

CONSTITUTION AND BY-LAWS  
OF  
RIVER ROAD CHURCH, BAPTIST  
Richmond, Virginia

Adopted December 13, 1951

Revised and Restated January 25, 2012

Amended January 28, 2015

Amended April 24, 2016

# CONSTITUTION

## RIVER ROAD CHURCH

### PREAMBLE

That all things may be done with propriety and order, the following Constitution and By-laws are adopted as our method of working together in Christian service.

### ARTICLE I - NAME AND PURPOSE

#### Section 1 - Name

The name of this Church shall be River Road Church.

For identification purposes, the name River Road Church, Baptist may be employed.

#### Section 2 - Purpose

Believing in the Bible as inspired of God and in the priesthood of the believer and acknowledging adherence to the teaching of our Lord Jesus Christ, we declare the purpose of this Church to be:

- A. to maintain regular services for public devotion, worship, and prayer, the liturgical forms of which shall be drawn from the rich panoply of the Protestant tradition;
- B. to proclaim through word and deed the Gospel message and to urge thereby its personal acceptance;
- C. to cooperate heartily by prayer, gift, and service in sharing the Gospel of our Lord Jesus Christ with the people of our community and the world;
- D. to promote systematic Bible study and training in Christian service and to encourage thereby lifelong enlistment in definitive Christian activities;
- E. to further the study and practice of Christian discipleship as revealed and taught in the scriptures;
- F. to maintain in our polity the principle of congregational autonomy.

### ARTICLE II - MEMBERSHIP

The membership of this Church shall consist of persons who have made a profession of their faith in Christ as Lord and Savior and who desire to be numbered among His disciples, who have experienced baptism, and who are in sympathy with the faith and practices of this Church.

### ARTICLE III - OFFICERS

#### Section 1 - Officers

The officers of this Church shall be the Pastor, Ministerial Associates, Moderator, Clerk, Treasurer, Assistant Treasurers, Sunday School Director, Chairman of the Board of Trustees, Chairman of the Board of Deacons, Chairman of the Board of Administration, Chairman of the Board of Christian Education and Spiritual Formation, and Chairman of the Board of Missions.

#### Section 2 - Terms and Duties of Officers

Terms and duties of Church officers shall be as prescribed in the By-laws.

## ARTICLE IV - BOARDS, COUNCILS, FELLOWSHIPS, STANDING COMMITTEES

The Boards, Councils, Fellowships, and Standing Committees of this Church shall be as follows:

### Section 1 - Boards

The Boards of this Church shall be the Board of Trustees, the Board of Deacons, the Board of Administration, the Board of Christian Education and Spiritual Formation, and the Board of Missions.

### Section 2 - Councils

The Councils of this Church shall be the Building and Property Council and the Coordinating Council.

### Section 3 - Fellowships

The Fellowships of this Church shall be the Woman's Missionary Union.

### Section 4 - Standing Committees

The Standing Committees of this Church shall be: Arts Committee, Auditing Committee, Baptismal Committee, Chancel Committee, Columbarium Memorial Garden Committee, Communications Committee, History Committee, Lord's Supper Committee, Member Engagement Committee (beginning 2017), Music Committee, Nominating Committee, Preschool Development Center Committee, Recreation Committee, Social Committee, Tellers Committee, Transportation Committee, and Ushers Committee.

### Section 5 - Membership, Terms of Office, and Duties

The membership, terms of office, and duties of these boards, councils, fellowships, and standing committees shall be as prescribed in the By-laws.

## ARTICLE V - MEETINGS

### Section 1 - Meetings of Worship

Services of worship shall be held each Sunday and on such other occasions as deemed appropriate.

### Section 2 - Business Meetings

- A. Decisions of the Church shall be made, and actions of the Church taken, at business meetings held in accordance with this Section 2.
- B. Regular business meetings of the Church shall be held in January, April, and November. Special business meetings shall be called in the following manner:
  1. At the discretion of the Board of Trustees, the Board of Deacons, or the Board of Administration;
  2. By the Chairman of the Board of Trustees, the Chairman of the Board of Deacons, or the Chairman of the Board of Administration whenever a petition signed by fifty (50) or more voting members of the Church is presented.
- C. Notice of any regular or special meeting of the Church shall be given to the membership of the Church by U.S. mail posted at least seven (7) days prior to the date of such meeting or by electronic mail sent at least five (5) days prior to such date. The nature of the business to be transacted must be included in the notice of any special business meeting. Such notice may be given by means of special printed or electronic communications or regular newsletters or other periodic Church publications.

