****

**TABLE OF CONTENTS**

**PREAMBLE** ............................................................................................................ 1

**CHURCH COVENANT** ..................................................................................... **1**

**ARTICLE I. NAME**. ............................................................................................ **1**

**ARTICLE II. PURPOSE** .................................................................................. **1**

**ARTICLE III. CHARACTER** .......................................................................... 1Section 1. Government ...........................................................................  **1** Section 2. Doctrine .................................................................................  **2**

**ARTICLE IV. GENERAL** .............................................................................. **2** Section 1. License .................................................................................. **2** Section 2. Ordination ............................................................................... **2**

Section 3. Affiliations with Associations and Conventions .................... **2** Section 4. Property Holding .................................................................... **2** Section 5. Quorums and Validation ........................................................ **2**

A. Quorums. .............................................................................. **2**

B. Validation. …......................................................................... **3**

Section 6. Cemetery. ............................................................................... **3**

**ARTICLE V. CHANGES TO THE CONSTITUTION OR BY-LAW**S ......... **3**  Section 1. Amendment, Alteration or Repeal .......................................... **3**

A. Constitution. ......................................................................... **3** B. By-laws ............................................................... ................. **3**

C. Special Called Meeting ........................................................... **3**

**ARTICLE VI. MEMBERSHIP** .......................................................................... **3**

Section 1. Qualifications. ............................................................................ **3**

A. Church Members .................................................................... **3**

Section 2. Termination of Membership ...................................... ............. **3**  Section 3. Restoration. ................................................................................ **4**

**ARTICLE VII. MEETINGS** .............................................................................. **4**

Section 1. Regular Worship ....................................................................... **4** Section 2. Revivals ...................................................................................... **4** Section 3. Christian Educations ................................................................. **4** Section 4. Prayer & Fellowship. ................................................................. **4** Section 5 Other Gatherings ......................................................................... **4** Section 6. Business. .................................................................................. **4**  A. Regular Business Meetings ..................................................... **4**

B. Annual Business Meetings ...................................................... **4**  C. Rescheduling Business Meetings ............................................ **4**

D. Called Meetings ....................................................................... **4**

E. Rules Applicable to All Business Meetings ........................... **4**

F. Parliamentarian ........................................................................ **4**

G. Notice ...................................................................................... **5**

**ARTICLE VIII. CHURCH LEAD**ERSHIP ......................................................... **5**

Section 1. Definition .................................................................................... **5**

Section 2. Eligibility .................................................................................... **5**

Section 3. Roll of Officers ........................................................................... **5**

**ARTICLE IX. ELECTIONS, TERMINATIONS, AND TERMS OFFIC**E ...... **5**  Section 1. Schedule of Elections ................................................................. **5**

Section 2. Nomination and election ............................................................... **6**

Section 3. Terms in Office ........................................................................... 6

Section 4. Succession .................................................................................. 6

Section 5. Rotation ...................................................................................... **6**  Section 6. Termination of church officers and committee members ........... **6**

ARTICLE X. Responsibility of Church Officers .....................................................  **7**

Section 1. Church Organist(s) .......................................................................... **7** Section 2. Church Pianist(s) ..... ........................................................  **7**

Section 3. Clerk, Membership .......................................................................  **7**

Section 4. Clerk, Recording .........................................................................  **7**

Section 5. Deacons, Active ..........................................................................  **7** Section 6. Moderator and Assistant Moderator ...........................................  **7**

Section 7. Music Director ...........................................................................  **7**  Section 8. Pastor or Interim Pastor. ............................................................  **7**  Section 9. Associate Pastor ..........................................................................  **7**  Section 10. Sunday School Director ............................................................  **8**

Section 11. Sunday School Assistant Director ............................................. **8**

Section 12. Sunday School Faculty ............................................................. **8**

Section 13. Treasurer, Cemetery .................................................................. **8.**

Section 14. Treasurer General and Assistant Treasurer General .................. **8**

A. Duties .......................................................................................  **8**

B. Banking requirements ...............................................................  **9**

C. Committee memberships .......................................................... **9** Section 15. Trustees ...................................................................... **9**

Section 16. Director, WMU ........................................................................  **9**

