

**CONSTITUTION**

**HAYMARKET BAPTIST CHURCH**

Haymarket, Prince William County, Virginia

19 May 1999

# CONSTITUTION

## HAYMARKET BAPTIST CHURCH

Haymarket, Prince William County, Virginia

### Preamble

That all things may be done in an ordinary manner (I Cor. 14: 40) and that we may more readily help one another in the Christian Service to which we may be called as members of the Haymarket Baptist Church, we declare and establish this constitution to preserve the freedom of each individual member of this church and the freedom of action of this body in its relationship to other churches of like faith.

### ARTICLE I

Name, Confession of Faith and Purpose, and Ordinances

#### Section 1 - Name

This body of Christian believers shall be known as the Haymarket Baptist Church of Haymarket, Prince William County, Virginia.

#### Section 2 - Confession of Faith and Purpose

We believe that there is one living and true God, revealed to us as Father, Son, and Holy Spirit. God is the personal Being, Creator, Redeemer, Preserver, and Ruler of His universe.

Man is created by God in His own image and endowed with a freedom of choice. Because of his freedom, man sins, and only the grace of God can bring man into His holy fellowship.

We believe that Jesus Christ is the eternal Son of God, the one Mediator through whom man is reconciled to God.

The divinely inspired record of God's revelation of Himself to man is the Holy Bible.

Therefore, accepting the Bible as the sole authority for faith and practice, and acknowledging adherence to all the teachings of Jesus Christ and the Holy Spirit, we declare our purpose: (1) to maintain regular services for public worship and encourage private devotions; (2) to proclaim earnestly the good news of Jesus Christ throughout the community and the world; and (3) to nurture His disciples.

#### Section 3 - Ordinances

The ordinances of the church shall be Baptism and the Lord's Supper. Baptism shall be by immersion. The Lord's Supper shall be observed every two months or more often as the church so desires.

## ARTICLE II

### Church Covenant

We are God's people. We praise Him who loves us and has set us free from our sins by His blood. We belong not to ourselves, but to our Redeemer.

We believe that salvation in Jesus Christ includes a call to minister to people.

We believe that God has given to all His children gifts of grace that can be developed and used in ministry.

We believe that the Holy Spirit of God is our companion in ministry, enabling us to serve Jesus Christ to our fullest potential.

Therefore:

--We will give high priority to develop our personal relationship with God through prayer, Bible study, and meditation.

--We will give special attention to our families, that our home be a place of Christian education, that a faithful love exist between husband and wife, and that our children be wanted, loved, and cared for.

--We will give high priority to develop and support the total ministry of this church. We will 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 and comfort; to contribute cheerfully and regularly to the support of the ministry both here and throughout the world; and when we remove from this place, to unite as soon as possible with some other church.

--We will go from this place of worship to be the body of Christ in the world. We will go in a Christ-like manner by being just in our dealings, faithful in our engagements, and exemplary in our conduct.

--We will strive to be peacemakers in a world of turmoil and strife.

--We will share, out of our rich blessings, with the poor and hungry of the world.

--We will abstain from the use of alcohol and drugs while being concerned about those who are victims.

--We will be careful stewards of the good earth, passing it unspoiled to those who will come after us.

--We will reach across racial, social, and economic barriers and care for people as Christ has cared for us.

--We will strive, as Jesus did, "to heal the broken hearted, to preach deliverance to the captive and

recovering sight to the blind, to set at liberty them that are bruised."

### ARTICLE III

#### Membership

##### Section 1 - Rights of Members

Every member of the church is entitled to vote at all elections and on all questions submitted to the church during business meetings, provided the member is present.

Every member of the church is eligible for consideration by the membership as a candidate for elective offices of the church.

Every member of the church may participate in the ordinances of the church as administered by the church.

##### Section 2 - Voting on Members

All actions regarding accession or dismissal of members shall be by vote of the church.

