

FIRST BAPTIST CHURCH CONSTITUTION



First Baptist Church
215 Third Avenue
Radford, VA 24141
TABLE OF CONTENTS

PREAMBLE.....	5
I. NAME AND CHARACTER.....	5
A. Name	
B. Policy	
C. Doctrine	
D. Purpose	
E. Church Covenant	
II. MEMBERSHIP.....	6
A. Reception of Members	
B. Types of membership	
C. Removal of Members	
III. MEETINGS.....	8
A. Services of Worship	
B. Regular Business Meeting	
C. Special Meetings of the Church	
D. Committee, Team, or Organization Attendance	
IV. OFFICERS AND COMMITTEES.....	9
A. Officers	
B. Standing Committees	
C. Auxiliaries	
D. Ad Hoc Committees and Teams	
E. Vacancies	
V. THE PASTOR.....	10
A. Election	
B. Duties	
C. Term of Office	
D. Enforced Resignation	
E. Pulpit Vacancy	
F. Pastor Search Committee Selection and Election	
VI. ASSOCIATE PASTOR.....	12

VII.	PERSONNEL.....	12
	A. Election	
	B. Duties	
VIII.	CHURCH CLERK.....	12
	A. Election	
	B. Duties	
IX.	TREASURER.....	13
	A. Election	
	B. Duties	
X.	CONTRIBUTIONS SECRETARY.....	13
	A. Election	
	B. Duties	
XI.	LAY MODERATOR.....	14
	A. Election	
	B. Terms of Service	
	C. Duties	
	D. Vice Moderator	
XII.	DEACON FELLOWSHIP.....	14
	A. Term of Service	
	B. Method of Election of Deacons	
	C. Deacon Status for Service	
	D. Duties	
	E. Organization	
XIII.	CHURCH COUNCIL.....	17
	A. Organization	
	B. Election	
	C. Terms of Service	
	D. Meetings	
	E. Duties	
XIV.	FINANCE COMMITTEE.....	18
	A. Election	
	B. Meetings	
	C. Organization	
	D. Duties	
	E. Limitations	

XV.	THE ENDOWMENT COMMITTEE.....	20
	A. Mission	
	B. Membership & Election	
	C. Meetings	
	D. Duties	
	E. Limitations	
XVI.	THE TRUSTEES.....	20
	A. Election	
	B. Duties	
XVII.	NOMINATING COMMITTEE.....	21
	A. Election	
	B. Duties	
XVIII.	PARTICIPATION IN DENOMINATIONAL MEETINGS.....	21
	A. Participation	
	B. Election	
XIX.	AMENDMENTS.....	22
BY-LAWS.....		22
EPILOGUE.....		23

First Baptist Church Constitution

PREAMBLE

We do declare and establish this Constitution and By-laws for the purpose of defining the basic function of this congregation of believers in the Lord Jesus Christ and to set forth those orderly and efficient ways of bringing its mission to fulfillment. It is intended that this Constitution and By-laws shall be an instrument to deal with basic procedures and shall be invoked at all times in the spirit of Christian love and fellowship.

I. NAME AND CHARACTER

A. Name

This congregation of Christian believers shall be known as the First Baptist Church of Radford, Virginia.

B. Policy

The governing of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligation of mutual counsel and cooperation which is common among Baptist churches.

C. Doctrine

This church accepts the Scriptures of the Old and New Testaments as its authority in matters of faith and practice as interpreted with the guidance of the Holy Spirit.

D. Purpose

The purpose of this church shall be:

- (1) To praise and to glorify God through worship and service.
- (2) To present to all persons the message of Jesus Christ and to assist in encouraging them to a personal belief and commitment to Him as Savior and Lord.
- (3) To instruct and to nurture the members and others in the principles of Christian discipleship so that they may become mature and responsible Christians in personal and social living.
- (4) To help extend the Kingdom of God by every feasible means so that persons everywhere may be drawn to Christ in a relationship of personal trust.