**ARTICLE XI. RESPONSIBILITIES OF CHURCH COMMITTEES** ................  **9**

Section 1. General ..........................................................................................  **9**

**BY-LAWS of KILMARNOCK BAPTIST CHURCH**  .......... **11**

**ARTICLE I. ADMINISTRATION** ........................................................................ **11**

Section 1. Duties ......................................................................................... **11**

A. Budget and Finance Committee .............................................. **11**

B. Building and Grounds Committee ............................................ **11**

C. Cemetery Committee .............................................................. **12**

D. Constitution and By-Laws Committee ................................... **12**

E. Church Council ........................................................................ **12**

F. Missions Committee ............................................................... **12**

G. Music Committee .................................................................... **13**

H. Nominating Committee ........................................................... **13**

I. Pastor/Associate Pastor Church Relationship Committee .......... **13**

J. Personnel Committee ................................................................ **13**

K. Youth/Nursery Committee ..................................................... **13**

L. Pastor/Interim-Pastor Search Committee …………………… **13**

M. Senior Ministry Committee (JOY)….………………………… **13**

N. Food Pantry Ministry ………………………………………... **14**

O. Special & Temporary Committees .......................................... **14**

Section 2. Roll of Administrative, Search, and Temporary Committees ......  **14**

**ARTICLE II. SERVICE COMMITTEES** .......................................................... **14**

Section 1. Duties ....................................................................................... **14**

A. Care/Kitchen Committee ......................................................... **14**

B. Counting Committee ........................... .................................. **15**

C. Family Fellowship ................................. .................................. **15**

D. Flower Committee ................................. ................................. **15**

E. Historian ................................................................................. **15**

F. Librarian .................................................................................. **15**

G. Meals on Wheels ..................................................................... **15**

H. Media Committee .................................................................... **15**

I. Memorial Committee ................................................................ **15**

J. Remembrance Committee ......................................................... **15**

K. Usher Committee ..................................................................... **15**

Section 2. Roll of Service Committees ........................................................ **15**

**Kilmarnock Baptist Church**

**Constitution & By-Laws**

**Approved May 22, 2022**

**CONSTITUTION**

**PREAMBLE**

For the more certain preservation and security of the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of missionary Baptist churches,and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, wedo declare and establish this constitution.

**CHURCH COVENANT**

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

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

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

We pledge to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense; to always be ready for reconciliation when needed; and to be mindful of the admonition of Jesus to secure it without delay.

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

**ARTICLE I. NAME**

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

**ARTICLE II. PURPOSE**

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

**ARTICLE III. CHARACTER**

**Section 1. Government**

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

**Section 2. Doctrine**

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

**ARTICLE IV. GENERAL**

**Section 1. License**

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

**Section 2. Ordination**

In the event this church has been requested to ordain a member, for the ministry of the gospel, the following procedure shall be followed. The church may express its approval by a majority vote of the members present and voting at any regularly arranged business session of the church. After approval the church shall invite the Association Council on Ordination to examine the candidate. In the event the Association Council is not available, the Pastor shall request at least three other Baptist Churches from our association identified in Article IV, Section 3 to provide representatives to a council to examine the candidate concerning their fitness for the ministry and report to the church. In the event the report of the council is favorable, the church shall proceed with the ordination.

**Section 3. Affiliations with Associations and Conventions**

Believing that the Rappahannock Baptist Association, the Baptist General Association of Virginia, Baptist World Alliance, and the Cooperative Baptist Fellowship are organizations that have as their sole purpose and function the promotion of missions, education, and benevolence, we agree to participate with them.

**Section 4. Property Holding**

Real Property shall be owned, leased, or rented by the church. It and all furniture, equipment and the like shall be owned by the congregation who shall delegate it legally to its trustees who shall hold the property in trust for the congregation as provided by law. However, if there should ever develop dissension, division or controversy sufficient in scope to warrant litigation, this constitution provides that the property shall remain in the hands of that group of believers who remain loyal to their church and the principles and doctrines enumerated within this constitution. If such, however, cannot be clearly proved, the matter will be submitted for the process of arbitration by a committee consisting of one representative from each segment of the controversy and an impartial group of three wise ministers from our associations identified in Article IV, Section 3. The decision of this committee shall be binding and final.