##### Section 3 - Additions to Membership

During any regular worship service, revival meeting, or prayer meeting persons may present themselves as candidates for membership to the church by:

- (a) Baptism: Any person professing faith in the Lord Jesus Christ may be received as a candidate for baptism, and church membership.
- (b) Letter: Upon presentation of, or pending receipt of, a letter, members of other Baptist churches of like faith.
- (c) Experience or Restoration: All applicants for membership other than by baptism or letter (that is, by Christian experience or by statement, if previously baptized by immersion) shall be received into the church in the same way as those by baptism, except that this ordinance shall not be administered.

The New Member Information Committee shall meet as soon as possible with each prospective new member and will discuss the following concerning our church and it's work: our history, or constitution, or standard beliefs, the meaning of Christian baptism, stewardship, missions, Sunday School, meaningful participation in all church activities, and any other important aspects of our church life. Membership in the church shall be decided by a majority vote of the membership present and voting at the next regular church membership meeting.

##### Section 4 - Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church

staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-17. If it becomes necessary for the Church to take any action to exclude a member, a two-thirds vote of the members present and voting is required. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by vote of the church upon evidence of the excluded person's repentance and reformation.

#### Section 5 - Termination of Membership

Members shall be terminated in the following ways: (1) death of the member; (2) granting of a letter to another Baptist church; (3) exclusion by action of this church (see Section 4); or (4) erasure upon request or proof of membership in a church of another denomination.

### ARTICLE IV

#### Officers

All church officers and Sunday School Teachers must be members of the church. The officers of this church shall be as follows:

#### Section 1 - Pastor and Ministerial Staff Members

The Pastor is responsible for leading the church in functioning as a New Testament church by conducting public services of worship and supervising the general development of the church.

A Pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least two Sunday's public notice shall be given.

The Ministerial Staff such as Associate Minister, Minister of Music (or Music Director), Minister of Education, Minister of Youth (or Youth Director) shall be called and employed as the church determines the need. A job description shall be written when the need for a staff member is determined. The Pastor and all Ministerial Staff shall be members of the Church Council.

A Search Committee shall be elected by the church to seek out a Pastor or other Ministerial Staff, and its recommendations will constitute a nomination. The committee shall bring to the consideration of the church only one person at a time. Voting shall be by ballot, an affirmative vote of three-fourths of those present and voting being necessary for a call. The person thus elected, shall serve until the relationship is terminated by the request of that person or at the church's request. There shall be at least thirty days notice at the time of the termination of the responsibilities of the position.

## Section 2 - Non-ministerial Staff Members

Non-ministerial Staff Members shall be employed as the church determines the need for their services. The church Personnel Committee shall have the authority to employ and to terminate services of Non-ministerial Staff Members. Such Employment and termination of services shall be made with the consultation of related committees and other staff members.

## Section 3 - Deacons

In accordance with the meaning of their work and the practice in the New Testament, Deacons are to be servants of the church. They shall work with the Pastor and staff in performing the ministries of: (1) leading the church in pursuing its mission; (2) proclaiming the gospel to believers and unbelievers; (3) caring for the church members and other persons in the community; (4) providing pulpit supply in the absence of a Pastor; and (5) making all provisions for observance of the Lord's Supper and Baptism.

The body of Deacons may number as many as twelve if enough qualified persons can be found and are willing to serve. The term of office shall be three years and retiring deacons shall be ineligible for re-election for a period of one year. One third of the Deacons shall be elected each year by the church. In case of death, removal, resignation, or incapacity to serve, the church may elect a Deacon to fill the unexpired term. The Chairperson of the Deacons shall serve on the Church Council.

### Nomination and election of Deacons for active service:

- (1) The Deacon body shall solicit nominations from individual church members approximately three months before the scheduled election.
- (2) Nominees must be Christ-centered, mature growing Christians, and members who are contributing to the life and mission of the church.
- (3) The Deacon body shall carefully examine nominees and counsel the nominees regarding responsibilities and expectations.
- (4) The nominees – all those for whom no hindrances are found and who are willing to serve – shall be published to the church at least two Sundays before election.
- (5) Election shall be by ballot – by majority vote of those present and voting.

