, ELECTIONS, TERMINATIONS, AND TERMS OF OFFICE

Section 1. Schedule of Elections

- A. July Business Meeting
 - Sunday School staff and faculty
 - Sunday School director
 - WMU director
- B. Next business meeting after unplanned vacancies occur officers (except pastors), committee members and chairpersons
- C. Special called business meeting
 - Pastors or Interim pastors
- D. Annual Business Meeting: All positions with terms expiring the following December 31

Section 2. Nomination and Election

- A. *Pastor and interim pastor shall be nominated by the chairperson of a search committee during a called meeting followed by discussion and election by secret ballot.*
- B. All Other: The nominating committee shall place in nomination candidates for all other vacancies following which nominations will be accepted from the floor provided the nominee has expressed prior willingness to serve. After closure of nominations and discussion, votes will be taken by a show of hands unless a secret ballot is requested by any five (5) members present, in which case such will be used.

Section 3. Terms in Office

Terms will end when the incumbent resigns, retires, dies, is terminated, becomes incapacitated, or has served the period, or partial period, he or she was elected to fill, or when:

- A. *An interim pastor is replaced by a permanent pastor.*
- B. Deacons and members of church committees have served 3 years ending December 31.
- C. ***Sunday school staff and faculty have served one year ending August 31.***
- D. All other church officers have served one year ending December 31.
- E. Search committee members' nominees have assumed office.

Section 4. Succession

- A. *Church officers and committee members, except deacons, may succeed themselves.*
- B. Deacons shall remain ineligible for election at least one year after active service.

Section 5. Rotation

Deacons and committee members shall be elected to serve on a rotating system so that continuity of experience will result. The church nominating committee is authorized to nominate members to shorter than normal terms to initiate such a system.

Section 6. Termination of church officers and committee members

Such drastic action should be undertaken only after prayerful consideration. Any church leader may be terminated for cause. In each case an earnest attempt to avoid this should be made by joint bodies of the deacons and personnel committee in cases involving paid personnel and by the deacons and nominating committee in all others.

If they decide that termination is in the best interest of the church, this recommendation shall be made for action at a business meeting. Terminated pastors and interim pastors shall receive an allowance of at least sixty days salary and benefits.

ARTICLE X. Responsibility of Church Officers

Section 1. Church Organist(s)

The church organist(s) shall perform on the church organ at all regularly scheduled services and rehearsals as directed by the pastor and the music director. This officer is charged with helping to create a worshipful atmosphere through music and shall serve on the music committee.

Section 2. Church Pianist(s)

The church pianist(s) shall perform on the church pianos for all regularly scheduled services and rehearsals as directed by the pastor and the music director. This officer is charged with helping to create a worshipful atmosphere through music and shall serve on the music committee.

Section 3. Clerk, Financial

The financial clerk is responsible for preparing and retaining in the church office an accurate record of giving by each contributor. He or she shall ensure that a record of receipts from envelopes, checks, plate or loose offerings, and special offerings is made; and that each contributor receives acknowledgments, conforming to requirements of the Internal Revenue Service. The financial clerk shall be a member of the budget and finance committee.

Section 4. Clerk, Membership

The membership clerk shall issue letters of dismissal as authorized by the church and see that an accurate roll of church membership is kept in the church office with dates and methods of admission and dismissal, changes in name, correct mailing addresses, and other pertinent information. A report of changes in church membership should be presented during regular business meetings. The membership report will include the total number of church members for purposes of determining a quorum for the business meetings.

Section 5. Clerk, Recording

The recording clerk shall attend or be represented at all business sessions; keep an accurate record of all business transactions which shall be properly signed and subsequently approved by the church; prepare the annual association letter; see that all papers and valuable letters and records that belong to the church are preserved in the church office; and keep a true and accurate history of the church for posterity. Before a vote is taken during any business meeting this officer must notify the moderator if an appropriate quorum is present.