**Section 5. Quorums and Validation**

A. **Quorums**: The following minimum number of church members must be present at business meetings to act on the following subjects:

a. 10% of Church Members

1. Calling or dismissing a pastor or interim pastor.

2. Termination of officers or committee members.

3.Sale, purchase, encumbrance, mortgage or disposition of major property.

4. Construction or renovation of major facilities.

5. Expulsion of church member.

6. Changes to the church’s Constitution and By-Laws. Only a two-thirds majority vote can bind the church in these meetings.

b. 6% of Church Members

1. All other business meetings: A simple majority vote in these meetings will bind the church.

B. **Validation:**

Before a vote is taken at any business meeting, the Clerk must certify that the proper quorum is present. Actions taken at meetings attended by less than the necessary number of members are not binding upon the church.

**Section 6. Cemetery**

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

**ARTICLE V. CHANGES TO THE CONSTITUTION OR BY-LAWS**

**Section 1. Amendment, Alteration or Repeal**

A. **Constitution**

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

B. **By-Laws**

The By-Laws may be added, amended, altered, or repealed only after recommendation by the pastor, any administrative committee, or the Church Council. Notification is required to the congregation at least two weeks before a vote is taken, and a two-thirds majority approval at a meeting attended by the required quorum.

C. **Special Called Meeting**

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

**ARTICLE VI. MEMBERSHIP**

**Section 1. Qualifications**

A. **Church Members**

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

1. Duties of Members: Members are expected, to be faithful in all the duties essential to the Christian life. They are expected to attend habitually the services and meetings of this church, to give regularly for its support and its causes,to share in its organized work as well as its values expressed in the Covenant.
2. Rights of Members: All members may participate and vote in the transactions of the church.

**Section 2.** **Termination of Membership**

A. Any member who desires a letter of dismissal and recommendation to any other Christian church is entitled to receive it upon request or the request of the clerk of the church to which he or she is transferred.

B. If a member requests to be released from covenant obligations to this church, such request shall be granted.

C. Should a member become an offense to the church and its good name by reason of immoral or unchristian conduct, or by persistent breach of covenant vows, the church may terminate membership, but only after due notice and hearing by the deacons, and after faithful efforts have been made to bring such member to repentance and amendment.

**Section 3. Restoration**

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

**ARTICLE VII. MEETINGS**

**Section 1**. **Regular Meetings**

Regular worship shall be held on Sundays and other days as decided by the church or its leadership. The Lord's Supper shall be observed at least once a quarter at a time established by the pastor.

**Section 2.** **Revivals**

Periodic revivals and special meetings may be held at the discretion of the church.

**Section 3**. **Christian Education**

Regular gatherings shall include Christian Education whose task is to teach the biblical revelation, to reach persons for Christ, explain Baptist principles and the value of a vital church membership. At least two adults shall be present during all young adult, youth, and children’s classes or activities.

**Section 4.** **Prayer & Fellowship**

Through meetings, mutual prayer and fellowships, create meaningful relationships, deepen our interest in and concern for one another, and awaken service in support of each person in the church family.

**Section 5**. **Other Gatherings**

Business sessions and other gatherings will provide the opportunity to create an informed membership with respect to the work of the church and its associations.

**Section 6. Business**

A. **Regular Business Meetings**

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

B. **Annual Business Meeting**

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

C. **Rescheduling Business Meetings**

The moderator may reschedule any business meeting upon recommendation of the pastor or deacons.

D. **Called Meetings**

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

E. **Rules Applicable to All Business Meetings**

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

F. **Parliamentarian**

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

G.  **Notice**

At least two-weeks advance notice must be given prior to a meeting with the reason for a called meeting if any of the following is to be voted upon;

a. Call or dismissal of pastors or interim pastors

b. Change in the status of major church property

c. Additions, deletions, and/or revisions of the constitution or by-laws

d. Invasion of endowment fund principal

e. Expenditure of Non-budgeted Funds

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

**ARTICLE VIII. CHURCH LEADERSHIP**

**Section 1. Definition**

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

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

Chairpersons of a Pastor’s Search Committee, Interim Pastor's Search Committee and Special Committeesshall be nominated by the Church Officer or Committee and submitted to the church for approval.