## Section 4 - Moderator

The moderator shall preside over the business meetings of the church and meeting of the Church Council. In absence of the Moderator, the Chairperson or Vice Chairperson of the Deacons shall preside or, in their absence, the Clerk shall call the church to order and preside for the election of an Acting Moderator. The Moderator of the church shall be nominated by the Nomination Committee and elected annually by majority vote of members present and voting.

## Section 5 - Clerk

The Clerk shall keep minutes of all church business meetings and Church Council meetings, and retain these minutes in a permanent file. The Clerk shall keep an accurate register of the membership, with the dates of admission and/or dismission. The

Clerk shall submit a statistical report of the membership with the annual letter to the association. All records of the church shall be the property of the church.

The Clerk shall submit for vote by the church all requests for: (1) transfer of letter to another Baptist church; or (2) removal from the church role those members who have united with a non-Baptist group. The names of all persons received for membership under Article III, Section 3, shall be read into the minutes of the next regular church business meeting.

The Clerk shall be nominated by the Nominating Committee and elected annually by majority vote of members present and voting.

#### Section 6 - Treasurer

The Treasurer shall hold all money belonging to this church, and, without special vote or authority, shall pay out of the church funds available for that purpose all items within the church- approved budget such as salaries, fixed charges, interest, utilities and supplies. All other budgeted items will be paid only after consultation with the Stewardship Committee. The Treasurer shall pay all non-budgeted bills only after they have been approved by the church. The Treasurer shall keep a record of all receipts and disbursements with proper vouchers. The Treasurer shall present a summary of the financial condition of the church at each regular business meeting, and a complete yearly report at the end of the financial year. The Treasurer's report and records shall be audited annually by a Certified Public Accountant. The Treasurer shall be bonded, the church paying for the bond. The Treasurer shall be an ex-officio member of the Stewardship Committee and a member of the Church Council. The Treasurer shall be nominated by the Nominating Committee and elected annually by majority vote of members present and voting.

#### Section 7 - Trustees

The Trustees shall hold in trust the church property. They shall represent the church in all legal matters at the discretion and direction of the court.

All actions of the Trustees shall be subject to the approval of the church. Their authority and methods of conducting business for the church shall be in accordance with the provisions of the statutes of the Commonwealth of Virginia on legal matters pertaining to the church and its property.

There shall be at least three trustees recommended by the church and appointed by the Judge of the Circuit Court of Prince William County, Virginia. Trustees shall serve until there is a reason for the church to ask the court to make a change. If a trustee resigns or dies, the church shall recommend a replacement. The church may, at its discretion, also recommend replacements for any other reasonable cause.

#### Section 8 - Sunday School Director

The Sunday School Director shall be the executive officer of the Sunday School, shall exercise general oversight over all departments and report to the church at regular business meetings. The Sunday School Director shall be nominated by the Nominating Committee and elected by the church by June first of each year. The Director becomes a member of the Nominating Committee whenever Sunday School positions need to be filled. The Sunday School Director shall prepare annual budget requests and bring recommendations to the Stewardship Committee. The Director shall be a member of the Church Council.

The Assistant Director shall be responsible for the enlistment and reenlistment programs of the Sunday School.

These officers and all Sunday School Teachers shall be nominated by the Nominating Committee and elected annually by majority vote of members present and voting.

#### Section 9 - Music Director (Elected Volunteer)

If the church determines that an elected volunteer is to serve as Music Director, the Music Director shall lead music, provide musicians for all congregational services, and lead persons to participate in hymn singing. The Music Director shall prepare annual budget requests in cooperation with the Music Committee and bring recommendations to the Stewardship Committee. The Music Director shall serve on the Church Council.

The volunteer Music Director shall be elected by the Nominating Committee and elected annually by the church by majority vote of members present and voting.