E. Church Covenant

As Christians, we are saved by grace through faith in the Lord Jesus Christ and we dedicate our lives to Him. As a church community, we agree and covenant with each other to serve Christ as our Lord and work together as we strive to be the body of Christ for our community and our world. We do therefore agree:

That we shall regularly assemble together for the purpose of worshiping God and celebrating the ordinances (sacraments) of the church.

That we shall maintain the fellowship of this church by mutual love and respect as we care for each other and encourage one another.

That we shall reach out beyond our membership and minister to the needs of others with the love of Christ and the grace of the gospel.

That we shall rely upon the strength and guidance of God to faithfully and positively respond to His call upon our lives, to practice our faith with integrity, resist temptation, and thereby present a truthful reflection of the gospel in our daily lives.

That we shall cheerfully contribute of our time, talents, abilities, and financial resources to facilitate the ministry of this church, the proclamation of the gospel to all parts of the earth and minister to the needs of the disadvantaged.

That we shall in all times and in all places seek to be empowered by the Holy Spirit as we live lives worthy of Christ to the glory of God.

The Church Covenant is to be shared with the congregation each year on the first Sunday in January.

II. MEMBERSHIP

All members of this church are expected to:

Exercise integrity in their faith and life as Christians, follow the principles of the church covenant, and provide financial and spiritual support to the church and its ministry.

Should any member not attend the services of the church nor communicate with the church for a period of at least two years, that individual will be placed on an inactive roll, but only after the church has attempted to communicate with him/her directly about the matter. Inactive members will continue to be considered part of the church family and efforts will be undertaken to regain the involvement of such members.

A. Reception of Members

Any person may present himself/herself, or under special circumstances be presented by the Pastor, for church membership at any worship service of the church and shall be received into membership by a majority affirmation of the members present in any of the following ways:

- (1) Baptism - Any person may be received by baptism after giving satisfactory evidence of conversion;
- (2) Letter - Any person may be received by a Letter of Commendation from any church of like faith.
- (3) Statement - Any person may be received who gives satisfactory statement of prior conversion and subsequent believer's baptism.

B. Types of Membership

1. Full Member

Full members shall have all rights and duties of membership as described in the opening paragraph. A full member may vote in any business meeting and on all matters to be brought before the congregation as a whole. Full members may hold any office in the church organizations or auxiliary committees and groups affiliated with the church.

2. Associate Member

An associate member is an individual who wishes to preserve his/her denominational heritage or previous church membership while identifying and involving him/herself in worship and fellowship with the same respect and affection as a full member. An associate member will have all rights and duties of full membership as described in the opening paragraph with the following exceptions:

- (a) An associate member may not serve as a member of:
the Deacon Fellowship, the Church Council or a Pastor Search Committee,
nor shall an associate member serve as the chairperson of any church committee,
or serve as a messenger to any denominational meeting.
- (b) An associate member may not vote in a deacon election, nor in the election of a pastor, or
of a Pastor Search Committee.

3. Watchcare

Watchcare membership is available for those individuals who wish to affiliate with First Baptist while living in our community, and continuing to maintain their membership in another church. This membership status is ideal for college students and short-term residents of the area. Watchcare members shall be encouraged to participate in the life of the church. However, they may not serve in an elected position or vote in church business sessions.

c. Removal of Members

The name of any member may be removed in the following manner:

- (1) By letter - Transferring membership to another Baptist church;
- (2) By a letter of Commendation - When a member desires to unite with other than a Baptist Church;
- (3) By a member requesting his/her removal in writing.
- (4) By the death of the member.
- (5) By majority vote of the church if warranted.

III. MEETINGS

A. Services of Worship

Services of worship shall be held regularly at stated times every Sunday. Major changes to such regularly scheduled worship services must be approved by the church at a regular business meeting. Other services of like character may be held at such times during the week as conditions warrant and as the Pastor and the Deacon Fellowship or Church Council may determine. The Lord's Supper shall be observed monthly.

B. Regular Business Meeting

A regular meeting for the transaction of business shall be held quarterly on a designated date.

