

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, 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 Ivor Baptist Church, 8506 Bell Avenue, Ivor, Virginia 23866.

ARTICLE II: MISSION STATEMENT

The mission of this Church shall be the extension and wellbeing 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. Minimum age to vote is eighteen (18).

Section 8. Duties and Responsibilities of Members

In considering the duties involved, members who are accepted into full fellowship are expected, first, to be faithful in all the duties essential to the Christian life; to regularly attend 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 wellbeing.

ARTICLE IV: LEADERSHIP/OFFICERS, COMMITTEES & CONTRACTUAL SERVICE PROVIDERS

Section 1. Leadership/Officers

The Leadership/Officers of the Church are:

1. Pastor
2. Deacons, minimum of three (3)
3. Trustees, three (3)
4. Church Clerk
5. Treasurer
6. Sunday School Director
7. Discipleship Training Director
8. Outreach Director
9. Missions Director
10. Communications Director
11. Safety Officer

There will be other Leadership/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 | 7. Personnel |
| 2. Budget | 8. Vacation Bible School |
| 3. Building and Grounds | 9. Usher |
| 4. Counting | 10. Missions |
| 5. Hospitality/Special Occasions | 11. Safety |
| 6. Nominating | |

Other committees may be added or removed as prescribed by the Church during business

meetings.

Section 3. **Contractual Service Providers**

The Church may contract with individuals to provide services including:

1. Administrative Support
2. Custodial and Sanitation
3. Music

The Church may contract with service providers as prescribed by the Church during business meetings.

Section 4. **Terms of Leadership/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.

Deacons shall serve a term of three (3) years unless elected to fill an unexpired term. Deacons shall be called by the Church. One third (1/3) of active deacons shall be elected each year and no deacon is eligible for reelection at the end of their term until a year has expired, except to fill an unexpired term. The Honorary Deacons shall be composed of such former deacons of the Church as the Church will elect.

All other leadership/officers will serve for one (1) Church year. All officers shall be comprised of active members of Ivor Baptist Church.

Section 5. **Terms of Committee Members**

All committee members shall serve for one (1) Church year. Chairpersons must be members of Ivor Baptist Church.

Section 6. **Contractual Service Providers**

Contractors 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. Biblical requirements; 1 Timothy 3:1-7, 1 Timothy 4:11-16, 2 Timothy 1:1, 2, 6, 2 Timothy 2:15, 2 Timothy 4:1-5

Section 2. **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. Biblical requirements 1 Timothy 3:8-13

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. Church Clerk

It shall be the duty of the church clerk to keep a faithful record of all proceedings of the Church and to 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. The Clerk shall preserve this Roll, the Constitution, Ivor Baptist Church handbook, and records of proceedings from destruction; and shall conduct the correspondence of the Church.

Section 5. Treasurer

The Treasurer shall keep a record of all financial transactions and provide financial reports. All disbursements shall be authorized by him/her at the direction of the Church. A financial report shall be given to the Church for the month of February (for September to December), June (for September to April) and October (for September to August which is the entire Church Fiscal Year)

Section 6. Sunday School Director

The Sunday School Director shall have charge of all Sunday School work. The Director 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 business meeting. The Director shall be responsible for ordering the needed literature for Sunday School.

Section 7. Discipleship Training Director

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

Section 8. 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 9. Missions Director

The Missions Director shall be responsible for leading the Missions Committee to review, discover, research and make recommendations regarding Church support of missionaries or mission projects. The Missions Director will encourage and/or coordinate Church participation in mission opportunities that may involve travel or fundraising event planning.

Section 10. Communications Director

The Communications Director shall be responsible for ensuring church news, events and information is publicized timely and effectively in an appropriate format such as print (flyers, local newspapers and/or Baptist publications), radio, text, email, social media, Church website or signage/banners.

Section 11. Safety Officer

The Safety Officer shall lead the Safety Committee to ensure the safety and protection of the Church. The Chairman shall recommend improvements including equipment upgrades and organize meetings and training for the Church as warranted. When needed, the Safety Officer will report relevant information to the Church at business meetings.

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, i.e., Business meetings, Deacons meetings etc.... This committee shall make its report at the March business meeting. This committee shall be comprised of at least 2 church members and shall make their proposals at the March business meeting.

Section 2. Budget Committee

The Budget Committee shall consist of the Deacons, Treasurer, and other Leadership/Officers as requested. This committee shall be responsible for preparing the annual budget for recommendation to the Church at the August business meeting.

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

Section 3. Building and Grounds Committee

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

Section 4. Counting Committee

The Counting Committee shall count all money contributed to the Church and deposit the same in an established financial institution approved by the Church. This committee shall consist of deacons past and present.

Section 5. Hospitality/ Special Occasions Committee

The Hospitality/Special Occasions Committee shall coordinate food services at designated Church events including 5th Sunday Fellowship Meals to include menu planning, meal preparation, service delivery and decorations.

Section 6. Nominating Committee

The Nominating Committee shall recommend nominees for all Leadership/Officer and Committee roles, except those whose nomination is otherwise provided for in this Constitution, at the August Business Meeting. The Nominating Committee shall consist of five (5) members: a Deacon, Sunday School Director, Discipleship Training Director, Missions Director, and at least one (1) at-large member, who shall be nominated and elected by the Church.

Section 7. Personnel Committee

The Personnel Committee shall provide oversight to the Contractual Service Providers including formulating terms and conditions of the contract, conducting Background/Reference checks and taking action in the event a breach of contract occurs.

Section 8. 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 9. Usher Board

The Usher Committee shall be responsible for welcoming worshipers, ensuring worshipers are comfortably seated, providing items to worshipers that they need/request and collecting the offering. The Usher Committee shall consist of a Chairman and a minimum of three (3) persons.

Section 10. Missions Committee

The Missions Committee shall be responsible for seeking out church supported missionaries and mission projects. The Missions Committee shall conduct an annual review of the Church's missions and provide recommendations to the Church at the May Business Meeting

Section 11. Safety Committee.

The Safety Committee shall be responsible to implement and oversee a compassion-based Christ-centered program that effectively identifies physical hazards inside and outside the Church building and ensure the whole Church body is engaged together to protect all who worship here.

ARTICLE VII: BUSINESS MEETINGS

Section 1.

The regular business meeting or conference shall be held on the second Sunday of each month directly after worship service except for the month of September.

Section 2.

The State of the Church shall be held on the second Wednesday evening in September.

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, majority of the Deacons, or upon request by a quorum of members, provided notice is given on Sunday during the worship service with seven (7) day notice of the called meeting, except for an Act of God and changes in Church membership.

Section 7.

All Church members are entitled to speak on any question and to vote at each meeting. Minimum age to vote is eighteen (18).

Section 8.

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

Section 9.

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

ARTICLE VIII: 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. The meeting shall be announced during the Sunday morning worship service and provide a minimum of seven (7) days' 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 IX: 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 X: 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 XI: 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 programs of the Baptist General Association of Virginia and the Southern Baptist Convention.

ARTICLE XII: 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 meeting of the Church, provided one (1) months' notice of recommended changes have been given in writing at a regular business meeting.

Section 2.

A copy of this constitution and by-laws shall always 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 secretary 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 except for 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.