

# CONSTITUTION OF HAMPTON BAPTIST CHURCH

*Approved by church January 21, 2001 with*

*Revisions approved by church September 1, 2001, November 1, 2009, and November 16, 2014*

## **PREAMBLE**

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This Constitution will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches.

## **ARTICLE I - NAME**

This body shall be known as the Hampton Baptist Church located at 40 King's Way, Hampton, Virginia, 23669.

## **ARTICLE II - MISSION STATEMENT**

Hampton Baptist Church, a fellowship of Christians baptized to symbolize their faith that Jesus Christ is Son of God and Savior, is united in covenant for the proclamation of that message, the worship of God, observance of ordinances established by Christ, instruction in spiritual growth, cooperative endeavors with other churches, and service to society consistent with the gospel imperative.

## **ARTICLE III - STATEMENT OF FAITH**

The Holy Bible is the inspired word of God and is the basis for our statement of faith. We, the members of Hampton Baptist Church, band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to all mankind. The ordinances of this church are baptism and the Lord's Supper.

## **ARTICLE IV - OBJECTIVES**

We, Hampton Baptist Church of Hampton, Virginia, under the leadership of the Holy Spirit of God, do hereby set forth the objectives of this body to be as follows:

1. To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world.
2. To be a worshiping fellowship, experiencing an awareness of God, recognizing God's person and responding in obedience to God's leadership.
3. To experience an increasingly meaningful fellowship with God and other believers.
4. To help people experience a growing knowledge of God and humanity.
5. To be a church that administers unselfishly to persons in the community and the world in Jesus Christ's name.
6. To be a church whose purpose is to be Christ like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.
7. To promote responsible stewardship of our time, talents, and possessions entrusted to us by Christ our Lord.
8. To assemble ourselves as a loving, united fellowship promoting peace and esteeming those who labor among us.
9. To exercise our rights and assume our responsibilities as Christian citizens.

## **ARTICLE V - CHURCH COVENANT**

Having been led, as we trust, by the Spirit of God to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ, under the name and mission of Hampton Baptist Church.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, service, and edification; to promote its prosperity and spirituality; to sustain its worship, ordinances, doctrines, and disciplines; 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 in our community and the world.

We covenant with each other to walk together in Christian love to the glory of our common Lord and Master; to exercise a Christian love and care over each other; to cultivate Christian sympathy and feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful for the rules of our Savior to secure it without delay; to remember each other in prayer; and to strive to grow into the likeness of Him who is the image of God, and has called us to be partakers of the divine nature.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's word.

## **ARTICLE VI - POLITY AND RELATIONSHIPS**

Principles of polity and relationships to be observed by this Church are as follows:

1. The government of this church is vested in the body of the believers who compose it. Persons duly received by the members in accordance with the provisions of the Church Bylaws shall constitute the membership.
2. All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.
3. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and cooperation with other churches and organizations similarly situated.

**BYLAWS OF HAMPTON BAPTIST CHURCH**  
40 KING'S WAY  
HAMPTON, VIRGINIA 23669

**ARTICLE I - MEMBERSHIP**

**SECTION I - GENERAL**

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of the spiritual and temporal life of the church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of membership.

**SECTION II - CANDIDACY FOR MEMBERSHIP**

Any person may be a candidate for membership in this church. All candidates shall be presented to the church at any regular worship service for membership in any of the following ways:

- A. Baptism – Any person professing faith in the Lord Jesus Christ, may upon baptism, be received.
- B. Letter – Any baptized believer may be received from another Christian church upon the receipt of a letter of dismissal from that church.
- C. Statement of Experience – Any baptized believer may be received upon the statement of his or her experience and faith in Christ.
- D. Restoration – Any person whose membership has terminated may upon his or her request be restored.
- E. Other – Should there be any unusual circumstances concerning a candidate meeting any membership requirements, it shall be referred to the Deacons for confidential investigation and they shall forward their recommendation to the church for a vote.

A three-quarters (3/4) vote of those members present at a regular worship service shall be required to elect candidates to membership.

**SECTION III - WATCHCARE**

Individuals who are members of another church yet want to join our church family while they are living in our community may do so under the “Watchcare” program if approved by majority vote of the congregation present. While Watchcare membership allows for all the privileges of position of leadership, fellowship, and worship, one may not serve as an officer or chair of a committee, or vote in church business sessions.

**SECTION IV - TERMINATION/TRANSFER OF MEMBERSHIP**

Membership may be terminated or transferred in one of the following ways:

- A. Death – Shall terminate membership
- B. Letter – Any member who desires a letter of dismissal and recommendation to any other church is entitled to receive it upon his or her request.
- C. Resignation – If a member requests to be released from his covenant obligations to the church, his or her membership shall be terminated.

- D. Discipline – Should some serious condition exist which would cause a member to become a liability to the general welfare of the church due to the member's unchristian conduct or persistent breach of the covenants as herein set forth in the Constitution, the member shall be referred to the Pastor and the Board of Deacons who shall take every reasonable measure to resolve the problem in accordance with the Scriptures. If it becomes necessary for the church to take action to exclude a member, the member shall be given thirty (30) days advance notice that a hearing will be held before members of the church and all concerned shall have an opportunity to be heard. At the conclusion of the hearing, a majority vote of those present shall be necessary to declare the person to be no longer in the membership of the church.
- E. Inactive – Annually, the Clerk shall make a list of those members unable to be contacted and shall publish the list in the church letter. If no response or request is received by the Clerk, the members shall be placed on an inactive status within sixty (60) days of the publication of the list.

**ARTICLE II – OFFICERS AND STAFF MEMBERS**

**SECTION I – GENERAL**

The officers of this church shall be as follows: Pastor, other full-time paid staff persons (e.g. Associate Pastor, Minister of Education/Administration, Minister of Youth, Minister of Music, Administrative Assistant, Sexton), Trustees, Life Deacons, Deacons, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, Assistant Treasurer for Investments, Financial Secretary, Assistant Financial Secretary, Missions Secretary, Sunday School Director, Assistant Sunday School Directors, Director of Woman’s Missionary Union, Chief Usher, Assistant Chief Usher, Ushers, and Moderator. All officers, with the exception of the full-time paid staff shall be elected annually, unless otherwise set forth in these Bylaws.