Section 6. Deacons, Active

Deacons should at all times consider themselves as servants of the church in accordance with the practice of the New Testament. They shall oversee its discipline, establish and maintain fraternal relations with its members, and assist the pastors as they are needed. Deacons will prepare and serve communion, prepare the baptistery for use, and assist the pastors during baptisms. They will see that the church is open prior to and closed following all regularly scheduled worship services. In the absence of the pastors, the deacons will assume the care and oversight of the work of the church normally the concern of the pastors. They shall ever be zealous to guard the unity of the spirit within the church in the bonds of peace.

The deacon body shall be called upon to render judgments and hold hearings as defined elsewhere in this constitution and its by-laws. The deacon chair-person and three deacons selected by him or her shall serve on the pastor appraisal committee. He or she will serve as voting member of the missions committee.

The deacons are responsible for the distribution of the annual income from the church's education fund account to members of the church who apply for financial assistance in order to

receive advanced education beyond high school. Notification of awards shall be given to recipients prior to June 1 of each year and distribution made prior to the beginning of the school year.

Individuals must be ordained prior to serving as deacons. Ordination confers a lifetime status.

Section 7. Moderator and Assistant Moderator

The moderator's function is to assure that the church's business is conducted in accordance with its expressed wishes. He or she must establish an agenda for, and preside over, all regular and called business meetings, and is authorized to sign legal documents confirming approval of the church. The moderator should be available to all church officers and committees for consultation on matters of church business. The assistant moderator shall serve in the absence of the moderator.

Section 8. Music Director

The music director shall provide worshipful music at all services. He or she is to recruit members for and direct the adult choir(s) in practice and performance and cooperate with the pastor in the selection of inspirational music and the creation of appropriate music programs for suitable occasions. He or she is to supervise all church musicians and is responsible for security, repair, and maintenance of church-owned musical instruments, hymnals, sheet music and related materials and shall serve as chairperson of the music committee.

Section 9. Pastor or Interim Pastor

The pastor or interim pastor shall be in charge of the welfare and oversight of the church; be a member of the Missions committee, Chair the Church Council; minister to members of the church and the community; have charge of the pulpit ministry; and as administrative manager of the church.

Section 10. Associate Pastor

The associate pastor shall assist the pastor in the welfare and oversight of the church; minister to members of the church and the community; oversee Christian education programs, such as Sunday School, Vacation Bible School, etc.; and serve as the vice chair of the church council”.

Section 11. Sunday School Director

This officer shall see that the Sunday School fulfills the requirements assigned to it by this constitution and its by-laws, making every effort to involve the entire membership of the church and any others who wish to participate. He / She will serve on the missions committee, and report on school progress during each regular business meeting.

Section 12. Sunday School Assistant Director

The assistant director shall serve in the absence of the director and perform other duties as assigned by the director.

Section 13. Sunday School Secretary

The secretary shall keep accurate records of weekly attendance and offerings and create and maintain rolls of the classes as established by the director.

Section 14. Sunday School Faculty

The Sunday School faculty shall be composed of the teachers and leaders of the individual classes established from time to time by the church. It is they who must provide the instruction and inspiration necessary for the Sunday School to fulfill its mission.

Section 15. Treasurer, Cemetery

The cemetery treasurer's duties apply only to funds and other things of value resulting from operations of Woodlawn Cemetery. He or she shall receive, keep in a sound financial institution, and disburse by check, upon proper authority, all money or things of value that are given to Woodlawn Cemetery; shall invest these assets as directed by the cemetery committee; keep an

itemized account of all receipts and disbursements; maintain in the church office all financial records belonging to the church, and present a financial report during each regular business meeting. He or she has the responsibility to maintain and monitor the cemetery account which is funded from cemetery income, gifts, legacies, and approved transfers from the general account. The cemetery account should contain an amount producing income equal to or exceeding projected maintenance costs. It is intended only for cemetery maintenance and improvement. He or she shall be a voting member of the Cemetery Committee.