#### Section 10 - Youth Director (Elected Volunteer)

If the church determines that an elected volunteer is to serve as Youth Director, the Youth Director, in cooperation with the Youth Committee, shall plan and supervise youth programs in keeping with church policies and practices. The Director, with the Youth Committee, shall submit for approval by the Church Council an annual plan for studies and activities. The Director and Youth Committee shall prepare annual budget requests and bring recommendations to the Stewardship Committee. The Youth Director shall be a member of the Church Council.

The volunteer Youth Director shall be selected by the Nominating Committee and elected annually by the church by majority vote of members present and voting.

In addition to, or in lieu of, a Youth Director, the church may elect other youth workers such as a Program Leader or Activities Director. All volunteer youth workers shall be nominated by the Nominating Committee and elected annually by the church by majority vote of members present and voting.

### ARTICLE V

#### Organizations

##### Section 1 - Sunday School

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to reach persons for Christ and church membership, perform the functions of the church within its constituency, and provide and interpret information regarding the work of the church and denomination.

##### Section 2 - Woman's Missionary Union

Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, and children. Its tasks shall be to teach missions; engage in mission action; support world missions through praying and giving; and provide and interpret information regarding the work of the church and denomination.

Women's Missionary Union shall have officers and organizations as the program requires. The WMU Director shall be nominated by the Nominating Committee and elected annually by the church by majority vote of members present and voting. The WMU Director shall prepare annual budget requests and bring recommendations to the Stewardship Committee. The WMU Director shall be a member of the Church Council.

##### Section 3 -AWANA

AWANA shall be the children's Bible centered organization providing weekly meetings at minimum during the school year. The curriculum shall include missions, community, and patriotism, and shall help the children grow in Christ and develop their gifts for future service to the Lord and community.

AWANA shall be led by a commander elected annually by the church and nominated by the Nominated Committee. The remainder of the workers shall be nominated by the commander and elected by the church as needed.

##### Section 4 - Other Organizations

Other organizations may be approved by the church as needs arise. All organizational officers and key workers shall be elected annually by the church by majority vote of members present and voting. Organizational Directors shall be members of the Church Council and submit annual budget requests to the Stewardship Committee as needed.

## ARTICLE VI

### Councils

#### Section 1 - Church Council

The Church Council shall serve the church by providing leadership in planning, coordinating, conducting, and evaluating the ministries and programs of the church and its organizations.

The primary functions of the Church Council shall be to: (1) recommend to the church suggested objectives and church goals; (2) review and coordinate ministry and program plans recommended by church leadership and its organizations; and (3) evaluate achievements in terms of church objectives and goals.

The Church Council shall consist of the Moderator, Chairperson of the Deacons, Clerk, Treasurer, Directors of the church organizations, Chairperson of the Stewardship Committee, Chairperson of the Outreach Committee, Chairperson of the Preschool Committee, Music Director, Youth Director, and Pastor. The Moderator shall serve as Chairperson (see Article IV, Section 4) and the Clerk shall serve as Secretary (see Article IV, Section 5).

The Church Council meetings are open to the church membership. All concerns shall be submitted in writing to the Moderator prior to the scheduled meeting the church member wishes to address.

#### Section 2 - Haymarket Baptist Church Preschool Council

The Haymarket Baptist Church Preschool Council shall establish policies and procedures in accordance with the Haymarket Baptist Church's stated goal, which is "to foster all aspects of child development in a Christian environment." The Council shall employ and manage the preschool staff, receive staff evaluations from the Director, and conduct semi-annual evaluations of the Director. The Council shall monitor the use of the facility by the preschool. The Council shall prepare a budget for the preschool. The Chairperson of the Preschool Council shall present the approved curriculum and budget to the church for information at the September church business meeting.

The Council shall consist of the Preschool Treasurer and six additional members. Council members shall be selected by the Nominating Committee and elected annually by the church by majority vote of members present and voting. The members shall serve on a three year rotation system with one third elected each year. Members may not serve more than six consecutive years. The Council may recommend names to the Nominating Committee for consideration. The Chairperson of the Preschool Council shall be a member of the Church Council.