**SECTION II – FULL-TIME PAID STAFF**

**A. Pastor**

- 1. General – The Pastor shall be responsible for leading the congregation, the organization, and the church staff to perform their tasks. The Pastor is leader of pastoral ministries in the church and, as such, works with the Deacons and church staff to guide the church in the achievement of its mission, proclaim the gospel to believers and non-believers, and care for the members of the church and other persons in the community. The Pastor shall meet annually, or as the need arises, with the Personnel Committee to provide an assessment of the works of the other Ministerial Staff. The Pastor shall be a non-voting\* member of all committees, except the Pastor Search Committee.
- 2. Term – The Pastor shall serve for an indefinite term, or until the relationship is terminated, as follows:
  - a) Resignation/Retirement – The Pastor shall provide at least one month's written notice to the Chairperson of the Personnel Committee regarding the Pastor's resignation/retirement. However, under circumstances where the best interest of both the church and the Pastor can be served, resignations can be made effective immediately upon receipt. Upon resignation/retirement, the Pastor shall be entitled to

- earned income and unused earned vacation time as of the effective date of the resignation/retirement, and any required and approved benefits.
- b) Death – In the event of the death of the Pastor, compensation shall be the Pastor's earned income and unused earned vacation time as of the date of his death and the compensation shall be rendered to his estate, as well as any required or approved benefits.
  - c) Termination – The church may declare the office of Pastor to be vacant and such action shall take place at a meeting called for that purpose, of which at least two weeks notice has been given through the church newsletter/church bulletin or by special mailing. Prior to the church taking action on a recommendation to declare a position vacant, if the termination of the Pastor is for cause, which is defined to be unsatisfactory service, or for other reasons considered not in the best interest of the church, the Pastor is entitled to an explanation for the termination and shall be given an opportunity to respond to all allegations and shall be heard by the Board of Deacons. After review and discussion by the Board of Deacons, they shall make a recommendation, and if for dismissal, it shall be presented to the church as herein above set forth. The business meeting of the church shall be conducted by the Church Moderator. A majority of the members present and voting for termination, provided a quorum exists (See Article III, Section IV), shall be sufficient for dismissal. If termination is for reasons other than cause, a meeting to declare the office of Pastor to be vacant shall be called by recommendation of the majority of the Deacons, or by written petition signed by not less than one-fourth (1/4) of the active church members. The moderator for this meeting shall be the Church Moderator. The vote to declare the office of Pastor vacant shall be an affirmative vote of a majority of the members present and voting.
3. Elections - When a vacancy in the Pastorate occurs, the Officers of the Board of Deacons and the members of the Personnel Committee shall compose the Interim Committee.\* The composition of the Interim Committee shall remain the same once formed, and shall not change when the Personnel Committee and Officers of the Deacons change at the beginning of a new year. The Interim Committee shall recommend an Interim Pastor to the church and the nominee shall receive an affirmative vote of three-quarters (3/4) of those members present and voting provided a quorum (as specified in Article III, Section IV) exists. The Interim Pastor shall not be considered for the permanent position as pastor. When a vacancy in the Pastorate occurs, the Interim Committee shall nominate to the church a Pastor Search Committee consisting of seven (7) members representative of the total life of the church. One (1) member of the Pastor Search Committee shall be the Chair of the Personnel Committee at the time the Search Committee is formed, and the remaining members shall have been nominated by the Interim Committee, and elected by the church as vacancies in the Pastorate occur. The Chair of the Personnel Committee at the time the Search Committee is formed shall remain on the Search Committee for its duration even if there is a new Personnel Committee Chair during the tenure of the Search Committee. The retiring or resigning Pastor shall not serve on the Search Committee. The Search Committee shall bring only one name at a time for consideration of the church, and no nominations shall be made except that of the Search Committee. The election of the Pastor shall be held at the combined, regular Sunday morning worship

services on a date which shall have been announced at least one week in advance. To be elected Pastor, the nominee shall receive an affirmative vote of eighty-five percent (85%)\* of those members present and voting provided a quorum exists. The vote shall be presided over by the Church Moderator, and shall be by secret written ballot. Should the Search Committee's nominee fail to receive the necessary eighty-five percent (85%) vote, the Church Moderator shall declare the nominee not elected and refer the matter without debate to the Pastor Search Committee for further action. The Search Committee shall then continue their search for a nominee.

**B. Other Full-time Paid Staff**

1. Other Full-time Paid Staff – includes ministerial staff and administrative positions as the church may approve.
  - a) Term – Full-time paid staff of the church shall be called and employed as the church determines the need for such officers. If a vacancy shall occur, the officers of the Board of Deacons and the members of the Personnel Committee shall promptly nominate to the church a Search Committee consisting of seven (7) members and follow the same procedure as set forth in Section II, A.3, Elections, in selecting a replacement for the position. Nothing in these Bylaws prohibits the elimination of full time paid staff positions or the hiring of part time interim staff positions. Full-time paid staff shall serve for an indefinite term.
  - b) Resignation/Retirement – At least one (1) month's written notice shall be given by any member of the full-time paid staff prior to their resignation or retirement. However, under circumstances where the best interest of both the church and the member of the staff can be served, resignations can be made effective immediately upon receipt.
  - c) Death – In the event of the demise of a member of the full-time paid staff, compensation shall be earned income and unused earned vacation time and other required and approved benefits as of the date of demise. The compensation shall be rendered to the estate.
  - d) Termination – The church may vote to vacate positions in the full-time paid staff upon recommendation of the Personnel Committee, or the Board of Deacons or by action of the church. An affirmative vote of the majority of the members present and voting shall be necessary to declare the office vacant. Prior to the church taking action on a recommendation to declare a position vacant, if the termination is for cause which is defined to be unsatisfactory service, or for other reasons considered not in the best interest of the church, the employee being discharged is entitled to an explanation for the termination and shall be given an opportunity to respond to the charges and shall be heard by the Personnel Committee. It shall be the responsibility of the Personnel Committee to investigate all charges brought. The Personnel Committee shall report their findings to the Deacons, present all supporting evidence and make a recommendation. After review and discussion by the Board of Deacons, they shall make a recommendation, and if for dismissal, it shall be presented to the church as herein above set forth. The business meeting of the church shall be conducted by the Moderator and a majority of the members present and voting for termination shall be sufficient for dismissal.