Section 16. Treasurer General and Assistant Treasurer General

A. Duties

The general treasurer's duties shall apply to funds and things of value resulting from all church activity except that of Woodlawn Cemetery. He or she shall receive, keep in sound financial institutions, and disburse by check upon proper authority, all money or things of value that are given to the church; invest these assets as directed by the budget and finance committee; keep an itemized account of all receipts and disbursements; maintain in the church office all financial records belonging to the church; and present a financial report during each regular business meeting. The assistant treasurer general shall serve in the absence of the treasurer general. He or she has the responsibility to maintain and monitor each of the following accounts:

- a. General, reflecting all receipts and disbursements.
- b. Education funded by designated gifts, legacies, and approved transfers from the general account. Its principal may not be invaded. Prior to June 1 annual income shall be divided by the education committee among those church and/or Sunday School members who apply for help in order to receive advanced education beyond high school.
- c. Memorial funded by designated gifts, legacies, and approved transfers from the general account. Both principal and interest may be applied to appropriate projects approved by the church.
- d. Music funded by designated gifts and approved transfers from the general account. Both principal and interest may be applied to church approved projects related to church music programs
- e. Capital Reserve is intended to provide funding for emergency and unbudgeted needs such as acquisitions, additions, major remodeling, and the purchase of equipment such as furnaces, computers, furniture, etc. Sources of income shall be gifts, legacies, reinvested fund income, and church approved transfers. Expenditures from this account require recommendation by the budget and finance committee and a two-thirds majority vote at any business meeting, except when equipment essential to approved church activity requires immediate replacement or repair. In such cases, when requested by the chairman of building and grounds, the chairman of budget and finance can authorize the necessary expenditure from this account. Such action must be reported to the church during the next scheduled business meeting.
- f. Missions, funded by the church budget, Jesse Ball duPont Trust, and other designated gifts. Grants shall be made upon authority of the missions committee.
- g. Building, funded by grants, designated gifts, legacies, reinvested fund income, and church approved transfers from other church accounts. Expenditures are restricted to the acquisition, construction, or renovation of major church facilities.

- h. Endowment has been established for the long-term benefit of the church. Originally funded from the will of Muriel Jennings, it shall be named after her. The church desires the fund to grow. Therefore, grants, gifts, and legacies shall be solicited for it and surpluses from the general account transferred to it when appropriate. Invasion of fund principal will be allowed only after recommendation by an administrative committee of the church, approval by the budget and finance committee, written notification to the congregation at least seven days before a vote, and a two-thirds majority approval at a meeting attended by, at least, the 50% quorum. Expenditures from fund income will be made only when the budget and finance committee determines that other church funds are not adequate.

B. Banking requirements

Banking decisions to provide secure deposits and minimize administrative detail shall be made by the budget and finance committee.

C. Committee memberships

The treasurer is a member of the budget and finance committee, and chairperson of the counting committee.

Section 17. Trustees

As provided by law, five trustees shall hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all pertinent legal papers, in the name of and on behalf of the church, relating to the church and to the community as the church may direct. They shall have no power to buy, sell, mortgage, or otherwise obligate the credit of the church, lease or transfer any property of the church without a specific vote of the church authorizing such action, or make any other disposition of church property. They shall be elected in accordance with the manner prescribed by law in this Commonwealth and be subject to the will of the church in all control and use of church property.

Section 18. Director, WMU

This officer is charged with providing regular worship opportunity and learning experience, with major emphasis on missions, for the women of the church. She will assist the WMU members to elect a slate of officers and shall serve on the missions, nominating, and pastor discretionary committees. In cooperation with the pastor(s), the WMU will conduct mission emphasis services for the entire congregation and attempt to include all female adult church members.

I. ARTICLE XI. RESPONSIBILITIES OF CHURCH COMMITTEES

Section 1. General: In addition to those duties assigned in the constitution and by-laws, all church committee chairpersons are required to:

- A.** Submit annually, by August 1 to the budget and finance committee a budget request for the year to follow. The cemetery committee is excepted from this requirement.
- B.** Report to the church when specified in these documents or when requested by the moderator.
- C.** Schedule committee meetings as necessary. The pastor also may call such meetings.
- D.** Administrative committee chairpersons are required to attend or be re-presented by a committee member at all meetings of the church council.
- E.** All Administrative/Service Committee Chairs are required to submit an annual report to the Church Historian on committee topics of historical significance.