**Section 2. Eligibility**

Except for church musicians, Christian Education faculty, interns, andYouth/Nursery Committee; only members of Kilmarnock Baptist Church may serve as Officers or Administrative committee members.

**Section 3. Roll of Officers**

Clerks: Recording, Financial & Membership

Moderator and Assistant Moderator

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

Pastor & Interim Pastor

Sunday School; Director, Administrator, & Faculty

Treasurers: General, Cemetery & Assistant

Trustees and Active Deacons

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

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

**Section 1. Schedule of Elections**

A. July Business Meeting: Sunday School staff and faculty, Sunday School Director, WMU Director.

B. Next business meeting after unplanned vacancies occurs: officers (except pastors), committee members and chairpersons

C. Special called business meeting: Pastors or Interim pastors

D. Annual Business Meeting: All positions with terms expiring the following December 31.

**Section 2. Nomination and Election**

A. Pastor and Interim Pastor shall be nominated by the chairperson of the search committee, during a called meeting, followed by discussion and election by secret ballot.

B. All Other: The nominating committee shall nominate candidates for all other vacancies. Nominations will be accepted from the floor provided the nominee has expressed prior willingness to serve. After closure of nominations and discussion, votes will be taken by a show of hands unless a secret ballot is requested by any five (5) members present, in which case such will be used.

**Section 3. Terms in Office**

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

A. A permanent pastor replaces an interim pastor.

B. Deacons and members of church committees have served 3 years ending December 31.

C. Sunday School staff and faculty have served one year ending August 31.

D. All other church officers have served one year ending December 31.

E. Search committee members' nominees have assumed office.

**Section 4. Succession**

A. Church officers and committee members, except deacons, may succeed themselves.

B. Deacons shall remain ineligible for election at least one year after active service.

**Section 5. Rotation**

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

**Section 6. Termination of church officers and committee members**

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

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

**ARTICLE X. Responsibility of Church Officers**

**Section 1. Church Organist(s)**

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

**Section 2. Church Pianist(s)**

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

**Section 3. Clerk, Membership**

The Membership Clerk will keep an accurate count of the Church Membership. New Member’s information will be shared with the Pastor, the Office, the Deacons, and added to the membership total. If members are transferring from another Church, the Membership Clerk will send a request to that Church for their Letter. Transfers and deaths are recorded and subtracted from the Membership total. A Membership Report is to be submitted for each Business Meeting which will show additions of New Members and losses by transfer or death, and a final total of members on that day. The final number is used to determine a quorum for the Business Meeting.

**Section 4. Clerk, Recording**

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

**Section 5. Deacons, Active**

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

The deacon body shall be called upon to render judgments and hold hearings as defined elsewhere in this constitution and its by-laws. The deacon chair-person shall appoint two additional deacons toserve on the Pastor/Associate Pastor/Church Relationship Committee.

The deacons are responsible for the distribution of the annual income from the church’s education fund account to members of the church who apply for financial assistance to receive advanced education beyond high school. Notification of awards shall be given to recipients prior to June 1 of each year and distribution made prior to the beginning of the school year.

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

Active Deacons shall elect their own Chairperson, Vice Chairperson and other officers needed to carry out their assigned task. The Church shall be notified of their election. In the absence of a Chairperson the Pastor shall call a meeting for the purpose of electing a Chairperson.

**Section 6. Moderator and Assistant Moderator**

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

**Section 7. Music Director**

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

**Section 8. Pastor or Interim Pastor**

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

**Section 9. Associate Pastor**

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

**Section 10. Sunday School Director**

This officer shall see that the Sunday School fulfills the requirements assigned to it by this constitution and its by-laws, making every effort to involve the entire membership of the church and any others who wish to participate and report on school progress during each regular business meeting. The Sunday School director shall keep accurate records of weekly attendance and offerings and create and maintain rolls of the classes.

