

## **PREAMBLE**

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the mission-minded Baptist Churches affiliated with the Baptist General Association of Virginia, the Southern Baptist Convention, the Blackwater Baptist Association and the Cooperative Baptist Fellowship, and for the purpose of preserving the liberties inherent in each individual member of the Church, and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

## **ARTICLE I: NAME**

This Church shall be known as the Ivor Baptist Church, 8506 Bell Avenue, Ivor, Virginia 23866.

## **ARTICLE II: MISSION STATEMENT**

The mission of this Church shall be the extension and well being of the Kingdom of God through

1. The evangelization of the lost at home and abroad.
2. The edification of the believers through Bible study, prayer, worship, fellowship and service.
3. Ministering in the name of Christ as God enables us.
4. Cherishing and practicing historic Baptist principles.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Membership of this Church**

The membership of this Church shall be composed of persons who have given evidence of regeneration, who have been baptized by immersion, who have subscribed to the covenant and constitution of this church, and who have been received by vote of the church.

### **Section 2. Member of Another Church**

A member of another Baptist church of like faith and order may be received by vote of the church upon a letter of dismissal from that church. A person from another denomination may be received upon vote of the church after fulfilling requirements for membership in this Baptist church.

### **Section 3. Membership by Statement**

Anyone who has once been a member of a Baptist church, and in consequence of peculiar circumstances has no regular letter of dismissal, may be received into our fellowship upon a statement satisfactory to the church.

### **Section 4. Letters of Dismissal**

Letters of dismissal may be granted to any church of like faith and order for members in good standing. When letters are granted, membership in this church will terminate.

### **Section 5. Letters of Recommendation**

When a member of this Church joins a church of a different faith and order, membership in this Church will terminate. Upon request of said church or member a letter of recommendation regarding a member's church standing will be forwarded to the requesting party.

### **Section 6. Vote of the Church for Membership**

A person presenting him/herself for membership in this body may be received by vote of the Church during a worship service only after he or she has been recommended by the pastor or a Deacon.

**Section 7. Rights of Members**

In considering the rights involved, members present may act and vote in transactions of the Church.

**Section 8. Duties of Members**

In considering the duties involved, members who are accepted into full fellowship are expected, first of all, to be faithful in all the duties essential to the Christian life; to attend regularly the services of the church; to give regularly and systematically to its support and Kingdom causes; to share in its organized work; and to fulfill obligations specified in the church covenant. We recommend the tithe as the starting point of financial stewardship.

The members of this Church will be under the mutual watch-care of each other, and will seek to promote each other's usefulness and well being.

**ARTICLE IV: OFFICERS, COMMITTEES AND BOARDS, AND STAFF AND EMPLOYEES**

**Section 1. Officers**

The officers of this Church are:

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| 1. Pastor                                      | 8. Sunday School Secretary and Assistant           |
| 2. Nine (9) Deacons / Honorary Deacons         | 9. Discipleship Training Director                  |
| 3. Three (3) Trustees                          | 10. Outreach Director                              |
| 4. Organist, Minister of Music, and Assistants | 11. Women on Missions President and Vice-president |
| 5. Church Clerk and Assistant                  | 12. Reporter                                       |
| 6. Treasurer and Assistant                     | 13. Usher Board Chairman                           |
| 7. Sunday School Director and Assistant        |  |

There will be other officers as prescribed by the Church.

**Section 2. Committees and Boards**

The committees and boards of this Church are

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|---------------------------------------|-------------------------------------|
| 1. Auditing Committee                 | 10. Memorial Committee              |
| 2. Baptismal Committee                | 11. Nominating Committee            |
| 3. Budget Committee                   | 12. Puppet Team Committee           |
| 4. Building and Grounds Committee     | 13. Sanctuary Flowers Committee     |
| 5. Counting Committee                 | 14. Special Occasion Committee      |
| 6. Drama Team Committee               | 15. Vacation Bible School Committee |
| 7. Homebound Committee                | 16. Van Committee                   |
| 8. Hospitality/Food Service Committee | 17. Usher Board                     |
| 9. Library Committee                  |                                     |

There shall be other committees and boards as prescribed by the Church.

**Section 3. Staff and Employees**

The staff and employees of this Church are

1. Secretary
2. Custodian

There shall be other staff and employees as prescribed by the Church.