- D. All members of the Church who have attained the age of sixteen (16) years shall have the right to vote in business meetings of the Church.

Section 3 - Quorum

One hundred (100) members eligible to vote shall constitute a quorum for business meetings of the Church.

ARTICLE VI - CHURCH YEAR

The Church year shall begin on January 1 and conclude on December 31.

ARTICLE VII - ELECTIONS

All elections shall be conducted in the manner prescribed in the By-laws of the Church.

ARTICLE VIII - ORDINANCES AND ORDINATION

Section 1 - Ordinances

Ordinances of the Church shall be the following:

- A. Baptism, which shall be by immersion.
- B. The Lord's Supper, which shall be observed in the manner prescribed by the Board of Deacons.

Section 2 - Ordination

The Church may call a council of ministers and laity to examine the qualifications of any member who has given evidence of being called of God to the work of the ministry and who has met the requirements of the association of which the Church is a member. Following such examination, the council shall make a recommendation to the Church as to the ordination of the candidate to the Gospel ministry. Upon receiving the approval of the Church, the candidate may be ordained.

ARTICLE IX - AMENDMENTS

This Constitution and the By-laws may be amended by a vote of three-fourths (3/4) of the members present and voting at a business meeting of the Church, provided that (a) the proposed amendment(s) shall have been presented in writing at a previous meeting, and (b) the membership shall have received notice setting forth the proposed amendment(s) no fewer than fourteen (14) days prior to the business meeting at which such amendment(s) will be considered for adoption.

## **BY-LAWS**

### **ARTICLE I - MEMBERSHIP**

#### **Section 1 - Membership Affiliation**

The Church shall receive members as follows:

- A. by profession of faith in Jesus Christ followed by the Ordinance of Baptism;
- B. by Transfer of letter from another congregation of like faith and order;
- C. by letter from another Christian church together with a certificate of baptism;
- D. by statement of Christian experience indicating previous compliance with A, B, or C.

#### **Section 2 - Termination of Membership**

Membership in this Church may be terminated as follows:

- A. by transfer of letter to another church granted for any member following receipt of a written request;
- B. upon verified information that a member has become a member of another church without transfer of letter;
- C. by written request of a member that membership be terminated.

#### **Section 3 – Inactive Members**

At the request of a member or where the Church has lost contact with a member, that member will be moved to Inactive Status.

An inactive member of the Church will not be assigned to a deacon care group and will not receive regular communications from the Church or be entitled to vote at regular or special meetings of the Church.

An inactive member may be returned to active status at either the request of the member or the discretion of the ministerial staff.

#### **Section 4 - Watchcare**

Individuals who do not wish to become members of this Church, but who wish to participate in the fellowship, worship, and activities of this Church may be received under the watchcare of the Church.

### **ARTICLE II - OFFICERS OF THE CHURCH - ELECTION, TERMS, DUTIES**

#### **Section 1 - The Pastor**

- A. Whenever the pastorate of the Church shall be vacant, the Nominating Committee shall present to the Church no more than twenty (20) candidates for election to the Pastor Search Committee. At a business meeting, the Church shall elect from these nominations, plus any nominations made from the floor, a Pastor Search Committee of ten (10) persons. The Moderator shall convene the Pastor Search Committee within fourteen (14) days for the purpose of having it elect its chairman. Candidates for the pastorate shall be presented to the Church one at a time. Election of a Pastor shall take place at a business meeting called specifically for that purpose with prior notification to the membership as required by Article V, Section 2C, of the Church Constitution.