**Section 11. Sunday School Assistant Director**

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

**Section 12. Sunday School Faculty**

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

**Section 13. Cemetery Treasurer**

The cemetery treasurer's duties apply only to funds and other things of value resulting from operations of Woodlawn Cemetery. The Cemetery Treasurer shall keep in a sound financial institution, and disburse by check, upon proper authority, all money or things of value that are given to Woodlawn Cemetery; shall invest these assets as directed by the cemetery committee; keep an itemized account of all receipts and disbursements; maintain in the church office all financial records belonging to the church, and present a financial report during each regular business meeting. He or she has the responsibility to maintain and monitor the cemetery account which is funded from cemetery income, gifts, legacies, and approved transfers from the general account. The cemetery account should contain an amount producing income equal to or exceeding projected maintenance costs. It is intended only for cemetery maintenance and improvement. The Cemetery Treasurer shall be a voting member of the Cemetery Committee.

**Section 14. Treasurer ~~General~~ and Assistant Treasurer ~~General~~**

**A. Duties**

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

The Treasurer shall ensure that a record of receipts from envelopes, checks, plate or loose offerings, and special offerings is made; and that each contributor receives acknowledgments, conforming to requirements of the Internal Revenue Service. (from Clerk, Financial**)**

The Treasurer has the responsibility to maintain and monitor each of the following accounts:

a. **General:** reflecting all receipts and disbursements.

b. **Education:** funded by designated gifts, legacies, and approved transfers from the general account. Its principal may not be invaded. Prior to June 1 annual income shall be divided among those church and/or Sunday School members who apply for help to receive advanced education beyond high school.

c. **Memorial:** funded by designated gifts, legacies, and approved transfers from the general account. Both principal and interest may be applied to appropriate projects approved by the church.

d. **Music:** funded by designated gifts and approved transfers from the general account. Both principal and interest may be applied to church approved projects related to church music programs

e**. Capital Reserve**: intended to provide funding for emergency and unbudgeted needs such as acquisitions, additions, major remodeling, and the purchase of equipment legacies, reinvested fund income, and church approved transfers. Expenditures from this account require recommendation by the budget and finance committee and a two-thirds majority vote at any business meeting, except when equipment essential to approved church activity requires immediate replacement or repair. In such cases, when requested by the chairman of building and grounds, the chairman of budget and finance can authorize the necessary expenditure from this account. Such action must be reported to the church during the next scheduled business meeting.

f. **Missions:** funded by the church budget, grants, and other designated gifts.

g. **Building:** funded by grants, designated gifts, legacies, reinvested fund income, and church approved transfers from other church accounts. Expenditures are restricted to the acquisition, construction, or renovation of major church facilities.

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

**B. Banking requirements**

Banking decisions to provide secure deposits and minimize administrative detail shall be

made by the budget and finance committee

.

**C. Committee memberships**

The treasurer is a member of the Budget and Finance Committee and chairperson of the

Counting Committee.

**Section 15. Trustees**

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

**Section 16. Director, WMU**

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

**ARTICLE XI. RESPONSIBILITIES OF CHURCH COMMITTEES**

**Section 1. General:**

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

**A.** Submit annually, by August 1 to the budget and finance committee a budget request for the year to follow. The cemetery committee is exempt from this requirement.

**B.** Report to the church when specified in these documents or when requested by the moderator.

**C**. Schedule committee meetings as necessary. The pastor also may call such meetings.

**D.** Administrative committee chairpersons are required to attend or be represented by a committee member at all meetings of the Church Council.

**E***.* All Administrative/Service Committee Chairs are required to submit an annual report to the Church Historian on committee topics of historical significance.

**BY-LAWS**

**Kilmarnock Baptist Church**

**ARTICLE I. Administrative Committees**

**Section 1. Duties**

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

**A**. **Budget and Finance Committee**

a. **General**

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

b. **Annual Church Budget**

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

c. **Underwriting**

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

d. **Audits**

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

e**. Extra Budget Expenditures**

Individuals, church committees and organizations must receive from the Budget and Finance Committee a financial analysis before proposing an extra budget expenditure to the church budget. The finance committee findings shall be made a part of such recommendations when presented to the church for action.

f. **Financing**

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

g. **Investment**

The church desires church funds to be invested to produce the maximum return consistent with the level of security acceptable to the church, whose approval shall be obtained prior to implementation of major investment policies. It is the duty of this committee to advise the Treasurers in this matter.

h. **Election of Chairman**

Chairpersons shall be elected by the committee at the first annual meeting of the year or whenever a vacancy occurs. In the absence of a chairperson, the senior person having the most years served on the Budget & Finance shall call a meeting for the purpose of electing a chairperson.