C. Special Meetings of the Church

Special meetings of the church may be called by the Pastor upon his/her own initiative, at the request of the Deacon Fellowship, Church Council, or petition by at least thirty members from as many different families. Calls for special meetings shall be printed in the Sunday bulletin and/or announced at the Sunday morning worship for two weeks immediately preceding the date fixed for such a meeting. The call shall clearly state the subject for which the meeting is to be held, and no other business may be considered

D. Committee, Team or Organization Attendance

All church meetings are open to any individual member of the congregation; however, such attendance does not carry voting privilege

IV. OFFICERS AND COMMITTEES

A. Officers

The officers of the church shall be the Pastor, Associate Pastor, Moderator, Vice Moderator, Church Clerk, Contributions Secretary, Treasurer, Sunday School Director, Chair of the Deacon Fellowship, Chair of the Endowment Funds, and the Trustees. All officers shall be members of the church in good standing.

Officers and committee members shall be elected by the church membership except for those officers that represent committees. Any church member may nominate from the floor any eligible person for any office. The church may, at any time, elect one or more assistants to any officer, fix the term of such assistants and prescribe their duties.

B. Standing Committees

There can be Standing Committees, as necessary. Nominations for Standing Committees shall be received from the Nominating Committee.

C. Auxiliaries

Any group of members of the church may organize any auxiliary group within the church upon obtaining the approval of the Church Council.

D. Ad Hoc Committees and Teams

The Pastor, in conjunction with the Deacon Fellowship or Church Council, may establish AD HOC committees or teams as necessary.

E. Vacancies

Vacancies in any office or committee may be filled at any regular business meeting of the church.

V. THE PASTOR

A. Election

The Pastor shall be elected at a business meeting of the church provided that the following steps are taken:

- (1) A notice of the election to be held on Sunday morning shall have been given from the pulpit on the preceding Sunday;
- (2) A letter shall have been mailed to the membership giving the qualifications, personal data of the candidate and his/her family, and date of election;
- (3) The prospective pastor shall have been involved in a meeting with the congregation;
- (4) A general discussion regarding the candidate shall have been held preceding the election under the direction of the Pastor Search Committee;
- (5) An affirmative vote of three-fourths of those members present and voting shall be necessary to approve the calling of a pastor. At least twenty-five percent of the active membership (as confirmed by the Moderator) must be present in the meeting; and
- (6) The election shall be by ballot.

B. Duties

The Pastor shall be responsible for leading the church in functioning as a New Testament Church. The Pastor shall lead the congregation, the organizations, and the church staff in performing their tasks. The Pastor shall be the leader of worship, proclamation, education, and pastoral ministry. The Pastor shall be an ex-officio member of all committees and organizations. Duties shall be evaluated annually by the Deacon Fellowship.

C. Term of Office

The Pastor shall serve until the relationship is terminated by his/her request or by the request of the church. The Pastor will give the church a minimum of thirty days notice of resignation in writing before terminating his/her responsibilities.

D. Enforced Resignation

Whenever thirty members from as many different families join in written request to the Deacon Fellowship for a change of Pastor, it shall then be the duty of the Chair of the Deacon Fellowship to call a special meeting of the church and to preside at that meeting. Notice of such meeting shall be given by mail to each member. If at said meeting, twenty-five percent of the active church membership is present and a majority of those present vote for a change of Pastor, it shall be the duty of the Chair of the Deacon Fellowship to so notify the Pastor and request a resignation. Said resignation should become effective immediately with salary and all fringe benefits provided for sixty days. Failure of the Pastor to comply with the request for resignation shall constitute sufficient grounds for the Deacon Fellowship to declare the office vacant.

E. Pulpit Vacancy

Whenever the office of the Pastor becomes vacant, the church shall elect a Pastor Search Committee consisting of seven members. Only one candidate at a time shall be recommended to the church for the office of Pastor.