### **SECTION III - OTHER PAID CHURCH STAFF**

- A. Term – Other staff personnel shall be employed as the church determines the need for their services. Employment shall be for an indefinite term. The Personnel Committee shall have the authority to employ other than ministerial staff. As appropriate, personnel actions may be coordinated with related committees of the church.
- B. Resignation/Retirement – Other staff personnel shall provide at least two (2) weeks written notice to the Chairperson of the Personnel Committee of their intent to resign or retire. Upon resignation/retirement, the employee shall be entitled to earned income and unused earned vacation time as of the effective date of the resignation/retirement.
- C. Death – In the event of the demise of an employee, compensation shall be earned income and unused earned vacation time as of the date of the demise. The compensation shall be rendered to the estate.
- D. Termination – The church Personnel Committee shall have the authority to terminate employees upon the recommendation of the supervising staff member, and as appropriate, with the consultation of related committees of the church. Upon termination, the employee shall be entitled to earned income and unused earned vacation time as of the effective date of termination. The termination shall be immediate and compensation rendered within ten (10) days.

### **SECTION IV – ELECTED OFFICERS:**

A person may not serve in more than one of the following positions: Treasurer, Assistant Treasurer, Assistant Treasurer for Investments, Financial Secretary, Assistant Financial Secretary, Missions Secretary, Church Moderator, or Chair of the Board of Deacons.

- A. Clerk/Assistant Clerk – The church shall elect annually from its membership, a Clerk and an Assistant Clerk as its clerical officer. The Clerk shall be responsible for keeping an accurate record of all official actions of the church and the Church Council, except as otherwise herein provided. The Clerk shall be responsible for keeping a continuing register of the names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms; be authorized to grant transfer of letter requests subject to later ratification by the church in business session; preserve on file all communications and written official reports and give required notice of all meetings where notice is necessary as indicated in these bylaws; be responsible for preparing the annual letter of the church to the Association; and perform other duties as may be assigned. All records of the Clerk are church property and shall be maintained in the church office. Some of the clerical duties of the Clerk may be delegated to the church office staff. The Assistant Clerk shall perform the duties of the Clerk in the absence of the Clerk.
- B. Treasurer/Assistant Treasurer – The church shall elect annually from its membership, a Treasurer and an Assistant Treasurer as its financial officers. The Treasurer shall receive and disburse all monies according to the financial procedures of the church; keep a current and itemized account of all receipts and disbursement; and render to the Auditing Committee itemized reports of the receipts and disbursements, quarterly and annually. The Treasurer shall make a monthly report to the Board of Deacons. The Treasurer's books shall

be audited at the end of each fiscal year and at other times as directed by the church. Some of the clerical duties of the Treasurer may be delegated to the church office staff. The Assistant Treasurer shall assist the Treasurer when requested; shall serve in the absence of the Treasurer; shall sign checks in the absence of the Treasurer. In the case of a vacancy in office of Treasurer, the Assistant Treasurer shall serve as the Treasurer until a successor is elected by the church.

- C. Assistant Treasurer for Investments – The church shall elect annually from its membership, an Assistant Treasurer for Investments who shall invest the surplus funds of the church. The Assistant Treasurer for Investments shall consult with the Trustees of the church and the Investment Management Committee when investing the surplus funds of the church and shall report annually to the Board of Deacons, or at times as the Board of Deacons shall request a report.
- D. Financial Secretary/Assistant Financial Secretary – The church shall elect annually from its membership, a Financial Secretary and an Assistant Financial Secretary. The Financial Secretary shall keep an accurate record of all receipts and expenditures of the church and report to the church quarterly and annually and advise the Chairman of the Financial Planning Committee when an account exceeds the budgeted amount. The Assistant Financial Secretary shall serve in the absence of the Financial Secretary.
- E. Missions Secretary – The church shall elect annually from its membership, a Missions Secretary who shall be responsible for compiling the monthly statement of all money to be sent to the Baptist General Association of Virginia and other organizations to which the church approves funds to be disbursed and shall render regular reports to the Financial Secretary. The Missions Secretary shall also render a monthly report to the Woman's Missionary Union showing contributions.
- F. Director of the Sunday School – The church shall elect annually from its membership a Director of the Sunday School who shall be the general administrative officer of the Sunday School. In addition to the general supervision of the Sunday School, the Sunday School Director in conjunction with the department directors and the ministerial staff shall nominate all other officers and select all teachers for the Sunday School.
- G. Director of the Woman's Missionary Union – The church's Woman's Missionary Union shall elect annually from its membership, the Director of the Woman's Missionary Union. It shall be this person's responsibility to be the general administrative officer of the Woman's Missionary Union and shall be responsible for the general teachings of missions, engage in mission action and personal witnessing, support missions and interpret and undergird the work of the church.
- H. Chief Usher/Assistant Chief Usher –
  - 1. The church shall elect annually from its membership, one Chief Usher, one Assistant Chief Usher, and two Ushers. The Chief Usher and one Usher shall serve at one (8:30 or 11:00) Sunday service and the Assistant Chief Usher and one Usher shall serve at the other (8:30 or 11:00) Sunday service.
  - 2. Duties – The Ushers shall station themselves at the King Street entrances to the Sanctuary to greet members and visitors to services, to show them to seats, supply them with bulletins, and look after the general comfort of the congregation. The Chief Usher shall select and assign additional ushers as required. The Assistant Chief Usher shall serve in the absence of the Chief Usher.