The Preschool Treasurer will submit a financial report at every regular church business meeting. The Preschool Treasurer's report and records shall be audited annually by a Certified Public Accountant (paid for by the preschool). The Preschool Treasurer shall be selected by the Nominating committee and elected annually by the church by majority vote of members present and voting. The Preschool Treasurer is not required to rotate.

## ARTICLE VII

### Committees

#### Section 1 - Nominating Committee

The Nominating Committee shall be nominated annually by the Deacons and elected by the church by majority vote of members present and voting. The committee shall consist of six church members. The Sunday School Director shall be an additional member as long as Sunday School positions remain vacant. It shall select and enlist for election by the church all standing committee members and church leadership positions that are filled by volunteers.

#### Section 2 - Special Committees

Special committees, such as Pastor Search, Staff Search, and others will be formed as approved by the church. Committee members shall be church members, and will be recommended by the Deacons to the Nominating Committee and approved by the church.

For the election of all Pastor and Ministerial Search Committees, at least fifty percent more nominees must be presented to

the church than there are vacancies to be filled.

### Section 3 - Standing Committees

All standing committee members shall be selected by the Nominating Committee and elected by the church by majority vote of members present and voting. Unless otherwise indicated, the committee members shall serve on a three year rotation system with one-third elected each year, and at least one year intervening between terms. Committee members must be church members. The chairperson of each committee shall prepare annual budget requests and bring recommendations to the Stewardship Committee as needed. The following standing committees shall be elected:

#### 3.1 - Personnel Committee

The Personnel Committee shall consist of six members elected by the church, none of whom shall be the spouse of a staff member. The Chairperson of the Deacons shall serve as a member of the Personnel Committee and as a liaison between the committee and the Deacons. Duties:

(1) The committee shall employ the Organist, Secretary, custodial personnel and all other Non-ministerial Staff members after consultation with the persons or committees responsible for supervising their work. This action shall not require the vote of the church. The committee shall prepare written job guidelines for each such person employed. Such guidelines shall be approved by the church.

(2) The committee shall be responsible for preparing all personnel policies which shall be approved by the church. These shall be reviewed annually.

(3) The committee shall review salaries and allowances annually and make recommendations to the Stewardship Committee.

(4) The committee shall hear and give consideration to the complaints of any staff member or those of any church member against a staff member.

(5) In the event it becomes necessary to consider discharging a Non-ministerial Staff Member because of poor performance, indissoluble personality conflicts, moral lapses, or other reasons, the committee shall give the staff member an opportunity to present his/her side. After careful consideration of all the facts, if the committee feels that discharge is in the best interest of the church, it shall act in the following manner: the staff member shall be given the opportunity to resign; if the person refuses to resign, he/she shall be discharged on the authority of the committee.

(6) No staff member, including the Pastor, shall meet with the committee unless requested to do so. However, any staff member or church member can request a meeting with the committee.

(7) The committee shall meet as often as necessary but shall be required to meet at least once each year in order to carry out the responsibilities assigned.

#### 3.2 - Stewardship Committee

The Stewardship Committee shall consist of a Chairperson, four other voting members, and the Church Treasurer as a non-voting member. The committee's year, including terms of office, shall be from January 1 through December 31. The Chairperson of the Stewardship Committee shall be a member of the Church Council. The Chairperson shall be designated by the Nominating Committee when the five voting members are presented to the church for election.

The Stewardship Committee has two basic functions: educational and financial. The educational aspect involves not only the giving of money by the membership, but the giving of time and energy to the church and God's work.

The financial aspect involves the preparation of the budget and the handling of money. Detailed budgets will be furnished by each of the departments for consideration by the Stewardship Committee. The overall annual budget shall be prepared by the Stewardship Committee and presented to the church for amendment and/or approval.