- B. The Pastor shall perform all the functions and duties generally ascribed to that office. Any specific duties and privileges shall be as determined by the Board of Deacons. The Pastor shall have general supervision of all employees of the Church, including Ministerial Associates, and shall be an ex officio member of all Boards, Councils, Fellowships, and Committees of the Church except to the extent the Pastor designates a Ministerial Associate to be the ex officio member of a particular body. The Pastor shall have responsibility for recruitment and selection of all employed personnel of the Church. The Pastor's selection of Ministerial Associates shall be confirmed by the Church on recommendation of the Boards of Administration and Deacons.
- C. The Pastor shall hold office until tenure shall be dissolved by either the request of the Church or the Pastor's resignation. The Church may dissolve the Pastor's tenure only by a vote of a majority of the members present and voting at a business meeting of the Church, provided that (a) a motion to do so shall have been presented at a previous business meeting and (b) the membership shall have received notice setting forth the proposed motion no fewer than fourteen (14) days prior to the business meeting at which the motion will be considered for adoption.

#### Section 2 - Moderator

- A. The Moderator shall be elected by the Church for a term of one (1) year.
- B. The Moderator shall preside at all business meetings of the Church, conducting them in accordance with Article VI of these By-laws. In case of a tie vote, the Moderator shall cast the deciding vote.
- C. The Church in its discretion also may elect a Vice Moderator to serve for a term of one (1) year and to carry out the duties of the Moderator when the Moderator is unable to do so.

#### Section 3 - Clerk

- A. The Clerk shall be elected by the Church for a term of one (1) year.
- B. The Clerk shall record the minutes of all regular and special meetings of the Church; keep an accurate roll of the membership; prepare an annual letter concerning the work of the Church to all associations of which it is a member; direct the Church staff to notify in writing all persons of their election to any office, board, council, or committee of the Church; certify that all notices of business meetings have been given in accordance with the Constitution; and perform such other duties as may appropriately lie within the scope of the office. The Church Clerk shall be an ex officio member of the History Committee.
- C. The Church in its discretion also may elect one or more Assistant Clerks to serve for terms of one (1) year and to assist the Clerk in fulfilling the duties listed in Section 3B above. In the event of a vacancy in the office of Clerk, the longest serving Assistant Clerk shall assume that office for the remainder of the unexpired term.

#### Section 4 - Treasurer

- A. The Treasurer shall be elected by the Church for a term of one (1) year.
- B. The Treasurer shall disburse all checks, monies, and bonds as directed by the Board of Administration; deposit and keep all funds received in a financial institution approved by the Board; pay all obligations by check or electronic transfer; make monthly written reports and such other reports as the Board may direct to the Board and to the Church; submit annually and at such other times as the Church or the Board may direct all accounts and papers to an auditing committee; and furnish a fidelity bond in the amount set by the Board, the cost to be paid by the Church. The Treasurer may delegate any part of those duties to the Assistant Treasurer and to the financial secretary and other Church employees but shall retain responsibility for assuring that the delegated duties are fully and faithfully discharged. The Treasurer shall be an ex officio member of the Board of Administration.

#### Section 5 - Assistant Treasurers

- A. There will be three (3) Assistant Treasurers who shall be elected by the Church for a term of one (1) year each.
- B. The Assistant Treasurers shall assist the Treasurer in the performance of the duties listed in Section 4B above and shall furnish a fidelity bond in the amount set by the Board, the cost to be paid by the Church. The Assistant Treasurers shall be ex officio members of the Board of Administration.

#### Section 6 - Sunday School Director

- A. The Sunday School Director shall be elected by the Church for a term of one (1) year.
- B. The Director shall administer the affairs of the Sunday School and report to the Board of Christian Education and Spiritual Formation, the Board of Administration, and the Church as requested.
- C. The Church in its discretion also may elect one or more Assistant Sunday School Directors to serve for terms of one (1) year and to assist the Sunday School Director in fulfilling the duties listed in Section 6B.

#### Section 7 - Ministerial Associates

- A. The Pastor shall select and recommend to the Church, subject to the recommendation of the Boards of Administration and Deacons, the employment of Ministerial Associates.
- B. The duties of the Ministerial Associates shall be determined by the Pastor.
- C. Each Ministerial Associate shall hold office until tenure shall be dissolved by either the request of the Pastor, in consultation with the Personnel Committee of the Board of Administration, or the Associate's resignation.