- I. Church Moderator – The church shall elect annually from its membership, as its presiding officer, a Moderator, who shall preside over all meetings of the church as set forth herein. The Moderator shall appoint a parliamentarian for each meeting. In the absence of the Moderator, the Chairperson of the Board of Deacons shall preside.
- J. Term Deacons
  1. Elections – The Nominating Committee shall be responsible for notifying church members of their opportunity to present for consideration the names of those whom they feel are qualified to serve as Deacons. All names shall be submitted in writing to a member of the Nominating Committee and members of the Nominating Committee may submit nominees. There shall be thirty (30) term Deacons from the church membership. Ten (10) Deacons shall be nominated annually by the Nominating Committee and elected by the church. Deacons shall be elected for a term of three (3) years and no Deacon will be eligible for reelection until one (1) year after the expiration of his term of office unless the Deacon has served an unexpired term for less than one (1) year. In case of a vacancy, the Nominating Committee shall present a candidate for election by the church to fill the unexpired term. The Deacons shall elect their own officers.
  2. Duties - It shall be the duty of the Deacons to visit the members of the church and to encourage the members in the worship, serving and giving life to the church. The Deacons will assist the Ushers in welcoming worshipers, handing out bulletins at the Baptistery entrance to the Sanctuary and at the piano entrance to the Sanctuary, and in making visitors feel welcome. It shall also be their duty to distribute the elements of the Lord's Supper, and together with the staff, they shall exercise general oversight of the work of the church. Deacons may be assigned to greet visitors at the external doors during the various services of the church on Sunday morning.
  3. Meetings - The Deacons shall meet at the call of the Chairman of the Deacons or the Pastor. Church members may attend meetings, but may neither make Decisions or vote. Regular meetings of the Deacons shall be held monthly on the last Tuesday of the month with the exception of December. A minimum of 50% of current term deacons shall constitute a quorum. In determining the number necessary for a quorum, life deacons may count towards a quorum, but shall not count against it.
- K. Life Deacons
  1. General – There shall be five (5) Life Deacons of the church.
  2. Elections – The election of Life Deacons shall be from those Deacons who have served three (3) or more full terms as Deacon and shall be made on nomination of the Deacons in office and elected at a business meeting of the church.
  3. Duties – The Life Deacons shall have the same duties as the Term Deacons. In addition, one Life Deacon shall serve on the Memorial Fund Committee, one Life Deacon shall serve on the History Committee, and one Life Deacon shall serve on the Endowment Fund Committee.
- L. Trustees – The Trustees of Hampton Baptist Church shall be three (3) in number. The Trustees shall be elected from its membership by the church at a business meeting of the congregation and shall be nominated by the Board of Deacons. Election as Trustee shall be for life or until the Trustee shall resign or become incapacitated. The Trustees are to be legally appointed by the Circuit Court for the City of Hampton, Virginia, and shall hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, encumber

or transfer any property without a majority vote of the church authorizing the action. Upon approval of the church, at a duly called business meeting, they shall execute any instrument necessary for the sale or encumbrance of the real property. The Trustees shall be responsible for the purchase, maintenance and revision of all insurance carried by the church and shall each year present the Financial Planning Committee with an estimate of the cost. The Trustees, together with the Assistant Treasurer for Investments, shall make investments of surplus funds of the church. The Trustees shall council with the Board of Deacons as necessary and shall render a report at the annual business meeting of the church. The Trustees shall be authorized to secure the advice of legal counsel, when necessary, at church expense. The Trustees shall administer the various scholarship programs of the church and provide a report annually to the congregation including the names of the individuals receiving scholarships. At least one Trustee must sign any contract entered into by the church.\* In the event of a vacancy in the Trustees, election may take place at any regular or special business meeting of the church by majority vote of the members present and voting.

### **ARTICLE III – MEETINGS**

#### **SECTION I – WORSHIP SERVICES**

The church shall meet regularly each Sunday morning and at other times of the week for the worship of God. Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar. Each worship service shall be for all church members and all others who choose to attend.

#### **SECTION II – BUSINESS MEETINGS**

An annual business meeting of the church shall be held on the fourth Wednesday of January and reports shall be submitted for the entire year's work.

A business meeting may be held to consider special matters. At least one (1) week's notice shall be given to members of the church stating the subject matter, date, time, and location for a special meeting. When such notice is impractical, a special meeting may be called provided the meeting is announced on Sunday morning for the following Wednesday night. Special meetings may be called by the Pastor, a majority of active Deacons, a majority of the Church Council, or by church action; however, it shall be mandatory for the Clerk to call a special meeting as provided in this section upon a request of twenty-five (25) members of the church. Only the business stated in the call may be considered for action except with the unanimous consent of those present and voting.

All business meetings of the church shall be presided over by the Church Moderator, or in the absence of the Church Moderator, the Chairperson of the Deacons.

### **SECTION III – OTHER MEETINGS**

No meetings shall be held in the church facilities during the progress of any regular Sunday service or revival service except for those which have been granted approval by the church. No meeting shall be held at any time that would jeopardize the church's tax-exempt status. All meetings of outside organizations or activities, whether secular or religious, shall have the approval of the Board of Deacons prior to using the facility of the church. There shall not be held, either in name or on behalf of the church, or any of its organizations, any sales of merchandise, or any entertainment for the purpose of raising money, without the approval of the Board of Deacons. Nor shall funds for an organization outside of the church be solicited without the approval of the Board of Deacons.

### **SECTION IV – QUORUM**

Fifty (50) members of the church shall constitute a quorum for the transaction of business.