Church funds are disbursed only by the Church Treasurer. The relationship between the Stewardship Committee and the Treasurer is described in Article IV, Section 6.

#### 3.3 - Property Committee

The Property Committee shall consist of six members and shall assist the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use; recommending policies regarding use of properties, insurance, etc.; consulting with the Personnel Committee and the church staff regarding the needs for, and the employment of, maintenance personnel.

#### 3.4 - Music Committee

The Music Committee shall consist of three members. This committee shall approve the planning, organization and direction of an effective music ministry for the church. The Music Director and Organist shall be additional consulting, non-voting members. This committee shall recommend to the Property Committee the purchase of needed equipment and will handle the purchase of the church-approved equipment.

#### 3.5 - Kitchen Committee

The Kitchen Committee shall consist of six members and is responsible for formulating policies of the kitchen and for communicating these policies to church members. The committee shall plan for and oversee church fellowship dinners and plan refreshments for other social functions.

#### 3.6 - Memorial Committee

The Memorial Committee shall consist of four members. Its primary responsibility is to assist those interested in making gifts to the Haymarket Baptist Church to commemorate a friend or other loved one. The committee shall: (1) determine areas of need where memorial gifts might be used and receive preferences from donors; (2) seek church approval of the gifts and their uses; (3) formally acknowledge the church's acceptance and appreciation; and (4) assist the Church Treasurer in keeping an accurate record of all memorial funds.

#### 3.7 - Flower Committee

The Flower Committee shall consist of six members and shall be responsible for securing, arranging, and disposing of floral arrangements for church services and for bereaved members. The member of this committee shall be elected annually, but are not required to rotate.

#### 3.8 - Media/Recording Committee

The Media/Recording Committee shall consist of six members. It shall elect from that six a Chairperson and a Librarian.

The committee shall be responsible for all the church-owned books and recording equipment. They shall record via video and audio all church activities requested to be recorded. The committee shall manage its budget and be responsible for repair and maintenance of all media equipment.

The Librarian shall report directly to this committee and be responsible for the materials contained in the Church Media Center. The Librarian shall catalog books, preview new materials, maintain the check-out and check-in of materials, and be responsible for promoting the use of the Media Center.

#### 3.9 - Church Counting Committee

The Church Counting Committee shall consist of eight members and shall be responsible for: counting all monies received during regular and special church services; preparing detailed deposit slips and immediately depositing the funds into appropriate bank accounts; and forwarding copies of the deposit slips and summary record to the Church Treasurer. The members of this committee shall be elected annually, but are not required to rotate.

#### 3.10 - Christmas Program Committee

The Christmas Program Committee shall consist of four members to be elected at the July business meeting, and shall be responsible for planning, producing, promoting and directing the annual church Christmas program. It shall coordinate its work with the Sunday School.

#### 3.11 - Ushers

The Ushers shall consist of nine members and shall elect the Head Usher. The Ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The Ushers shall be attentive to the needs of the congregation and the Pastor. The Ushers shall be elected annually, but are not required to rotate.

### 3.12 - Outreach Committee

The Outreach Committee shall consist of eight members plus a chairperson who shall be designated by the Nominating Committee. The chairperson of this committee shall serve on the Church Council. Working closely with the Pastor, Deacons, Sunday School Director, and other church leadership, the committee shall develop and implement a comprehensive outreach program for the church.

The Outreach Committee shall (1) organize and accomplish a visitation program, endeavoring to include all church groups in the effort; (2) provide training for visitation teams and materials to be used by them; (3) provide classes for new members and inquirers; (4) implement other outreach efforts to attract visitors and prospects; and (5) provide visitors and prospects hospitality within the church and the community.

### 3.13 - Missions Committee

The Missions Committee shall consist of six members, including the Director of the WMU. The purpose of this committee is to define all missions programs in which the church may be involved.