F. Pastor Search Committee Selection and Election

The Pastor Search Committee shall be selected and elected in accordance with the following steps:

- (1) A nominating ballot will be mailed to all resident (local) church members listing the names of all resident (local), active church members 19 years of age or older, from which each resident member may nominate seven (7) members.
- (2) The ballots will be collected at a Special Called Business Meeting following the end of a Sunday morning worship service. All absentee ballots must be in the Church Office by noon on the Friday preceding the Special Called Business Meeting.
- (3) The Nominating Committee will tally the nominations and contact the seven (7) persons receiving the most votes and who express willingness to serve on the Pastor Search Committee. No two (2) members of the same family will be asked to serve.
- (4) When the Nominating Committee has obtained a slate of seven (7) nominees willing to serve, a Special Called Business Meeting will be scheduled as soon as possible in accordance with Article III, Section C. This will occur at the end of a Sunday morning worship service. The slate of nominees will be presented to the congregation for a vote of election.

VI. ASSOCIATE PASTOR

The Associate Pastor shall assist the Pastor in providing leadership in education, administration, proclamation, and pastoral care as the church and its congregation may require. Duties shall be evaluated annually by the Deacon Fellowship.

VII. PERSONNEL

A. Election

- (1) The Personnel Committee shall consist of 7 members who shall be elected by the church.
- (2) The members shall serve 3 years with no immediate re-election to the committee. Two members shall cycle off the committee every year.
- (3) The Associate Pastor shall be an ex-officio member of the committee.

B. Duties

- (1) The Personnel Committee shall be responsible for hiring and separation of all paid employees of the church except the Ordained Pastors and the hourly nursery workers.
- (2) The committee shall, in cooperation with the Pastor and/or the Associate Pastor have general oversight over the church staff.
- (3) The Personnel Committee shall be responsible to determine wage and salary levels as well as benefits for those staff under their jurisdiction

VIII. CHURCH CLERK

A. Election

The Church Clerk shall be elected annually by the church and shall serve for a term of one year or until a successor takes office.

B. Duties

The Church Clerk shall keep records of all the actions of the church. He/she shall issue all official letters as voted by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary as indicated in this constitution. The church may delegate some of the clerical responsibilities to the Church Secretary. All church records are church property and should be filed in the church office.

IX. TREASURER

A. Election

The Treasurer shall be elected annually by the church and shall serve for a one-year term.

B. Duties

The Treasurer shall have custody of all monies deposited by a representative of the Teller Subcommittee. With the assistance of the Church Secretary, he/she shall be responsible for a record of all deposits and expenditures and shall pay all church expenses approved by the Finance Committee. In the event of the Treasurer's incapacitation, the Assistant Treasurer or the Chair of the Finance Committee shall perform the duties of Church Treasurer ad interim. The Treasurer shall be an ex-officio member of the Finance Committee. The church may delegate some of these duties as needed.

X. CONTRIBUTIONS SECRETARY

A. Election

The Contribution Secretary shall be elected annually by the church and shall serve for a one-year term.

B. Duties

The Contributions Secretary shall keep an account for each member of the church and others making contributions to the church and record all contributions each week. At the close of each quarter and calendar year, he/she shall mail, in a timely manner, a statement showing contributions during that period. He/she shall make such reports to the church as may be requested. The records of the Contributions Secretary shall be kept confidential.

XI. LAY MODERATOR

A. Election

The Lay Moderator shall be elected annually by the church and shall serve for a one-year term.

B. Terms of Service

The Lay Moderator shall be elected for no more than two consecutive one-year terms.

C. Duties

A Lay Moderator shall lead the church during sessions of business. The Moderator provides the following basic tasks:

- Coordinate with the Pastor in the planning of business meetings
- Convene regular and called meetings
- Facilitate each Business Meeting
- Work with congregational leaders in forming agendas
- Inform committees, councils, teams, and staff of congregational directives
- Inform the congregation of action taken
- Speak for the congregation per congregational directive.

D. Vice Moderator

A Vice Moderator shall be elected to function in the role of the Lay Moderator in the event of an absence of the Moderator or when the Moderator should need to participate in the discussion of an issue before the church. The position of Vice Moderator shall be established within the same framework and meet the same conditions and expectations of the Lay Moderator.

XII. DEACON FELLOWSHIP

Once a person is ordained a Deacon, he/she remains ordained for the remainder of his/her life. Ordination is the practice of “calling out” individuals to serve as spiritual leaders and assume a servant role in support of the congregation.