BY-LAWS
of
Kilmarnock Baptist Church

ARTICLE I. Administrative Committees

Section 1. Duties

These committees, who with church officers are charged with governance, shall be comprised of elected members and those who serve by virtue of their positions in the church. The personnel complement of each is listed in Article I, section 2.

A. Budget and Finance Committee

a. General

This body is charged with planning and monitoring all matters related to church finances. It will regularly consider the financial condition of the church and make reports of the same at quarterly business sessions.

The chairperson of this committee will serve on the missions committee.

b. Annual Church Budget

At the September business meeting, a budget for the following calendar year will be presented by the chairperson of this committee. During the annual business meeting in October the proposed budget will be discussed, amended if the church so wishes, and adopted. The committee must consult with pertinent church officers and committee chairpersons to assure that funds are provided for all church approved activities.

c. Underwriting

It is the responsibility of this committee to secure pledges to underwrite the budget and to provide members with individually assigned envelopes to be used for contributions.

d. Audits

Immediately after the end of each year the budget and finance committee will cause an independent audit to be made of all financial records of the church, the results of which will be reported at the first regular business meeting thereafter. They shall correct omissions and irregularities found and adopt safeguards designed to prevent recurrence.

e. Ex-budget Expenditures

Individuals and organizations must receive from this committee a financial analysis before proposing ex-budget expenditures to the church. budget and finance committee findings shall be made a part of such recommendations when presented to the church for action.

f. Financing

When funds for approved projects are not available from church accounts, this committee will arrange financing acceptable to the church.

g. Investment

The church desires church funds to be invested so as to produce the maximum return consistent with the level of security acceptable to the church, whose

approval shall be obtained prior to implementation of major investment policies. It is the duty of this committee to advise the two treasurers in this matter.

B. Building and Grounds Committee

a. Maintenance and Repair

Maintenance and repair of church properties, except the cemetery, is the duty of this committee. It shall give attention to the state of repair and appearance of buildings and grounds and shall provide such repairs and improvements as have been authorized by the church.

b. Capital Improvements

Before new construction, remodeling, or the acquisition of major capital equipment relating to buildings or grounds is considered by the church, this committee shall prepare plans and estimate costs for the project. After church approval they shall proceed with the work and/or acquisition.

c. Custodian and Related Supplies

Members of this committee will oversee the work of church custodians and/or cleaning contractors and assure that necessary supplies for their work are procured.

C. Cemetery Committee

a. Operations

Day to day operation of Woodlawn Cemetery is the responsibility of the Cemetery committee, on which the cemetery treasurer will serve as a voting member. The cemetery committee is charged to:

- i. Operate the cemetery on a financially self-sustaining basis.
- ii. Sell lot assignments and maintain an inventory of improved sites to support projected sales. Assignments are to be priced at church-approved levels.
- iii. Maintain, in the church office or bank vault secure and accurate records of lots assigned and available, and all other records relating to the cemetery and its operations.
- iv. Provide adequate maintenance and security of the cemetery.
- v. Report to the church quarterly the number of lots assigned, expenses, and the status of the cemetery account.
- vi. Establish and enforce regulations for operation and use of the cemetery that are in compliance with all applicable laws and governmental regulations.

b. Perpetual Care

The church has authorized the committee to assure those wishing to use the cemetery that it will provide perpetual care. The cemetery account has been established to assure this commitment. Available for cemetery care and church approved improvements to the cemetery, it should produce sufficient annual income to provide for projected cemetery maintenance.

D. Constitution and By-Laws Committee

It is the responsibility of this body to safeguard the spirit and intention of this constitution and these by-laws and to assure that all church practices and activities are adequately documented. It shall regularly make needed recommendations to the church

concerning adoption, deletions, and amendments to these documents and see that current copies are available.

E. Church Council

a. Membership

The council shall consist of the Pastor , chairpersons of all church Administrative and Service committees, the chairperson of the deacons, designated Church officers, and all qualified staff. The pastor will serve as its chairperson. In the absence of a pastor a chairman shall be elected by the church.

b. Function

The church council is to provide long range planning for the church and coordination of the activities of its organizations and committees. From time to time they will suggest new and revised objectives; review and coordinate program plans involving more than one church organization; recommend the best uses of leadership, calendar time, and other resources; and evaluate the effectiveness of various church activities, and identify and contact inactive members to learn of their interest in remaining on the church roll.