#### Section 8 - Chairman of the Board of Trustees

The Chairman shall be elected annually by the Board of Trustees and shall perform the duties described in Article III, Section 1(A), of the By-laws.

#### Section 9 - Chairman of the Board of Deacons

The Chairman shall be elected annually by the Board of Deacons and shall perform the duties described in Article III, Section 1(B), of the By-laws.

#### Section 10 - Chairman of the Board of Administration

The Chairman shall be elected annually by the Board of Administration and shall perform the duties described in Article III, Section 1(C), of the By-laws.

#### Section 11 - Chairman of the Board of Christian Education and Spiritual Formation

The Chairman shall be elected annually by the Board of Christian Education and Spiritual Formation and shall perform the duties described in Article III, Section 1(D), of the By-laws.

#### Section 12 - Chairman of the Board of Missions

The Chairman shall be elected annually by the Board of Missions and shall perform duties described in Article III, Section 1(E), of the By-laws.

### Section 13 - Terms of Office

The terms of all Church officers except the Pastor and Ministerial Associates shall begin on January 1.

## ARTICLE III - BOARDS, COUNCILS, FELLOWSHIPS, COMMITTEES: MEMBERSHIP, TERMS OF OFFICE, DUTIES

### Section 1 - Boards, Councils, and Fellowships

#### A. Board of Trustees

##### 1. Membership and Term

The Board of Trustees shall consist of three (3) members elected by the Church for indefinite terms of office. Vacancies shall occur on the Board under the following circumstances: voluntary resignation from the Board, termination of membership in the Church, or a determination by the Board of Deacons of inability to properly exercise the duties of office. The Board shall elect its chairman who shall serve as an ex officio member of the Board of Administration.

##### 2. Duties

The Board of Trustees shall hold title to Church properties and perform such duties as required by law, subject to the approval of the Church. The Board shall designate a representative to serve on the Nominating Committee.

#### B. Board of Deacons

##### 1. Membership and Term

The Board of Deacons shall consist of at least one (1) deacon for each fifteen (15) active family units, the total membership not to exceed seventy-two (72) deacons.

The term of office shall be three (3) years, one third (1/3) of the deacons being elected annually.

##### 2. Duties

The Board of Deacons shall have general oversight of the Church membership, advising and assisting the Pastor in matters relative to the spiritual life of the church and in ministering to the membership. It shall distribute the elements of the Lord's Supper and perform other appropriate duties relative to services of worship. It shall collect and administer the Fellowship Fund and be responsible for the pastoral duties of preaching and ministering to the needs of the congregation whenever the Church is without a Pastor.

The Chairman of the Board of Deacons shall serve as an ex officio member of the Board of Administration. The Vice Chairman of the Board shall serve as an ex officio member of the Nominating Committee.

In November, the Board of Deacons shall submit a slate of nominees to the Church for election to the Nominating Committee. No member of the Church may serve concurrently on the Board of Deacons and the Nominating Committee with the exception of the Vice Chairman of the Board.



C. Board of Administration

1. Membership and Term

The Board of Administration shall consist of no fewer than sixty (60) members elected by the Church for a term of three (3) years, one third (1/3) of the Board members being elected annually. The Treasurer, Assistant Treasurers, a designee of the Woman's Missionary Union, and the Chairmen of all boards, councils, and standing committees of the Church shall serve as ex officio members of the Board.

2. Duties

Each year the Board of Administration through its Finance Committee shall receive and consider requests from officers, boards, councils, and committees for the financial requirements of the Church in the following Church year and shall devise the ways and means of securing adequate income to meet those requirements. In January, following the Stewardship campaign, the Board shall present to the Church for its consideration and adoption a comprehensive budget of the Church for the Church year then beginning.

The Board shall oversee the financial operation and condition of the Church. It shall have the authority to undertake any expenditure not provided in the approved budget provided such expenditure not exceed \$100,000 and it shall have the authority to delegate to its Finance Committee up to that amount of such authority. All such expenditures in excess of that amount shall require the approval of the Church. The Board is empowered to invest the assets of the Church and to determine all matters with regard to the purchase or sale of securities and other personal property. Powers relating to personal property of the Church may be exercised by the Board by a majority vote of the entire membership of its Finance Committee.