Section 4.       **Terms of Officers**

The Pastor shall be called after being recommended by a Pastor Search Committee selected for that purpose and shall serve at the pleasure of the Church.

The Deacons shall serve a term of three (3) years unless elected to fill an unexpired term. Three deacons shall be elected each year and no deacon is eligible for reelection at the end of his or her term until a year has expired, except to fill an unexpired term. No husband and wife shall serve as deacon simultaneously. The Honorary Deacons shall be composed of such former deacons of the Church as the Church will elect with the rights and privileges specified by the Church.

All other officers will serve for one year except as hereinafter provided.

Section 5.       **Terms of Committee Members and Board Members**

All committee members shall serve for one year except as hereinafter provided.

Section 6.       **Terms of Staff and Employees**

The staff and employees shall serve at the pleasure of the Church.

**ARTICLE V: DUTIES OF OFFICERS**

Section 1.       **Pastor**

The Pastor is the leader and teacher of all the forces in the Church. He is to preach the Gospel, to interpret and apply the word of God, administer the ordinances, exercise oversight over the whole Church, superintend the discipline, preside at the business and devotional meetings, and is *ex officio* member of all committees. His functions are executive, not legislative. He should know the way the members should go, should keep ahead, and draw them after him. The Pastor shall have authority to appoint any additional committees beyond those provided for in this constitution as desired by the Church. These committees shall serve for the purpose designated.

Section 2.       **Deacons and Honorary Deacons**

The word "deacon" as used in the New Testament means servant. The duties of the Deacons shall be to attend all Church business and preaching services unless providentially hindered; make provision for the financial needs of the Church; give proper assistance to the poor and needy of the membership; assist the Pastor in the government of the Church, visitation of members and prospective members, the administration of the ordinances, and the administration of discipline. The Deacons shall constitute the committee on discipline and all such cases shall be handled by them in cooperation with the Pastor, and shall be brought before the Church only at the judgment of the committee on discipline, or as recommendation for final disposal of the case. The Deacons may make recommendation to the Church and should report any matter to which the Church should give attention.

Honorary Deacons are former deacons selected by the Church for their outstanding and devoted Christian service in the Church and community. These persons continue to model Christian faithfulness and devotion.

Section 3.       **Trustees**

The duty of the trustee shall be to acquire, hold, and dispose of Church property by order of the Church and represent the Church in any other legal matters that may arise.

**Section 4. Organist, Minister of Music, and Assistants**

These officers shall be responsible for providing suitable music for all Church services.

**Section 5. Church Clerk and Assistant**

It shall be the duty of the church clerk to keep a faithful record of all proceedings of the Church; keep a clear and accurate roll of members showing date and manner received and dismissed, date of deaths, change of name by marriage, addresses, etc. S/He shall preserve this roster and the Constitution and record of proceedings from destruction, and shall conduct the correspondence of the Church.

The Assistant Clerk shall perform the duties of the Clerk in his/her absence and assist him/her whenever necessary.

**Section 6. Treasurer and Assistant**

The Treasurer shall keep record of all financial transactions and quarterly financial reports. All disbursements shall be by check signed by him/her. A report to the Church shall be given at each regular quarterly business meeting.

The Assistant shall perform the duties of the Treasurer in his/her absence and assist him whenever necessary.

**Section 7. Sunday School Director and Assistant**

The Sunday School Director shall have charge of all Sunday School work. S/He shall organize Christian education training for all Sunday School officers and teachers who will meet at least once a quarter. The Sunday School Director shall report to the Church at each regular quarterly business meeting. The Director shall be responsible for ordering the needed literature for Sunday School.

The Assistant shall perform the duties of the Sunday School Director in his/her absence.

**Section 8. Sunday School Secretary and Assistant**

The Sunday School Secretary shall keep the records of the Sunday School department and collect the Sunday School offerings for the Counting Committee.

The Assistant shall perform the duties of the Sunday School Director in his/her absence.

**Section 9. Discipleship Training Director**

The Discipleship Training Director shall provide training opportunities in Christian growth for members and seekers.

**Section 10. Outreach Director**

It shall be the duty of the Outreach Director to work with the Pastor in planning and coordinating outreach, evangelism, and visitation ministries in the Church.