A. Term of Service

Deacons are elected to serve a term of three years as a member of the Deacon Fellowship. Deacons who have served a full term, or more than two years of an unexpired term, shall not be eligible to serve a subsequent term until at least one year has elapsed.

B. Method of Election of Deacons

The chairperson of the Deacon Fellowship is responsible for the administration of the deacon election process. The Deacon Election Committee shall be made up of the three deacons whose terms of active service are expiring that year and will carry out all aspects of the election. Staff members may be assigned to serve as advisors to this committee as needed.

A list of adults, nineteen years of age and older, who have been members of the church for at least two years (they need not be consecutive) shall be prepared and mailed or delivered to each family during the first week of September. Blank ballots shall accompany this listing with sufficient spaces for each of the vacancies on the Diaconate.

Church members will be allowed to notify the Church Office prior to August 15 if they do not wish to be considered so that their names may be removed from the listing of those eligible to be elected.

Each member will use this ballot to write in the names of the persons they wish to nominate, not to exceed the existing vacancies. The ballot will be returned to the church by September 15, either by mail or in ballot boxes which shall be placed in or near the church office. For a ballot to be valid, the number of nominees must not exceed the total number of deacons to be elected. The vote must be cast by September 15 and must be signed by the member casting the vote.

It shall be the responsibility of the Deacon Election Committee to count the votes and to make contact with nominees in descending vote-total-order until all regular vacancies are first filled and then a sufficient number to fill unexpired vacancies. The required number of nominees receiving the highest number of votes and agreeing to serve shall be declared elected. In case of a tie between or among nominees, the nominee or nominees agreeing to serve with the earlier or earliest church membership shall be declared elected.

In the event of the resignation of a Deacon, the person holding the next highest number of votes, in the most recent Deacon election, will fill that term if he or she agrees. At the conclusion of filling the unexpired term, this Deacon will be eligible for a full three-year term provided that the unexpired term is less than two years.

C. Deacon Status for Service

Ordained deacons are considered **Active** and may stand for election and actively serve as a member of the Deacon Fellowship as provided in the policies stated above. Any deacon, because of inability to perform the duties of deacon, may seek to change from an active to one of two options for inactive status: Inactive or Deacon Emeritus. The procedures for changing to either one of these options are as follows:

Inactive Deacon

An active deacon may at any time choose to be placed on **Inactive Status** by so informing the Pastor. A deacon who is on Inactive Status may be called upon by the Deacon Fellowship to assist in the work of the fellowship through service on committees and other functions of the

Deacon Fellowship. At the point in time in which the Inactive Deacon desires to stand for election to again serve on the Deacon Fellowship, he/she may do so by again contacting the Pastor. Consistent with the policies followed in the election of persons to serve as deacons, such notification must be given prior to September 1 in order to have his/her name included on the ballot.

Deacon Emeritus

A Deacon may request and be given the title of **Deacon Emeritus**, this being an honorary and significant title signifying his/her long and faithful service to the Kingdom. To be recognized as a Deacon Emeritus, a deacon must:

- Have attained the minimum age of seventy;
- Have served at least two (2) full terms as a member of the Deacon Fellowship; and
- Submit a letter to the Pastor requesting this appointment.

The Pastor will review the letter requesting recognition as a Deacon Emeritus. After reviewing the application, the Pastor will present the request and his/her recommendation to the Deacon Fellowship. The Chair of Deacons will present the nominee to the active Deacon Fellowship for approval by resolution.

Unless otherwise requested, Deacon Emeritus status shall continue for the lifetime of the requesting member, unless he/she chooses to cancel their earlier acceptance of this designation by written notification to the Chair of the Deacon Fellowship. Church members designated as Deacon Emeritus shall be eligible for service on such committees as requested by the Chair and, with the exception of a voting right, shall be further entitled to all the privilege and perform all the duties and responsibilities of the Deacon Fellowship.