The Board shall be responsible for overseeing the management of Church property, the use of Church facilities, and, in consultation with the Pastor, the establishment of policies relating to employees.

The Board shall annually appoint a Facilities Use Committee, Finance Committee, House and Grounds Committee, Insurance Committee, Kitchen Committee, Personnel Committee, Stewardship Committee, and such other committees necessary to the orderly execution of its duties and responsibilities. The membership and duties of these committees shall be prescribed in the By-laws of the Board.

The Chairman of the Board of Administration shall be responsible for presenting to the Board all matters pertaining to the business and financial condition of the Church and for keeping the Church informed of the decisions and recommendations of the Board. The Chairman shall be an ex officio member of all committees of the Board.

The Vice Chairman of the Board shall serve as an ex officio member of the Nominating Committee.

D. Board of Christian Education and Spiritual Formation

1. Membership and Term

The Board of Christian Education and Spiritual Formation shall consist of at least nine (9) members, elected by the Church for a three (3) year term, one third (1/3) of the members being elected annually.

2. Duties

The Board shall determine educational goals in light of the general philosophical orientation of the Church and set standards for leadership. It shall recruit leaders and teachers for educational programs, organize and oversee programs, select curriculum resources, and perform such other duties as appropriate to the educational program of the Church. The Board shall submit to the Finance Committee of the Board of Administration an annual proposed budget for the educational programs.

The Chairman of the Board of Christian Education and Spiritual Formation shall serve as an ex officio member of the Board of Administration. The Vice Chairman shall serve as an ex officio member of the Nominating Committee.

E. Board of Missions

1. Membership and Term

The Board of Missions shall consist of no fewer than thirty (30) members nominated by the Nominating Committee and elected by the Church for a term of service of three (3) years; one third (1/3) of the members being elected annually. Membership of the Board of Missions shall also include one (1) designee of the chairman of the Board of Deacons, one (1) designee of the chairman of the Board of Christian Education and Spiritual Formation, and one (1) designee of the Director of the Woman's Missionary Union.

2. Duties

The Board shall be responsible for promoting Christian service by the Church, its organizations and individual members. It shall develop and implement programs and projects of gift and service in cooperation with mission fellowships in the Church and community service organizations. The Board of Missions shall present to the Finance Committee of the Board of Administration a proposed annual budget for the allocation of financial resources for missions, both cooperative and community.

The Chairman of the Board of Missions shall serve as an ex officio member of the Board of Administration. The Vice Chairman of the Board shall serve as an ex officio member of the Nominating Committee.

F. General Provisions for Boards

1. Terms of Members

No individual may be elected to more than two (2) consecutive terms on any Board, except that no term ended on or before December 31, 2007 shall be counted for purposes of this limitation.

2. Officers and Committees

Each Board shall annually elect its officers, which shall consist of a chairman, a vice chairman, a secretary, and any other officer the Board deems necessary to carry out its business. Each board also shall annually appoint committees necessary to the orderly execution of its duties and responsibilities.

3. Meetings and Records

Each Board shall meet at least monthly unless otherwise determined by the Board. Each Board shall keep complete records of its actions and shall endeavor to make its minutes (except portions

relating to personnel issues or other confidential matters) available to members of the Church in printed or electronic form within thirty (30) days after each meeting or, if earlier, by the date of the next succeeding meeting.

G. Coordinating Council

1. Membership

The Coordinating Council shall consist of the Pastor and the Chairmen of the Boards of Deacons, Administration, Christian Education and Spiritual Formation, and Missions. The Vice Chairman of a board may represent that board at any meeting of the Coordinating Council that the Chairman is unable to attend. The chairman of this council shall be the Chairman of the Board of Deacons.

When the Church is without a Pastor, the Council also shall include the Chairman of the Finance Committee of the Board of Administration and one nonvoting representative chosen by the Ministerial Associates from among their number.