**B**. **Building and Grounds Committee**

a. **Maintenance and Repair**

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

**b. Capital Improvements**

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

c. **Custodian and Related**

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

**C.** **Cemetery Committee**

a. **Operations**

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

**1.** Operate the cemetery on a financially self-sustaining basis.

**2.** Sell lot assignments and maintain an inventory of improved sites to support projected sales. Assignments are to be priced at church approved levels.

**3.** Maintain, in the church office or bank vault, secure and accurate records of lots assigned and available, and all other records relating to the cemetery and its operations.

**4.** Provide adequate maintenance and security of the cemetery.

**5**. Report to the church quarterly the number of lots assigned, expenses, and the status of the cemetery account.

**6**.. Establish and enforce regulations for operation and use of the cemetery that are in compliance with all applicable laws and governmental regulations.

b. **Perpetual Care**

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

**D**. **Constitution and By-Laws Committee**

It is the responsibility of this body to safeguard the spirit and intention of this constitution and these by-laws and to assure that all church practices and activities are adequately documented. It shall regularly make needed recommendations to the church concerning adoption, deletions, and amendments to these documents and see that current copies are available.

**E.** **Church Council**

**a. Membership**

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

**b. Function**

The church council is to provide long range planning for the church and coordination of the activities of its organizations and committees. From time to time they will suggest new and revised objectives, review and coordinate program plans involving more than one church organization, recommend the best uses of leadership, maintain a calendar, and evaluate the effectiveness of various church activities.

**F.** **Missions Committee**

The missions committee shall develop an effective ministry program for the church, utilizing funds provided from the church budget and donors who designate the use of their contributions for missions. Members of this committee will consist of the Pastor and the WMU Director.

The duties and responsibilities of this committee shall be to:

a. Develop and oversee an ongoing mission ministry, challenging and encouraging church members to be involved in missions.

b. Dispersing funds budgeted for financial missions.

c. Encourage contributions to mission causes.

**G**. **Music Committee**

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

**H**.  **Nominating Committee**

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

**I. Pastor/Associate Pastor/Church Relationship Committee**

a. **Duties**

Near the anniversary date of employment of the pastor, interim pastor or associate pastor, this committee shall conduct a joint appraisal of the partnership between them and the church. During this meeting the pastor and associate pastor should evaluate areas of satisfaction and dissatisfaction with church progress. The committee will, in turn, evaluate areas of satisfaction and dissatisfaction with the work of the pastor and associate pastor. Prayerful solutions should be sought, problems solved and road-blocks eliminated.  The Deacon chairperson and two other deacons, the Personnel Committee Chair and one other committee member shall serve on the Pastor/Associate Pastor/Church Relationship Committee. The chairperson of these two groups shall act as chairperson on alternate years.

b. This committee may convene at other times when required.

**J**. **Personnel Committee**

It is the responsibility of the personnel committee to recommend to the church policies for hiring, compensation, duties, performance, and termination of all its paid employees, as well as monitor and enforce approved policies in cooperation with the pastor. The committee may very well work in conjunction with other committees when their priorities interface.

The committee will:

a. Regularly review staff performance, compensation, benefits, and personnel needs and make appropriate recommendations to the church.

b. Oversee the supervision by the pastor of all staff members, and rule on recommendations for employing or terminating budgeted staff members other than the pastor.

c. Assure compliance with the stipulations in the constitution and by-laws and all applicable civil law relating to hiring, appraising, and termination of paid employees of the church.

d. Within approved budgets, distribute appropriate performance-based awards to church employees.

e. Assess and optimize the environment in which the staff member serves and the resources available ~~a~~nd to optimize their service.

f. Bring before the church any recommendations directly affecting its employees and requiring its approval.