F. Missions Committee

The missions committee shall create and administer an effective financial ministry program for the church utilizing funds provided from the church budget and all donors who designate the use of their contributions for financial missions. The duties and responsibilities of this committee shall be:

- a.** Recommendation to the budget and finance committee the amount of church generated mission funds to be budgeted for the following year.
- b.** Dispersing funds budgeted for financial missions.
- c.** Dispersing other funds designated for financial missions in accordance with the stipulations of the donors.
- d.** Soliciting designated contributions.
- e.** Providing regular accounting to both church and donors.
- f.** Providing liaison between the designating donors and the church
- g.** Assuring that committee activity is consistent with laws regulating such and conform to the teachings of Christ. Grants from all sources require evaluation and approval of a majority of this committee.

Members will include: directors of the WMU and Sunday School, chairpersons of budget and finance and the deacons, pastors, and two members from the church at-large; one who will serve as chairperson, the other to oversee the evaluations.

G. Music /WOW Committee

This group will supervise the work of all church musicians, attempt to improve all aspects of the use of music in programs of the church and strive to expand member participation in musical activity. They will request and administer the music budget. Members of this committee shall include the Church choir directors, organists, pianists, and the music director who will serve as Chairperson. This committee shall:

- a. Plan and schedule WOW
- b. Arrange for meal preparation, service, and cleanup
- c. Minister to persons who only attend or are prospects for these services
- d. Promote attendance at WOW

H. Nominating Committee

At the appropriate business meetings this committee will nominate qualified candidates to fill all expired terms and unfilled openings in the church except that of pastor(s) or interim pastor.

I. Pastor/Associate Pastor Appraisal Committee

a. Duties

Near the anniversary date of employment of the pastor, interim pastor and associate pastor, this committee shall conduct a joint appraisal with them. During this meeting the pastor and associate pastor should identify areas of satisfaction with church progress and those with which they are not satisfied. The committee will, in turn, evaluate progress, identifying areas of satisfaction and dissatisfaction with the work of the pastor and associate pastor. Prayerful solutions should be sought, problems solved and road-blocks eliminated.

b. Membership

The committee will be comprised of three members of the personnel committee and four deacons. The chairpersons of these two bodies will be included in each delegation, select the other members from his or her group, and act as chairperson of the committee on alternate years beginning with the deacon chair in Jan. 2014.

J. Personnel Committee

In conjunction with other church committees where appropriate, it is the responsibility of the personnel committee to recommend to the church policies for hiring, compensation, duties, performance, and termination of all its paid employees and to monitor and enforce approved policies in cooperation with the pastor as follows:

- a. Regularly review staff performance, compensation, benefits, and personnel needs and make appropriate recommendations to the church.
- b. Oversee the supervision by the pastor of all staff members, and rule on recommendations for employing or terminating budgeted staff members other than the pastor.
- c. Assure compliance with the stipulations in the constitution and by-laws and all applicable civil law relating to hiring, appraising, and termination of paid employees of the church.
- d. Within approved budgets, distribute appropriate performance-based awards to church employees.
- e. Bring before the church any recommendations directly affecting its employees and requiring its approval.

K. Scouting/Youth/Nursery Committee

This committee shall be responsible for church-sponsored scouting activity and will act as liaison between the church and its scouts. They shall obtain suitable leadership and closely supervise troop activity. It shall also be responsible for church-sponsored youth programs except that of the Sunday Schools. They are to plan and administer activities designed to bring young people into the life of the church and present them with opportunities for wholesome recreation. The committee shall institute and enforce regulations that will protect church property and participating youth and scouts during activities, at which they shall assure the presence of at least two adults. This committee shall provide staffed nursery facilities during regular services and special services as deemed appropriate by the pastor.