2. Duties

The duties of the Coordinating Council shall include facilitating communications between and among the congregation, the staff, and the various boards, councils, fellowships and committees and assisting in the coordination of Church programs and ministries.

When the Church is without a Pastor, the Coordinating Council shall function as an Executive Council and shall have responsibility for the operation of the Church and the oversight of its employees.

The Coordinating Council shall meet at least quarterly and its members shall report to the congregation on the state of the Church through the annual reports of their respective boards.

H. Building and Property Council

1. Membership and Term

The Building and Property Council shall be composed of no fewer than ten (10) members elected by the Church for a term of three (3) years, one third (1/3) of the members being elected annually.

2. Duties

The Building and Property Council shall have responsibility for and oversight of all planning and construction of the buildings and grounds including all major alterations, but excluding general maintenance and replacement work. It shall make recommendations to the Church on all matters pertaining to new construction and major alterations to the Church properties. The Council shall secure competitive bids on all construction authorized by the Church and make recommendations to the Board of Administration regarding the awarding of contracts for such work. It shall carry out all procedures required for the proper execution of such work as may be authorized by the Board of Administration and the Church.

The Chairman of the Building and Property Council shall serve as an ex officio member of the Board of Administration. The Council shall keep complete records of its deliberations and actions.

I. Fellowships

The members of River Road Church may, subject to the approval of the Board of Deacons and the Board of Administration, organize themselves into fellowships to accomplish specific purposes. These fellowships shall elect their own officers with duties prescribed by the constitution and by-laws of the fellowship, a copy of which shall be recorded with the Chairmen of the Boards of Deacons and Administration. It shall be the duty of such fellowships to report new officers to the Church office following their election and submit an annual report to the Church.

The following fellowships are authorized pursuant to the above:

Woman's Missionary Union

Section 2 - Standing Committees

The term of service for the following standing committees (with the exception of the Nominating Committee) shall be three (3) years, one third (1/3) of the members of each committee being elected annually. In addition to their elected members, standing committees are encouraged to enlist the participation of other interested Church members in planning and carrying out their activities and otherwise fulfilling their responsibilities as listed in this Section 2.

A. Arts Committee

1. Membership

The Arts Committee shall consist of no fewer than five (5) members elected by the church.

2. Duties

The Committee shall plan and coordinate activities for children, youth and adults.

B. Auditing Committee

1. Membership

The Auditing Committee shall be composed of three (3) members elected by the Church. No more than one member of the Committee may serve concurrently on the Board of Administration.

2. Duties

The Committee shall oversee an audit of the Financial Secretary's books and records annually and at such other times as the Board of Administration may direct and submit its report to the Board.

C. Baptismal Committee

1. Membership

The Baptismal Committee shall consist of no fewer than four (4) members elected by the Church.

2. Duties

The Committee shall assist the Pastor and Church staff in the preparation and conduct of all services of baptism.

D. Chancel Committee

1. Membership

The Chancel Committee shall consist of no fewer than eight (8) members elected by the Church.

2. Duties

The Committee shall be responsible for providing and arranging the paraments, flowers, candles, and decorations of the sanctuary and chapel for all worship services and special services. It shall assist the Church staff with arrangements for special services such as weddings and funerals.

E. Columbarium Memorial Garden Committee

1. Membership

The Columbarium Memorial Garden Committee shall consist of no fewer than six (6) members elected by the Church.

2. Duties

The Committee shall oversee the Columbarium including establishing guidelines pertaining to: who may purchase niches in and/or use for burial, operating procedures, the Memorial Book and publicity.

F. Communications Committee

1. Membership

The Communications Committee shall be composed of no fewer than six (6) members elected by the Church.

2. Duties

The Committee shall facilitate internal and external communications and coordinate with the Church staff in publicizing the ministries and programs of the Church.

G. History Committee

1. Membership

The History Committee shall consist of no fewer than six (6) members elected by the Church, one of whom shall be designated Church Historian. The Church Clerk shall serve as an ex officio member of the Committee.

2. Duties

The Committee shall be responsible for recording the history of the Church and organizing and preserving all records not in current use and shall ensure that such records are safely stored on the Church premises or in a depository for their preservation.

