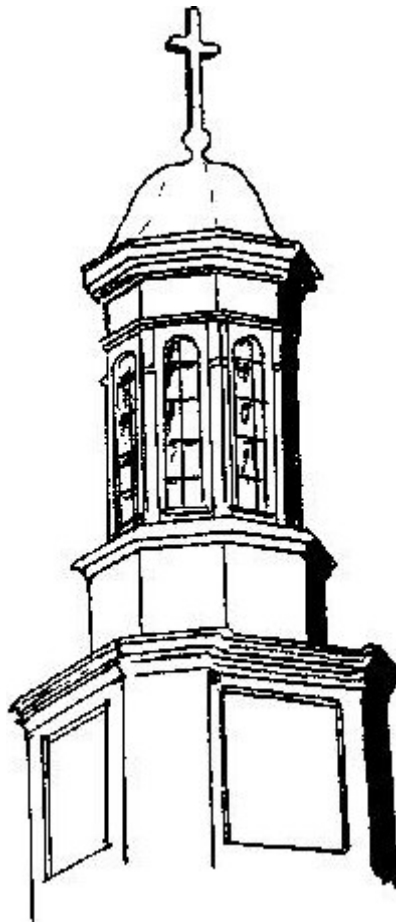


# Centerville Baptist Church Church Constitution & By-Laws



Approved

August 25, 2013

Church Conference

**CENTERVILLE BAPTIST CHURCH**  
908 Centerville Turnpike, South  
Chesapeake, Virginia 23322

## Table of Contents

CONSTITUTION .....	3
PREAMBLE .....	3
I. NAME .....	3
II. STATEMENT OF FAITH .....	3
III. CHURCH COVENANT .....	4
IV. RELATIONSHIPS .....	4
V. AMEDMENTS AND REVIEW .....	4
BY-LAWS .....	5
I. MEMBERSHIP .....	5
II. CHURCH OFFICERS.....	5
III. MINISTRY TEAMS, COMMITTEES, AND COORDINATION GROUPS .....	6
IV. PROGRAM ORGANIZATIONS .....	8
V. ORDINANCES .....	9
VI. CHURCH MEETINGS.....	9
VII. CHURCH FINANCES .....	10
VIII. AMENDMENTS AND REVIEW .....	10

## CONSTITUTION

### 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 its relation to other churches.

### I. NAME

This body shall be known as the Centerville Baptist Church, located in the Fentress area of Chesapeake, Virginia.

### II. STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis of any statement of faith. The church subscribes to the doctrinal statement of "The Baptist Faith and Message" as adopted by the Southern Baptist Convention in 1963. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper. A brief statement of our faith is as follows:

#### **A. The Bible**

We believe the Bible was written by men divinely inspired and is the record of God's revelation of Himself in history to men. As such, the Bible is the reliable, sufficient, and authoritative guide for Christian faith and practice.

The basis from which the Bible is to be interpreted is the life of Jesus Christ.

#### **B. God**

We believe there is but one eternal, true, and living God. He is the Maker, Ruler, and Preserver of all things, having in and of Himself all perfections and is spiritual, intelligent, and personal in His Being. To Him men owe their highest love, reverence, and obedience.

God reveals Himself in history to men as Father, Son, and Holy Spirit but is without division in His Being.

#### **1. God the Father**

As God the Father, God reigns with providential care over all His creation; participates in the stream of human history according to His gracious will; accepts men as His children as they commit themselves to His Son, Jesus Christ; and is Fatherly in His attitude toward all men.

The Father, then, is essentially the creative, directing, and loving God behind all creation.

#### **2. God the Son**

As God the Son, God became man, Jesus of Nazareth, conceived of the Holy Spirit and born of the Virgin Mary, thus identifying Himself completely with men, yet living without sin, the goal toward which His followers, by His help and by the prayers and loving counsel of each other, are to strive in their living. He died upon the cross to make provision for the saving relationship of men to the Father. He was raised from the dead by

the Father and appeared with a glorified body to His followers as the person who was with them before His crucifixion. He ascended unto the Father and is now the Mediator through whom men are reconciled with the Father and through whom men pray to the Father. He also dwells with His followers as the living and ever-present Lord to direct, inspire, and judge their lives. He shall finally in His own time and way, with power and glory, judge the whole world and consummate His redemptive mission.