## **ARTICLE IV – CHURCH COUNCIL**

### **SECTION I – GENERAL**

The Church Council shall consist of the Pastor, who shall be the presiding officer, the other ministerial staff, the Chairman of the Deacons, who shall preside in the absence of the Pastor, the Sunday School Director, Chair of the Youth Committee, Director of the Woman's Missionary Union, the Chair of the Financial Planning Committee, the Chair of the Premises Committee, the Treasurer, the Clerk, a member of the Senior Adult Committee, and a lay person from the Sanctuary Choir. Any church member may attend to present a specific area of work upon proper notification to the presiding officer of the Council. Church members may attend but may neither make motions nor vote.

### **SECTION II – MEETINGS**

The Church Council shall meet as the Council deems appropriate. Special meetings may be called by the presiding officer or by the request of at least four (4) members of the Church Council.

### **SECTION III – DUTIES**

The duties of the Church Council are as follows:

- A. Formulate and recommend to the board of deacons suggested church objectives, goals and church actions for reaching such objectives and goals.
- B. Review and coordinate program activities and other church events.
- C. Develop and maintain the church calendar.
- D. Appoint, when deemed necessary and approved by the Board of Deacons, a long range planning committee to develop comprehensive plans for the future. Appoint special committees for specific purposes.
- E. Advise the Pastor on changes or improvements that may contribute to the betterment of the church as a whole.

## **SECTION IV - CHURCH ACTION**

All matters agreed upon by the Church Council, calling for action not already authorized, shall be referred to the Board of Deacons.

## **ARTICLE V - COMMITTEES**

### **SECTION I - GENERAL**

- A. All chairpersons and members of standing committees, except the Nominating Committee, shall be recommended by the Nominating Committee to the church for election by a majority vote of those present and voting at a business meeting in September, unless otherwise provided in these Bylaws.
- B. Standing committees shall be composed of at least three (3) members unless otherwise specified in these Bylaws.
- C. The term shall be for one (1) year beginning January 1, unless otherwise stated; however, a member may be reelected to the same position unless otherwise provided in these Bylaws.
- D. All standing committees shall submit a report at the annual business meeting of the church.
- E. All budget requests shall be submitted to the Financial Planning Committee.
- F. The Pastor shall be a non-voting member of all committees except the Pastor Search Committee. The Pastor may designate a representative to attend meetings without vote.
- G. Special committees may be appointed by either the Pastor, Board of Deacons, Church Council or by church action for specific purposes. Upon completion of their responsibility, special committees shall cease to exist.
- H. The Chairperson of any committee shall be a member of Hampton Baptist Church.
- I. A person should chair no more than two standing committees at any one time.

### **SECTION II - STANDING COMMITTEES**

The following committees shall be elected annually to implement the work of the church. In the event deadlines cannot be met by the Nominating Committee, the committee shall be staffed as expeditiously as possible.

- A. Audit Committee – This Committee shall consist of three members, however, no member of the Financial Planning Committee, Investment Management Committee, or Memorial Fund Committee, nor any paid staff member shall be eligible to serve on this Committee. It shall be the duty of this Committee to audit the books of the Financial Secretary, Treasurer, Investment Management Committee, Assistant Treasurer of Investments and other committees as necessary to assess the overall financial operations of the church. The committee shall file a written report to the church at the annual business meeting in January. The Committee shall report to the Board of Deacons any recommendations for changes or improvements pertaining to the financial procedures of the church.
- B. Baptismal Committee – This Committee shall consist of at least five (5) members. It shall be the duty of this Committee to assist candidates in preparing for baptism and help the Pastor in administering the ordinance of baptism.

- C. Children's Committee – This Committee has the responsibility of coordinating all activities and ministries which touch the lives of children from birth through grade six. The heads of the Royal Ambassadors, Girls in Action, Library Committee, children's choirs, Nursery Committee, Recreation Committee, and Children's Sunday School departments shall comprise this Committee. The Director of the Sunday School will convene the Committee as necessary. The ministerial staff member with responsibility for education programs shall serve as a non-voting member.
- D. Constitution and Bylaws Committee – This Committee shall revise, prepare and recommend any amendments to the Constitution and Bylaws to the church for action after having presented the same to the Board of Deacons. This Committee shall also be responsible for the interpretation of the intent of the Bylaws when requested. This Committee shall consist of three members serving staggered terms of three years.
- E. Endowment Fund Committee – This committee's roles and membership are set forth in Article IV, Section 4.
- F. Educational Advisory Committee – This Committee shall consist of the ministerial staff member primarily responsible for education, who shall be a non-voting member, the Director of the Sunday School and one (1) representative from the Board of Deacons, the Woman's Missionary Union, and the Financial Planning Committee, and three (3) members from the church-at-large nominated by the Nominating Committee. It shall be the duty of this Committee to recommend, project, and coordinate the education program of the church and assist and advise the ministerial staff on related matters. This committee shall meet at least quarterly.
- G. External Missions Committee – This Committee shall consist of five (5)\* members. Members shall serve on a rotating basis for a term of three (3) years. This Committee shall recommend funding for selected, non-budget, external mission opportunities. The funding available to the Committee each calendar year will be equal to a minimum of ten percent (10%) of the prior calendar year's income from the investments of the church excluding Memorial Fund investment income. Based on an analysis of the Church investments, the Investment Management Committee may recommend to the Board of Deacons, at their January meeting, to fund a lesser amount or even suspend funding completely for the year. To whom and in what amount the funds are recommended for disbursement, is the sole discretion of the Committee, however, the Committee shall present their recommendations to the Board of Deacons for final approval. All requests for funding shall be in writing and contain an explanation of how the funds are to be utilized. Requests for funding must come to the Committee from a church member and must be for non-budgeted external mission activity.
- H. Finance Counting Committee - This Committee shall consist of a chairperson, two assistant chairpersons and at least fifteen (15) additional members. The duties of this Committee shall be to receive and deposit all funds and insure they are correctly counted and distributed as designated by the contributors. They shall prepare weekly reports of all funds received, making distribution of a copy of the report to the Pastor, Treasurer, Financial Secretary, Missions Secretary, and retaining a copy for the Committee.