The Historian shall prepare an annual summary of activities of the Church (for the previous calendar year), to present to the Church at its Regular Business Meeting in January.

H. Lord's Supper Committee

1. Membership

The Lord's Supper Committee shall consist of no fewer than six (6) members elected by the Church.

2. Duties

The Committee shall prepare the elements and arrange the communion table, linens, and communion silver for all services and shall be responsible for the purchase and maintenance of supplies in coordination with the Church staff.

I. Member Engagement Committee (beginning 1/1/2017)

1. Membership

The Membership Engagement Committee shall consist of no fewer than ten (10) members elected by the Church.

2. Duties

The Committee shall develop and coordinate specific procedures to identify individuals who may have an interest in (or might develop an interest in) the "Purpose" of River Road Church and encourage their affiliation with the Church; and to identify and encourage less active Members to become more active in the life of the Church.

The Committee shall work with the Church Staff, the Boards of the Church and the Communications Committee in concert to increase membership and participation of less active Members.

J. Music Committee

1. Membership

The Music Committee shall consist of no fewer than eight (8) members elected by the Church.

2. Duties

The Committee shall determine the goals of the music programs of the Church and set standards of leadership. It shall oversee the music programs and assist in the planning of programs and the recruitment of program leaders, including the Minister of Music. The Committee shall submit to the Finance Committee of the Board of Administration an annual proposed budget for these programs.

K. Nominating Committee

1. Membership and Term

The Nominating Committee shall consist of ten (10) members elected by the Church for a two (2) year term, one half (½) of whom shall be elected annually.

In November, the Board of Deacons shall submit a slate of nominees to the Church for election. No member of the Church may serve concurrently on the Board of Deacons and Nominating Committee with the exception of the Vice Chairman of the Board. In addition to the members elected by the Church, the Vice Chairmen of the Boards of Deacons, Administration, Christian Education and Spiritual Formation, Missions, and a representative of the Woman's Missionary Union and the Board of Trustees, respectively, shall serve as ex officio members of the Committee. Each January, the incumbent Chairman shall convene the Committee and preside until the election of a new Chairman.

2. Duties

The Committee shall present a slate of nominees to the Church for all boards, councils, and standing committees of the Church and all Church officers whose nomination and election are not otherwise provided for in these By-laws. It shall also nominate the chairmen of the Building and Property Council and all other standing committees of the Church. The Committee shall report annually to the Church in November and at such other times as vacancies occur.

L. Preschool Development Center Committee

1. Membership and Term

The Preschool Development Center Committee shall consist of nine (9) members elected by the Church. The Chairman of the Finance Committee of the Board of Administration shall appoint one of its members to serve as financial advisor to the Committee.

2. Duties

The Committee shall develop policies and objectives for the operation of the weekday early childhood education programs sponsored by the Church, such as the Preschool, Developmental and Enrichment programs.

The Committee shall review the appointment of all faculty members as well as the financial records of the programs, submitting to the Finance Committee of the Board of Administration quarterly financial reports. In September, it shall submit to the Finance Committee a proposed budget for the school year beginning July 1 of the following calendar year.

The Chairman of the Committee shall serve as an ex officio member of the Board of Christian Education and Spiritual Formation.

M. Recreation Committee

1. Membership

The Recreation Committee shall consist of no fewer than five (5) members elected by the Church.

2. Duties

The Committee shall plan and coordinate recreational activities for children, youth and adults.

N. Social Committee

1. Membership

The Social Committee shall consist of no fewer than ten (10) members elected by the Church.

2. Duties

The Committee shall arrange and coordinate all social activities as requested by the Church staff.

O. Tellers Committee

1. Membership

The Tellers Committee shall consist of no fewer than five (5) members elected by the Church.

2. Duties

The Committee shall have primary responsibility for recording, safeguarding and depositing to Church accounts all offerings received during regular and special worship services.

P. Transportation Committee

1. Membership

The Transportation Committee shall consist of no fewer than five (5) members elected by the Church.

2. Duties

The Committee shall be responsible for the recruitment, training, and scheduling of drivers of both church and personal vehicles to provide transportation for church members to church services, programs and activities.