D. Duties

- (1) It shall be the duty of the Deacon Fellowship to see that the pulpit is kept regularly supplied, and that prayer services and all other services and ordinances of the church are regularly maintained.
- (2) The Deacons shall visit the sick and distressed, maintain evangelistic and missionary programs, and work with the Pastor in the performance of pastoral duties. They shall be concerned with the spiritual well-being of the church.
- (3) Substantive issues which may significantly impact the health and harmony of the congregation shall be addressed by the Deacon Fellowship.
- (4) The Deacon Fellowship shall annually evaluate the duties and performance of the Pastor and Associate Pastor; this review shall be complete by the end of April
- (5) The Deacon Fellowship shall recommend to the Finance Committee the level of compensation and/or increases for the Pastor and Associate pastor

E. Organization

The Deacon Fellowship shall elect such officers and appoint such committees as it deems necessary in order to fulfill its duties. The Pastor and Associate Pastor shall be non-voting members of the Deacon Fellowship

F. Meetings.

Regular meetings shall be held on a date set by the Deacon Fellowship. Special meetings may be held at any time upon the call of the Chair or the Pastor. A majority of the Deacon Fellowship shall constitute a quorum.

XIII. CHURCH COUNCIL

A. Organization

- (1) All members of the Church Council shall be active members of First Baptist Church.
- (2) The Pastor shall serve as Chair of the Council.
- (3) The Council shall be composed of:
 - The church's ministerial staff members
 - Lay Moderator
 - Sunday School Director
 - Three (3) Members-at-Large

A representative from each of the following committees or organizations shall have membership on the Council:

- Deacon Fellowship
- Buildings and Grounds Committee
- Discipleship Committee
- Finance Committee
- Missions Committee
- Outreach Committee
- Memorials Committee
- Personnel Committee

B. Election

The three At-Large members shall be selected by the Nominating Committee and voted on by the Church. Representatives from committees, organizations or ministry teams shall be appointed by those individual groups.

C. Terms of Service

- (1) The three At-Large members shall serve a three-year staggered term and shall not serve consecutive three-year terms.
- (2) Representatives from committees, teams and organizations shall serve no more than three consecutive years on the Council.

D. Meetings

The Council shall meet on a monthly basis or as needed.

E. Duties

- (1) The Church Council shall serve as the primary coordinating and administrative body of the church. It shall ensure that proper communication takes place among committees, teams and staff.
- (2) The Council is charged with planning, coordinating and evaluating the broad scope of the church's work and ministry.
- (3) The Council may appoint ad hoc committees for specific tasks.
- (4) Decisions of the Council which significantly impact the church are subject to approval by the congregation in business session.

XIV. FINANCE COMMITTEE

A. Election

- (1) The Finance Committee shall consist of a minimum of 8 members who shall be elected by the church. In addition, the Teller Subcommittee shall consist of a minimum of eight members.
- (2) One-fourth of the eight shall be elected each year and shall serve a term of four years.
- (3) No one serving a full four-year term shall be eligible for immediate re-election.

- (4) The Church Treasurer shall be an ex-officio member of this committee.

B. Meetings

Regular meetings shall be held on a date set by the Committee. Special meetings may be called at anytime upon the call of the Chair or Pastor. A majority of the members shall constitute a quorum.

C. Organization

- (1) The Finance Committee shall elect, from its membership, such officers and appoint subcommittees as it deems necessary to fulfill its duties.
- (2) The Teller Subcommittee, selected by the Nominating Committee, will be responsible for the weekly counting of all monies taken in by the church and accounting for these monies in appropriate accounts. There are no term limits for members of the Teller Subcommittee.

D. Duties

The duties of the Finance Committee are as follows:

- (1) To oversee the annual budget and have general supervision over all financial affairs of the church
- (2) To receive all money coming into the Church and deposit it in a bank.
- (3) To ensure Church funds are audited annually by competent auditors.
- (4) To develop an annual budget by receiving recommendations from the Deacon Fellowship, committees, ministry teams, and church staff. In the event the Finance Committee wishes to significantly alter any of these recommendations, it shall first consult with the group bringing the recommendation.

E. Limitations

The Committee shall not borrow from a lending institution without the approval of the church.

XV. THE ENDOWMENT COMMITTEE

A. Mission

The Endowment Committee is responsible for the general oversight of the church's endowment funds. The Endowment Committee shall manage each of the funds in a manner that is consistent with the particular charter or directive that is associated with each individual fund.