- I. Financial Planning Committee – This Committee shall consist of eleven (11) members, one of whom shall be the chairperson and one (1) of whom shall be the assistant chairperson. The terms of the members of this Committee shall be on a rotating basis for a term of three (3) years. Each year members are elected, at least one (1) of the members shall be a Deacon. It shall be the responsibility of this Committee to annually prepare a financial program for the church. The program shall be presented to the Board of Deacons for approval not later than the May meeting of the Board of Deacons and presented to the church for adoption not later than June 30th. Upon acceptance of the program by the church, this Committee shall implement the approved program and after proper consultation, prepare a budget for the church year which shall be presented to the Board of Deacons for approval and then presented to the church for final action. This Committee shall then conduct a campaign for pledges from the congregation for the ensuing year. This Committee shall further monitor the expenditure of all funds in accordance with the budget. In the event obligations in excess of the allocations in the budget are desired, approval of the Board of Deacons, after recommendation by this Committee, is necessary.
- J. Flower Committee – This Committee shall consist of at least three (3) members. The duties of this Committee shall be to obtain floral arrangements for the sanctuary each Sunday morning, to make all arrangements for sending flowers to shut-ins, the sick and the bereaved.
- K. Greeters Committee – This committee shall have the responsibility of ensuring that greeters are present in the church at locations and times as determined by the Deacons. The Deacons shall determine which church functions require greeters. The committee shall consist of seven (7) members, each of whom shall serve a one year term. Members may serve multiple sequential terms.
- L. History Committee – This Committee shall consist of at least three (3) members, one of whom shall be a Life Deacon. It shall preserve and maintain church artifacts for a permanent historical record and shall seek ways to inspire church members through an appreciation of their heritage and mission. This committee shall also maintain the Heritage Room and gather, collect, preserve, and protect information and artifacts relative to the history of Hampton Baptist Church, as well as provide archive storage, and make items or their replicas accessible to church members.
- M. Investment Management Committee – This Committee shall consist of seven (7) members, to include the three (3) Trustees of the Church, the Assistant Treasurer for Investments, and no less than three (3) members recommended by the Nominating Committee who shall serve for three (3) years on a rotating basis. At the January Board of Deacons meeting the Committee shall present the status of the Church investments as of the end of the prior calendar year with a recommendation regarding the funding of the External Missions Committee for the current year.

- N. Kitchen Committee – This Committee shall consist of at least five (5) members. The duties of this Committee are to exercise control over the use of the kitchen facilities and to see that the kitchen facilities and its equipment are maintained in a strictly sanitary condition and in proper working order. In conjunction with the Personnel Committee, the Kitchen Committee shall make recommendations regarding the services of a caterer and assistants to provide for Wednesday night suppers and other functions of the kitchen as necessary.
- O. Library Committee – This Committee shall consist of three (3) members which may be expanded as necessary by the addition of librarians. The duties of this Committee shall be to establish library rules and hours, to select and purchase suitable books and audio/visual aids and to assist members in obtaining materials and using the library.
- P. Lord's Supper Committee – This Committee shall consist of at least five (5) members. It shall assist the congregation in the celebration of the Lord's Supper through the procurement and preparation of the elements and the necessary equipment used and maintenance of the equipment used in the Lord's Supper.
- Q. Memorial Fund Committee – This Committee shall consist of six (6) members, one (1) of whom shall be a Life Deacon. The members shall be nominated by the Nominating Committee to serve a three (3) year term on a rotating basis where two (2) new members are nominated each year. Members of this Committee may succeed themselves if so nominated. The duties of this Committee shall be as follows:
1. To maintain a list of appropriate gifts to suggest to potential contributors.
  2. To advise and assist potential contributors desiring to make memorial gifts.
  3. To exercise approval authority over approved gifts and to make recommendations to the Board of Deacons concerning the expenditure of undesignated memorial funds and any accumulated earned interest.
  4. To provide an annual report to the church concerning the receipt and disbursement of memorial fund monies.
  5. To exercise approval authority over proposed gifts. The family of the deceased will have five (5) years from the date of death in which to designate a gift for the deceased. If no designation is made within five (5) years, the monies shall revert to the general Memorial Fund for use as recommended by the Memorial Fund Committee to the Board of Deacons.
  6. Acknowledge receipt of memorial fund gifts from donors and inform designated family members of such donations to include a final total of funds received. This committee shall maintain accurate records for memorial funds received and the projects for which the money is spent.
  7. Interest earned on the Memorial Fund accounts will be used in the scholarship programs of the Church.
- R. Music Advisory Committee – This Committee shall consist of the ministerial staff member with primary responsibility for music programs, who shall be a non-voting member, , at least one (1) representative from the Board of Deacons and each adult choir and three (3) members at large. The duty of the Committee is to recommend, project and coordinate the music program of the church and to assist and advise the ministerial staff on all related matters. The committee shall meet at least quarterly.