Q. Ushers Committee

1. Membership

The Ushers Committee shall consist of no fewer than six (6) members elected by the Church.

2. Duties

The Committee shall be responsible for the recruitment, training, and coordination of ushers for all services of worship and other services as requested by the Church staff.

Section 3 - Special Committees

The Church may form such other committees as it may deem necessary from time to time for particular purposes and may specify their membership, duties and responsibilities.

ARTICLE IV - ELECTIONS

Section 1 - General

Unless otherwise provided herein, the election of all officers, boards, councils, and standing committees of the Church shall take place at a business meeting held in November. Nominations for all of the offices of the Church, unless otherwise provided herein, shall be presented by the Nominating Committee. If other nominations are made from the floor, the names of those so nominated shall be added to the printed list of nominations provided by the Nominating Committee.

Section 2



Election shall be by a majority of those present and voting.

### Section 3

Elections to fill any vacancies may be held at any regular or special meeting of the Church provided that notification requirements are met pursuant to Article V, Section 2, of the Church Constitution.

### Section 4

Except for the Moderator and for the chairman of the Board of Deacons, who serves ex officio as chairman of the Coordinating Council, no Church member shall concurrently hold more than one (1) office (as listed in Article III, Section 1 of the Constitution) or chairmanship of more than one board, council, or standing committee.

## ARTICLE V - GENERAL PROVISIONS

### Section 1 - Special Offerings

No free will offerings may be taken nor any solicitations for funds made, other than for the direct support of the budgeted programs and ministries of this Church, without the authorization of the Board of Administration.

### Section 2 - Meetings

No meetings of any kind except for children of primary age and under may be held in the Church buildings during any regular worship service.

### Section 3 - Use of Buildings and Grounds

All requests for the use of buildings and grounds for purposes other than those pertaining specifically to the programs of the Church or its agencies shall be referred to the Board of Administration which may dispose of such requests directly or by the establishment of regulations for administrative disposition.

### Section 4 - Submission of Budgetary Requests

All officers of the Church, all boards, councils, and standing committees, and other organizations which require funding by the Church shall submit to the Finance Committee of the Board of Administration, when requested, budgetary requests for the following Church year.

### Section 5 - Real Property

The power to buy, sell, hold, convey, or encumber real property rests with the Church and may be exercised only by the Church in business session.

### Section 6 - Agents for the Transfer of Real Estate, Securities and Other Property Held by the Church

The Board of Trustees shall hold title to all real property and shall be the agents for any transactions as required by law.

The agents for the sale or transfer of securities and other personal property, tangible and intangible, shall be either the Chairman of the Board of Administration or the Church Treasurer.

Any person or institution dealing with the Church in connection with the sale or transfer of property may rely upon written certification by the Church Clerk that the officer exercising this authority is at that time the holder of a specific office.

#### Section 7 - Annual Reports

All boards, councils, fellowships, and standing committees of the Church, as well as the Church Clerk, shall submit annual reports to the Church; such reports are to be presented at the January business meeting.

### ARTICLE VI - RULES OF ORDER

#### Section 1 - Order of business, regular meetings

The order of business for all regular meetings shall be as follows:

- A. Invocation
- B. Reading of the minutes
- C. Unfinished business
- D. Reports
  - 1. Church officers
  - 2. Boards
  - 3. Councils
  - 4. Fellowships
  - 5. Standing Committees
  - 6. Special Committees
- E. New business
- F. Report of the Historian
- G. Report of the Pastor
- H. Adjournment

#### Section 2 - Order of business, special meetings

The business of special meetings shall be limited to the agenda announced in the meeting notification.

#### Section 3 - Speaking to a Question

Any member desiring to speak to a question or otherwise address a meeting shall stand and address the Moderator for recognition. No member shall speak longer than three (3) minutes or more than once to any question under consideration until opportunity to speak to a question has been afforded all members present.

#### Section 4 - Procedures

All meetings shall be governed by the most recent edition of Robert's Rules of Order, Revised to the extent that it is not in conflict with this Constitution and By-laws.

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