**Section 11. Women on Missions President and Vice-President**

The Women on Missions President shall have charge of all Women on Missions work of the Church. She shall report to the Church at each regular quarterly business meeting.

The Vice-President shall perform the duties of the President in her absence and assist her when called upon and according to the rules as set up by the Virginia Women on Missions office, found in the Women on Missions Yearbook.

Both officers are nominated and elected by the Women on Missions group.

Section 12. **Reporter**

The Reporter shall be responsible for giving adequate publicity to matters in the total program of the Church which are newsworthy to Virginia Baptist publications and local newspapers.

Section 13. **Usher Board Chairman**

The Usher Board Chairman shall be responsible for organizing and coordinating the Board of Ushers for service before and during worship services.

## **ARTICLE VI: DUTIES OF COMMITTEES AND BOARDS**

Section 1. **Auditing Committee**

The Auditing Committee shall examine the books of the Treasurer and any other records of the Church deemed necessary. This committee shall make its report at the first quarterly business conference of each calendar year and shall consist of at least two (2) persons.

Section 2. **Baptismal Committee**

The Baptismal Committee shall be responsible for making adequate arrangements for each baptismal service and for assisting the Pastor in the same.

Section 3. **Budget Committee**

The Budget Committee shall consist of the Board of Deacons, the Women on Missions President, the Sunday School Director, the Discipleship Training Director, and the Treasurer. This committee shall be responsible for preparing the annual budget for recommendation to the Church.

The Church shall operate from year to year on a unified budget.

Section 4. **Building and Grounds Committee**

The Building and Grounds Committee shall make regular inspection of Church property and make recommendations to the Board of Deacons and Church of needed repairs and improvements. They shall have supervision of the Church buildings, grounds, and property, and use of the same.

Section 5. **Counting Committee**

The Counting Committee shall count all money contributed to the Church and deposit the same in a reputable bank. This committee shall be named by the Board of Deacons.

Section 6. **Drama Team Committee**

The Drama Team Committee shall lead and coordinate the Drama Team ministry of the Church. This includes the training of the drama team and the coordination of the drama team ministry.

Section 7. **Homebound Committee**

The Homebound Committee shall coordinate ministry to the homebound, which includes visitation, delivery of Church literature, and prayer with the homebound. Currently no Committee Designated.

Section 8. **Hospitality/Food Service Committee**

The Hospitality/Food Service Committee shall be responsible for coordinating the quarterly business conference fellowship meal and other regularly scheduled food services. This includes setting up the fellowship hall and planning the necessary details for the food services.

**Section 9. Library Committee**

The Library Committee shall be responsible for maintaining the Library for usage by the Church. This includes the selection of appropriate works for placement in the library, organization of the library, and maintaining the check out of library works.

**Section 10. Memorial Committee**

The Memorial Committee shall be responsible for sending flowers on behalf of the Church upon the death of any member. Currently no Committee Designated.

**Section 11. Nominating Committee**

The Nominating Committee shall consist of a Deacon, the Sunday School Director, the Discipleship Training Director, the Women on Missions President, and one member at large, who shall be nominated by the Board of Deacons and elected by the Church. This committee shall recommend nominees for all Officers, Boards and Committees except those whose nomination is otherwise provided for in this Constitution.

**Section 12. Puppet Team Committee**

The Puppet Team Committee shall lead and coordinate the puppet team ministry of the Church. This includes the training of the puppet team and the coordination of puppet team performances.

**Section 13. Sanctuary Flowers Committee**

The Sanctuary Flowers Committee shall be responsible for the placing of flowers in the sanctuary that have been given to the church by interested persons. This committee is to maintain a weekly schedule for flower placement.

**Section 14. Special Occasion Committee**

The Special Occasion Committee shall be responsible for the coordination and preparation of food services during special occasions of the Church. Currently no Committee Designated.

**Section 15. Vacation Bible School Committee**

The Vacation Bible School Committee shall be responsible for planning the Church's annual Vacation Bible School, including the selection of a suitable date and place, and the selection of a faculty.

**Section 16. Van Committee**

The Van Committee shall be responsible for the regular upkeep and maintenance of the van. This includes the regular maintenance as well as all necessary repair work.