The Missions Committee shall: (1) actively promote all missions activities available through the church; (2) initiate new missions activities that will reflect the desires of the membership; (3) coordinate and schedule with the Church Council all church missions actions; (4) provide missions-centered Bible study; (5) set goals for the various mission offerings with the WMU; and (6) prepare an annual budget request for the Stewardship Committee that outlines the percentages of the annual missions budget that will be given to the various missions groups supported by the church.

### 3.14 - Youth Committee

The Youth Committee shall consist of six members, two of which should be Youth Sunday School Teachers. The Youth Director will be an additional non-voting member. In the absence of a paid Youth Director, there may be a volunteer Youth Director selected by the Nominating Committee and elected annually by the church by majority vote of members present and voting. Youth shall be defined as grades six to twelve.

The Youth Committee shall meet with the Youth Director to plan and supervise a youth program that is in keeping with the policy of the church. The Youth Program shall include Bible study, missions, activities for spiritual growth, and fellowship. The committee and Youth Director shall prepare annual budget requests. The committee shall meet bi-monthly or as needed.

### 3.15 Children's Committee

The Children's Committee would be made up of five members, each of whom is uniquely and specifically interested in the spiritual growth and development of children and would be willing to give time to this special ministry. The committee would work closely with the Sunday School Leadership and the Church Staff in planning any and all events for the children's ministry. The following would be included in the work of this committee:

1. Be attentive to the ministry of the Sunday School. Show support to the teachers in the Sunday School and assist in promoting the Sunday School with visitors who come our way.
2. Encourage the work of the Children's Choir by being available to the Choir Director for any special need that the director might have. Encourage children in this age group to take advantage of the choir training and assist in any way possible when the Children's Choir sings for worship or special programs.
3. Give attention to our growing AWANA program and be supportive to the leadership by offering assistance when needed and by encouraging our children to participate.
4. Plan at least one activity each month for our children: i.e. a picnic during the summer months, fall activities, recreation activities, Christmas party, Haymarket Day, etc.
5. Keep the committee planning before the church family through the newsletter and bulletin to insure support from the entire church.

## ARTICLE VIII

### Meetings

#### Section 1 - The Lord's Day

The church shall conduct Bible study classes and meet for public worship on each Lord's Day or as frequently as designated by the church.

#### Section 2 - The Mid-Week Service

At least once each week the church shall meet for prayer, Bible study, and/or conference, unless omitted by vote of the church on recommendation of the Pastor or Deacons.

#### Section 3 - Regular Business Meetings

Every two months, or more frequently if the church so desires, the church shall act on the reports presented by the Clerk and Treasurer, and further consider any unfinished business and entertain new business. Due notice shall be given of such meetings – both time and major items of business – in the church bulletin or from the pulpit at a regular Sunday worship service.

#### Section 4 - Special Business Meetings

Special business meetings may be called by the Pastor, the Moderator, the Deacons, or a quorum. Due notice shall be given stating the time and purpose at a regular Sunday service at least one week previous to the meeting, except where emergency situations exist.

#### Section 5 - Parliamentary Rules

Robert's Rules of Order (Revised) is adopted as the authority for parliamentary rules of procedure for all business meetings of the church, the Deacons, and the committees.

## ARTICLE IX

### General

#### Section 1 - Quorum

Twenty members shall constitute a quorum, except in business meetings for extraordinary business, such as calling a Pastor, sale or purchase of property, assumption of financial responsibility by the church, or amending the constitution, when thirty members shall be required for a quorum.

#### Section 2 - Fiscal Year of the Church

The fiscal year of the church shall be the calendar year. The organizational year will run from October through September.

#### Section 3 - Representation in Associations and Conventions

Messengers shall be elected to attend the meetings of the Potomac Baptist Association, the Baptist General Association of Virginia, and the Southern Baptist Convention.

#### Section 4 - Amendments

This church constitution may be amended at any regular or special business meeting of the church by a vote of two-thirds of the members present and voting provided that notice shall have been given in writing and announcement made at a regular Sunday service at least one week prior to the business meeting.