L. Temporary Committees - As needed.

M. Pastor/Interim-Pastor Search Committee

This committee shall be elected only when the church has a need for a new or interim pastor. Its duty is to locate a suitable candidate, introduce him or her to the church, and explain details of the recommended call. After adequate exposure to and favorable informal response from the church, the chairperson should propose in a called business meeting that the candidate be called. After discussion, a vote by secret ballot will be taken. When candidates the committee is charged to find accept the position offered the committee’s work is complete and it will disband.

N. Special Committees

Special committees may be appointed by the pastor, moderator, and chairperson of deacons and an administrative committee. Each shall have a specific assigned task and cease to function when that task is completed.

Section 2. Roll of Administrative, Search, and Temporary Committees

These Committees shall be comprised as follows.

Members

<u>Committee</u>	<u>Elected</u>
Administrative Committees	
Budget and Finance	5 + Financial Clerk & Treasurer
Buildings and Grounds	4 + BF Chair
Cemetery	4 + Cemetery Treasurer
Constitution and by-laws	3
Church Council	Pastor (Chair) and all Committee Chairs
Missions	2 + pastor, Deacon Chair, WMU Dir, Sunday School Directors and BF chair
Music/WOW	3 + Music Dir. Chair; Pastor; Adult Choir Dir.; Hand bell Choir Dir.; Organist; Pianist
Nominating	3
Pastor Appraisal	4 Deacons; 3 personnel committee members
Personnel	3
Youth /Scouting/Nursery	3
Temporary Committees (as needed)	
Pastor Search	10
Special Committee	as assigned

ARTICLE II. Service Committees

Section 1 - Duties

A. Care/Kitchen Committee

This committee shall have the responsibility of meeting the hospitality needs of church families and friends in times of funeral, grief, or crisis situations. They shall be responsible for kitchen supplies. They shall regulate kitchen use, maintain in proper storage inventories of the supplies necessary for it to serve the church, and shall oversee the cleanliness of the kitchen.

B. Counting Committee

Members of this committee will receive, count, record, and deposit in banks all monies received by the church at any scheduled meeting. The treasurer shall serve as chairperson, establish procedures for this work, and schedule the duties of individual members.

C. Family Fellowship Committee

This body is responsible for scheduling and administering family night dinners, lunches, and related events.

D. Flower Committee

This committee is charged to see that flowers are placed in the sanctuary for all appropriate worship services of the church. They will establish church policy of floral decorations and to coordinate the decoration of the church during holiday seasons. They will select volunteers and assign to them specific months during the church year in which each is to be responsible for the procurement and placement of floral arrangements in the church as needed.

E. Historian

This individual shall periodically review church records and ensure that information essential to Kilmarnock Baptist Church history is retained.

F. Librarian

This committee shall maintain and improve the church library, see that it is operated in an efficient and secure manner, and that it meets the needs of the church.

G. Meals on Wheels

This committee shall ensure we have volunteers to provide delivery service during the months we are assigned to make deliveries.

H. Media Committee

This committee shall maintain and operate the equipment necessary for church radio and television broadcast, audiovisual programs, and tape ministry.

I. Memorial Committee

This committee shall properly recognize those individuals for whom memorial gifts have been made. These names should be recorded in the memorial book which is to remain encased in the stand provided for this purpose. When use of memorial funds is requested, they shall consider the request and make appropriate recommendations to the church.

J. Remembrance Committee

This committee shall have the responsibility of remembering those in the church family who are sick, shut in, or have experienced death.

K. Usher Committee

This committee shall consist of one head usher and 4 team captains to provide for all worship services of the church. Its chairperson will establish procedures and schedule the duties of individual members. Ushers will welcome and seat those who attend, collect contributions, identify guests, and perform other functions normally assigned to ushers.

Section 2. Roll of Service Committees

These committees shall be comprised as follows:

<u>Committee</u>	<u>Elected</u>
Care/Kitchen	11
Counting	6 + treasurer (chair)
Family Fellowship	10
Flower	1 + flower team heads
Historian	1
Librarian	1
Meals on Wheels	2
Media	4
Memorial	2
Remembrance	6
Usher	1 + 4 team captains