**Section 17. Board of Ushers**

The Board of Ushers shall be composed of eight (8) members plus the Chairman. They shall be responsible for taking up the offering at morning and evening worship services, serve as a welcoming committee at the Church door, and see that each worshiper is comfortably seated.

**ARTICLE VII: DUTIES OF STAFF AND EMPLOYEES**

The employees of the Church are:

**Section 1. Secretary**

The Secretary shall be responsible for managing the office work of the Church. This includes the keeping of individual contribution records, the making of bulletins and newsletters, and other duties as specified by the Board of Deacons. S/He shall work under the direct supervision of the Pastor.

Section 2. **Custodian**

The Custodian shall be responsible for cleaning the church facilities on a weekly basis under the supervision of the Board of Deacons.

**ARTICLE VIII: BUSINESS MEETINGS**

Section 1.

The regular business meeting or conference shall be held on the Wednesday night after the second Sunday in each new quarter.

Section 2.

The annual business meeting shall be held on the Wednesday night after the second Sunday in October.

Section 3.

The Pastor shall preside as moderator at all meetings. During the absence of the Pastor, the Chairman of Deacons shall act in his place, and in absence of the Chairman, any Deacon may preside.

Section 4.

The most recent edition of *Robert's Rules of Order* shall be the governing guidelines of all business meetings.

Section 5.

A quorum shall consist of at least twelve (12) Church members.

Section 6.

A meeting can be called at any time by the Pastor, Clerk, majority of the Board of Deacons, or upon request by a quorum of members, provided notice is given on Sunday during the worship service with three (3) days notice of the called meeting.

Section 7.

All Church members are entitled to speak on any question and to vote at each meeting.

Section 8.

All business in open session shall be decided by majority of Church members present; except reception and restoration of members, which shall require a unanimous vote.

Section 9.

There shall be no general solicitation of the membership except those approved by the Church.

**ARTICLE IX: ELECTION**

Section 1.

The Pastor shall be called by a three-fourths (3/4) vote of the Church members present at a meeting called for that purpose after one week's notice.

Section 2.

All elections shall be by show of hands except those for Pastor and Deacons, who shall always be elected by secret ballot.

## **ARTICLE X: THE LORD'S SUPPER**

### Section 1.

The Lord's Supper shall be administered on the first Sunday morning of each month and at such other times as the Pastor may desire.

### Section 2.

All members of the Church and visitors believing on the Lord Jesus Christ as their personal Savior may partake of the Lord's Supper.

## **ARTICLE XI: CHURCH DISCIPLINE**

Any member who shall be guilty of improper, unchristian, unbiblical conduct, or disregard for the laws of God and the dignity and good name of the Church shall be dealt with by the committee on discipline (see Article V: Duties of Officers, Section 2. Deacons), the outcome to be reported to the Church at the discretion of said committee, with such recommendations for final disposal as the committee may see fit.

## **ARTICLE XII: ECCLESIASTICAL JURISDICTION**

This Church acknowledges no superior ecclesiastical jurisdiction; nevertheless, we believe that Associations acting as advisory councils may benefit the Church and the cause of Christ. Therefore, we go on record as favoring cooperation in the program of Blackwater Association, the Baptist General Association of Virginia, the Southern Baptist Convention, and the Cooperative Baptist Fellowship.

## **ARTICLE XIII: CONSTITUTION AND BY-LAWS**

### Section 1.

This declaration of faith, constitution, and by-laws may be revised, altered, or amended by a two-thirds (2/3) vote of the Church members present at any business conference of the Church, provided one (1) months notice of contemplated changes has been given in writing at a regular quarterly business conference.

### Section 2.

A copy of this constitution and by-laws shall at all times be kept by the clerk among church records and another shall be kept in the library. All amendments to or revisions thereof shall, after passage by the church, be prepared by the clerk and included in the copies of the constitution and by-laws and made available to the church members upon request.



**DATE**

August 15, 2001

**NOTES**

Constitution approved with the exception of Article V, Section 11. This is to be reconsidered by the Constitution Revision/Rewrite Committee and brought before the Church at the next business conference.

October 17, 2001

Article V, Section 11 approved as printed, with the understanding that our Church's Women on Mission organization currently uses different titles to describe both positions.