- S. Nominating Committee – The Chairman of the Board of Deacons, two (2) representatives from the Church Council, and two (2) representatives from the Board of Deacons shall annually appoint nine (9) members to serve on the Nominating Committee. The following years Nominating Committee shall be appointed to be included in the report of the Nominating Committee to the church. (Note: The Nominating Committee is appointed, not elected.) The Nominating Committee shall submit nominations for all church officers and standing committees, designating chairs, except as otherwise herein provided in these Bylaws, and shall remain in office until replaced by the incoming Committee. Each chair nominated by the Nominating Committee to fill a church elected volunteer position shall be a member of the church and elections shall be by a majority vote of the church as prescribed in these Bylaws. Sitting members of the Nominating Committee may not nominate themselves for the Board of Deacons, Financial Planning Committee, or Personnel Committee. The Nominating Committee will make every effort to provide all church members with an opportunity to serve on a committee, and encourage rotation of responsibilities.
- T. Nursery Committee – This Committee shall be composed of the Nursery Coordinator, Directors of Nursery Departments, Director of Cradle Roll and at least three (3) other members. This Committee shall coordinate all nursery work. In addition to the Pastor, the ministerial staff member responsible for education programs, and the Director of the Sunday School shall serve as non-voting members of this Committee.
- U. Personnel Committee – This Committee shall consist of five (5) members, elected by the church to serve three (3) year terms on a rotating basis. No more than two (2) committee members shall rotate off annually. Members of this Committee shall not succeed themselves. It shall be the duty of this Committee to develop and continuously update a personnel policy which meets the needs of both staff and church membership and to administer the policy upon approval of the Board of Deacons, giving specific attention to matters pertaining to salaries, annuities, insurance, working conditions, hours of duty and vacations. This Committee shall annually submit to the Financial Planning Committee a list of all budgetary recommendations related to the above and shall further be responsible for all negotiations to fill positions other than those of the ministerial staff.
- V. Premises Committee – This Committee shall consist of at least five (5) members, one (1) of whom shall be a Deacon. The duties of this Committee shall be to have the general supervision of the buildings, grounds and equipment of the church, except musical instruments and books, and to arrange for necessary repairs to the church property. This Committee shall have the authority to spend \$1,500.00 per month in performance of their charge without prior approval. Except in cases of emergency, approval shall be obtained from the Board of Deacons for any expenditure in excess of \$1,500.00 in any month. The Committee shall report at least quarterly to the Board of Deacons and shall submit a written report to the church annually.

- W. Recreation Committee – The Recreation Committee shall consist of at least five (5) members. It shall be the responsibility of this Committee to administer the recreation program of the church, assisting all sponsoring organizations, and shall recommend additional programs for these organizations when the need is indicated. It shall annually prepare the budget for all aspects of the church recreational programs not funded by specific church organizations and shall purchase and maintain equipment needed for the programs.
- X. Senior Adult Committee – This Committee shall consist of at least five (5) members. The chair and assistant chair will be elected from the Committee membership. This Committee shall develop a comprehensive ministry for senior adults and shall initiate in-church programs and encourage participation in church activities. The ministerial staff shall serve as non-voting members of this Committee.
- Y. Social Services Committee – This Committee shall consist of three (3) members. The duties of this Committee are to investigate cases of need among members of the church and others in distress and shall endeavor to supply their needs.
- Z. Special Events Committee – This Committee shall consist of at least five (5) members. It shall be the duty of this Committee to develop policies and procedures relating to special events to be held in the church. After the policies and procedures have been established by the Committee, the Committee shall submit a report to the Board of Deacons for approval. This Committee shall administer and coordinate activities relating to planning, executing and cleaning after special events are held in the church.
- AA. Technology Committee – This Committee shall consist of at least five (5) members. It shall be the duty of this committee to develop policies and procedures relating to the acquisition and operation of all audio-visual, telephonic, computer, and other similar facilities; maintain and secure technical facilities to ensure their availability and operability when needed; accept requests for new technical facilities and make recommendations to the Board of Deacons for their purchase; arrange for the operation of video equipment in the recording of church services for later delivery to shut-in members; see that the audio system in the Sanctuary and the Social Halls are operated properly; and ensure that the Sanctuary hearing enhancement devices are available and in good operating condition.
- BB. Wedding Guild - This committee shall consist of at least seven (7) members. The duties of the committee shall be to develop policies and procedures relating to weddings and to administer and coordinate them. The guild will provide coordinators for all weddings.
- CC. Youth Committee – This Committee shall consist of the President and Vice-President of the Youth Council, the Director of the Youth Sunday School Department, and six additional adults including youth parents and members at large. The ministerial staff shall serve as non-voting members. The purpose of the Committee is to formulate, guide and carry out an overall program of youth ministry to the youth (grades 7 through 12) of the church. The Committee shall further assure coordination of all youth programs and activities with all other ministries in the church and to assist the leaders of various youth activities in planning and following through with special youth projects.

## **ARTICLE VI – CHURCH FINANCES**

### **SECTION I – GENERAL**

- A. Members shall be encouraged to become involved financially with the support of the church and its causes with regular contributions. Offering envelopes shall be provided for members' use.
- B. The fiscal year of the church shall be from January 1 through December 31 of each year.
- C. All persons having responsibility that involves actual handling of funds such as the Treasurer, Assistant Treasurer, and the Chairman of the Finance Counting Committee shall be bonded with the fee paid by the church.
- D. All church financial records shall be maintained in a safe place in the church office or other place as may be designated.
- E. The finances of the church shall be operated on the unified budget plan and all contributions in the form of cash, not otherwise designated, shall belong to the current expense fund.

### **SECTION II – BUDGET**

- A. As herein set forth in these Bylaws, the Financial Planning Committee shall develop and present to the Board of Deacons for its information and recommendation an estimated budget by the first Tuesday in May to be presented to the Board of Deacons and then forwarded to the Church for final action no later than June 30<sup>th</sup>.
- B. The ministerial staff, all ministry organizations, ministry services and committees shall be involved in the budget preparation. All budget requests shall be submitted to the Financial Planning Committee.
- C. All requests for other special offerings and for unbudgeted money shall be first submitted to the Financial Planning Committee for its recommendation to the Board of Deacons prior to church action.
- D. All Sunday School classes and church organizations are urged to cooperate in promoting those offerings recommended by the Financial Planning Committee and approved by the church.
- E. Requests for expenditures from budgeted funds must be signed by the individuals in charge of the line items in the budget and then submitted to the Treasurer for preparation of payment instruments. Requests in excess of budgeted amounts must first be approved by the Board of Deacons.
- F. All checks shall be signed by the Treasurer or in the Treasurer's absence, by the Assistant Treasurer, and co- signed by a church member designated by the Board of Deacons.