B. Membership and Election

- (1) The Endowment Committee shall consist of three members recommended by the nominating committee and elected by the church.
- (2) Members of the Committee shall serve for a term of one year; there is no limit on how many terms a member may serve.
- (3) The Pastor and Church Treasurer shall serve as ex-officio members.

C. Meetings

The Endowment Committee shall meet at least once each year. Additional meetings shall be held as needed.

E. Duties

- (1) The assets of the church's endowment funds shall be invested by a qualified and reputable investment firm or trust agency as determined by the committee.
- (2) The Endowment Committee shall promote the endowment funds by encouraging individuals within the congregation to consider adding assets to existing funds or to create new endowment funds with directives which are consistent with the mission and values of the church.

F. Limitations

The principal and income of all endowment funds shall be managed in a manner that is consistent with the laws of the Commonwealth of Virginia.

XVI. THE TRUSTEES

A. Election

The trustees shall consist of five persons elected by the church and appointed by the Circuit Court of the City of Radford.

B. Duties

Their sole duty is to hold title to all church property and to serve at the pleasure of the church until their successors have been elected and appointed.

XVII. THE NOMINATING COMMITTEE

A. Election

The Nominating Committee shall consist of seven members nominated by the Nominating Committee from the previous year and presented to the church for election in accordance with Article V, Paragraph B. They will serve from October 1 to September 30. They shall serve for a one-year term and shall not be eligible for re-election to this committee for a period of one year.

B. Duties

In preparation for the annual election of the church, they shall make nominations in writing for all the elective offices and committees herein provided for and shall mail a list of nominations to each active family of the church at least one week before the annual election. They shall make nominations to the church during the year to fill vacancies in the elective offices herein provided.

XVIII. PARTICIPATION IN DENOMINATIONAL MEETINGS

A. Participation

Messengers may attend meetings of the local Baptist Association, Baptist General Association of Virginia, the Southern Baptist Convention, Cooperative Baptist Fellowship, Cooperative Baptist Fellowship of Virginia and other organizations with which our church affiliates.

B. Election

These messengers shall be elected by the church. The Pastor and/or the Associate Pastor shall be an elected messenger for any of the above mentioned organizations.

XIX. AMENDMENTS

This Constitution and By-laws may be amended by two-thirds vote of those members in attendance at any regular or special meeting of the church, provided that a notice of intention to offer amendments be given by mail and in the bulletin on two Sunday mornings prior to the time of voting and such notice shall explicitly describe the nature of the amendments.

BY-LAWS

1. Fellowship Fund

The Fellowship Fund, arising from voluntary contributions (special envelope for this purpose is in the regular envelope package), shall be used for charitable purposes. This fund shall be under the exclusive control of the Pastor or Associate Pastor and shall not be included in the annual budget or kept in the General Fund.

2. Fiscal Year

The fiscal year of the church shall be concurrent with the calendar year.

3. Term of Office

Term of office for chairs of the major standing committees and for leaders of the organized work of the church including Director of Sunday School and Chair of the Deacon Fellowship shall be limited to two consecutive years.

4. Committee Responsibilities

Job descriptions for all committees shall be on file in the church office. It shall be the responsibility of the committees to keep their job descriptions current.

5. Constitutional Review

An ad hoc committee shall be appointed by the Church Council to review this Constitution and By-laws every five years or as needed.

EPILOGUE

This revision of our Church's Constitution and By-Laws is the work of a committee commissioned by the Church Council. The aim of the committee was to:

1. Correct any errors
2. Change wording where necessary to make the text clearer; relocate parts of the text to make a logical placement; and, correct spellings
3. Have the revised document reflect the actual methods and means by which the church operates.

The committee was composed of the following members:

- Pastor Paul Lane _____
- Peggie Boggess _____
- Mandy Martin _____
- Jim Mitchell _____
- Bob Cruise – Chair _____

The work of the committee was ably documented and typed by our Church Secretary, Jessica White.

Submitted to Church Council for review and approval: (DATE)