**K.** Youth/Nursery Committee

This committee shall be responsible for church-sponsored youth programs, plan and administer activities designed to bring young people and children into the life of the church and present them with opportunities for wholesome recreation and faith development

**L.** **Pastor/Interim-Pastor Search Committee**

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

**M. Senior Ministry Committee (JOY)**

This committee shall create and provide an environment that will enrich and address the interest of senior citizens and provide activities that will enhance the spiritual, emotional, mental and physical life of seniors. This program will be open to any senior in our community. This Ministry shall elect its officers necessary to perform tasks relevant to the activities of this ministry. The Chairperson/s shall be elected by the church and others officers will be elected by those active in the Senior ministry.

**N. Food Pantry Ministry**

The Kilmarnock Baptist Church Food Pantry is operated solely through donations and grants. Its work shall be overseen by the Food Pantry Coordinator and its ministry staffed by volunteers from KBC, other churches, and members of the community. The mission of the food pantry is to provide healthy, nutritious foods for those in need in our local community. The Food Pantry Coordinator is responsible for ensuring volunteers are available and food is received to distribute to the food pantry clients each month and to complete reports regarding the reports, maintains storage and use of donated foods, meets requirements for any inspections and audits, completes certifications needed annually to continue operating as a food pantry and complies with all civil rights requirements.

**O.** **Special & Temporary Committees**

The pastor, moderator, and chairperson of deacons and an administrative committee may appoint Special & Temporary Committees. Each shall have a specific assigned task and cease to function when that task is completed.

**Section 2. Roll of Administrative, Special and Temporary Committees**

These Committees shall be comprised of elected members, nominated and approved by the church, plus designated members to manage their objective. They may require the enlistment of other individuals to assist in the accomplishment of their tasks.

|  |  |
| --- | --- |
| **COMMITTEE** | **ELECTED MEMBERS plus designated Members** |
| Budget and Finance | 5 plus Treasurer |
| Buildings and Grounds | 4 plus Budged & Finance Chair & Cemetery Committee Chair |
| Cemetery | 4 plus Cemetery Treasurer |
| Constitution and by-laws | 3 |
| Church Council | Pastor and all Committee Chairs |
| Food Pantry Ministry | 1 |
| Missions | 3 plus Pastor & WMU Director |
| Music | 3 plus Adult Choir Director, Pastor, Director Hand Bell Choir  Organist, Pianist |
| Nominating | 3 |
| Pastor/Associate Pastor**/** Church Relationship Committee | 3 Deacons and 2 Personnel Committee members |
| Personnel | 3 |
| Senior Ministry | 1 |
| Youth /~~Scouting~~/Nursery | 3 |
| Temporary Committees | As Needed |
| Pastor Search | 10 |
| Special Committee | As Needed |

**ARTICLE II. Service Committees**

**Section 1 - Duties**

**A. Care/Kitchen Committee**

This committee shall have the responsibility of meeting the hospitality needs of church families and friends in times of funeral, grief, or crisis situations. They shall regulate kitchen use, maintain inventory and supplies, and shall oversee the cleanliness of the kitchen and related storage.

**B**. **Counting Committee**

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

**C. Fellowship Committee**

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

**D.** **Flower Committee**

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

**E. Historian**

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

**F**. **Librarian**

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

**G**. **Meals on Wheels**

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

H. **Media Committee**

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

I.  **Memorial Committee**

This committee shall properly recognize those individuals for whom memorial gifts have been made. These names should be recorded electronically.

The family should be sent an acknowledgment in a timely manner along with the name and address of the donor plus the name of the fund specified by the donor.

J. **Remembrance Committee**

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

K. **Usher Committee**

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

**Section 2. Roll of Service Committees**

These Committees shall be comprised of elected members, nominated and approved by the church, plus designated members to manage their objectives. They may require the enlistment of other individuals to assist in the accomplishment of their tasks.

|  |  |
| --- | --- |
| **COMMITTEES** | **ELECTED MEMBERS plus designated** |
| Care/Kitchen | 11 |
| Counting | 6 plus Treasurer |
| Family Fellowship | 6 |
| Flower | 1 plus needed flower team heads |
| Historian | 1 |
| Librarian | 1 |
| Meals on Wheels | 2 |
| Media | 4 |
| Memorial | 2 |
| Remembrance | 6 |
| Usher | 1 plus needed team captains |