### **SECTION III - AUDIT**

- A. There shall be an annual audit of the financial procedures, records, systems, etc. of the church by the Audit Committee as set forth herein in these Bylaws.
- B. An independent audit may be authorized upon recommendation of the Audit Committee or upon authorization by the church.

## **SECTION IV –ENDOWMENT FUND**

- A. Purpose – The Endowment Fund shall consist of two separate funds, to be held separate and distinct from the annual operating funds of the Church, to be used as follows:
1. Mission and Benevolence fund. The income of this Fund will be used to extend the mission and benevolence work of the Church.
  2. Building Fund. The income (and/or principal, as provided below) of this Fund will be used for capital improvements and additions, and emergency repairs of the physical facilities and grounds of the Church.
- B. Kinds of Gifts. The Endowment Fund is designed to seek and receive gifts, bequests, devises, and other contributions of all types and amounts. Donations to the Endowment Fund may be made through current gifts (in such forms as cash, securities, royalties, art, personal and real property), bequests in wills, charitable lead and remainder trusts, assignments of life insurance, and other contributions of all types and amounts. Each donation to the Endowment Fund shall be made by paying, transferring, or otherwise delivering to the Church the item or items of property representing the donation.
- C. Exclusion - Gifts given as memorials to an individual or individuals shall not be added to the Endowment Fund. These gifts shall be placed in the Memorial Fund of the Church and administered by the Memorial Fund Committee.
- D. Designated and Undesignated Gifts. Gifts received into the Endowment Fund may be either "designated" or "undesignated." Donors may designate contributions to either the Mission and Benevolence Fund or the Building Fund, generally, to any specific purpose within the purposes of the fund, or for any purpose or cause that is generally consistent with the purposes and mission of the Church and is acceptable to the Endowment Committee. Undesignated gifts shall be allocated one-half to the Mission and Benevolence Fund, and one-half to the Building Fund.
- E. The Endowment Fund Committee - The Endowment Committee shall administer the Fund by promoting, receiving, investing, and managing the donations to the Fund. The Endowment Fund Committee shall function under the general oversight of the Board of Deacons.
1. Membership. The Endowment Fund Committee shall consist of seven (7) members, three of which shall also be members of the Investment Management Committee.
  2. Responsibilities.
    - a) Promote and seek appropriate gifts/donations.
    - b) Assume full responsibility for the sale, exchange, investment, reinvestment, transfer and general management of the assets of the Endowment Fund as it deems appropriate to achieve the general purposes of the Fund.
    - c) Appoint other officers, agents and independent fiduciaries as necessary for the transaction of the business and affairs of the Fund, and to pay reasonable compensation to such persons and reasonable operating and promotional expenses of the Committee, out of the assets of the Endowment Fund or other funds as may be available to the Committee from the Church's operating budget.
    - d) Adopt operating rules and regulations necessary to achieve the goals set forth for the Committee.
    - e) Decline any donation that it deems improper.
    - f) Provide a detailed explanation of the Committee's activities in the Church's annual report.

#### F. Expenditures from the Endowment Fund

1. General use of the Fund. The principal and income from the Endowment Fund may not, except as herein provided, be used for the operation of the Church or for its normal and regularly budgeted programs, but only for an extension of its program and an enlargement of its Christian concern.
2. Mission and Benevolence Fund. The income from the Mission and Benevolence Fund may be expended annually to extend the mission and benevolence work of the Church. Income not spent in one year may be accumulated and spent in one or more future years. The principal of the Mission and Benevolence Fund may be expended with the affirmative vote of at least three-fourths (3/4) of the members of the Board of Deacons. Neither the income nor the principal of the Mission and Benevolence Fund shall be used as part of the regular missions and benevolences portion of the annual budget.
3. Building Fund. The principal of the Endowment Building Fund is accumulated to generate income and therefore shall not be diminished for expenditures noted in "A. Purpose" above. However, the principal may be borrowed for the same purposes as those for which income may be expended, and for extraordinary maintenance purposes, upon the affirmative vote of three-fourths of the members of the congregation attending a scheduled business meeting. Neither the income nor the principal of the Building Fund shall be used as part of the regular annual budget. The balance in the Endowment Building Fund may be used to guarantee or secure borrowings by the Church if approved by the congregation in the manner provided above for borrowing from the Fund.

#### ARTICLE VII - MISCELLANEOUS PROVISIONS

- A. All business meetings of the church shall be presided over by the Church Moderator, unless otherwise designated herein.
- B. If a division shall occur in the membership as defined by these Bylaws, a two-thirds (2/3) vote of those present and voting at a properly called special business meeting shall decide the right, title and control of all property held in trust for the membership of this church. The decision shall be reported to the court appointed Trustees to the Circuit Court for the City of Hampton, Virginia, and if approved, shall be entered in the appropriate Order Book and shall be conclusive as to the title to and control of any property held in trust for the membership.
- C. The election of all officers and committee members shall be held on the last Wednesday in September each year. The written report of the Nominating Committee shall be presented to the church on the Sunday prior to the election date, with opportunity for nominations from the floor prior to the election. All elections shall be presided over by the Church Moderator, or in his or her absence, the Chair of the Deacons.
- D. Roberts' Rules of Order, newly revised, shall be the authority for parliamentary rules of procedure for the church.
- E. The Constitution and Bylaws of Hampton Baptist Church may be amended at any regular or special meeting of the church by two-thirds (2/3) of the members present and voting, provided the amendment has been presented in writing at least two (2) weeks prior to the meeting when the action is to be taken. A complete revision of the Constitution and/or Bylaws may be ordered only at an annual business meeting by a two-thirds (2/3) vote of those present and voting. The proposed revision shall be submitted to the church at least thirty (30) days prior to the meeting in which action is to be taken.
- F. When an amendment to The Constitution and Bylaws requires changes in the membership of a board or committee, the Nominating Committee report for subsequent years will present to the church a plan for transition to the new requirements.