The Son, then, is essentially God exercising His redemptive will in the nature and history of men.

#### **3. God the Holy Spirit**

As God the Holy Spirit, God inspired men of old to write the Scriptures. He enables His people through illumination to recognize and understand spiritual truth so far as is humanly possible and according to individual gifts. He convicts men of sin, leads them toward Christ, and effects their salvation. He cultivates Christian character, comforts believers, and awakens spiritual gifts by which His followers serve the Father through the Church. He arouses assurance of salvation in His people and secures them unto final redemption and the fullness of Christlikeness as they faithfully serve Him. He enlightens and empowers His children as they join together in worship, service, and government.

The Holy Spirit, then, is essentially God moving in the hearts of men to win them to Himself and to perform His will in and through their lives.

#### **C. Man**

We believe man was created by the special act of God in His own image and is the crowning work of His creation. In his beginning man was innocent of sin and was endowed by His Maker with freedom of choice. By the misuse of his freedom of choice, man rebelled in pride against God and brought sin into the human race, and his posterity inherits a nature and an environment inclined toward sin. Only the grace of God can bring men into a saving relationship with Him and enable men to fulfill His divine purpose in and through their lives.

The sacredness of human personality is evident in that God created man in His own image and in that Christ died for man; therefore, every person of all races possesses dignity and worth, demanding respect and Christian love.

#### **D. Salvation**

We believe salvation, in its broadest sense, involves the lifelong pilgrimage of faith of the followers of Christ whereby they are graciously accepted by God as His children and whereby they grow in the likeness of Jesus Christ. Salvation involves the continuous commitment of the whole person, every part of his life, for as long as he may live, in penitent response to God's love revealed in His Son.

Salvation in this broad sense includes regeneration, sanctification, and glorification. Regeneration is the work of God's grace whereby men who penitently turn from their sins and faithfully commit themselves to Christ as the Lord of their lives become new creatures in Him, the beginning of their pilgrimage of faith. Sanctification is the experience beginning in regeneration whereby the believer is progressively set apart from sin and should continue throughout the regenerate person's life. Glorification is

the culmination of salvation, the final blessed state of the followers of Christ with God in heaven.

Salvation, then, is God's deliverance of penitent men committed to Christ from the penalty of sin (regeneration), from the power of sin (sanctification), and finally from the very presence of sin (glorification).

#### **E. The Church**

We believe the church is a body of baptized followers of Christ associated by covenant with God and one another to be used of God for His purposes. This church is an autonomous body, governing itself through democratic processes in the spirit of Christ, with its members being equally responsible and privileged. Although an autonomous body, the local church may covenant with other Christian bodies for counsel, fellowship, and concerted endeavors. The scriptural officers of the local church are pastors and deacons, and its ordinances are baptism and the Lord's Supper.

The Church is also the Body of Christ, all Christians everywhere, in whom God dwells, through whom God continues to reveal Himself to the world, and to whom God has given the ministry of reconciliation of men unto Himself.

#### **F. The Ordinances**

We believe Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. Baptism is the believer's public profession of his faith in the crucified, buried, and resurrected Christ as his Savior and Lord. Baptism is prerequisite to the privileges of local church membership.

We believe the Lord's Supper is a symbolic portrayal of the death of Christ. It memorializes His death which established a new covenant of God with men, pictures the Christian's present union with the crucified Christ, and arouses anticipation of the Christian's final union with Christ in heaven. Any Christian believer may participate in the church's observance of the Lord's Supper.

### **III. CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior and Lord 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.

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, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor, and the spreading of the gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to oppose all conduct which

compromises our Christian faith, and to uphold high standards of Christian morality; to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

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.

### **IV. RELATIONSHIPS**

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among churches that share our Baptist heritage. Insofar as is practical, this church will cooperate with and support the Bridge Network, the Baptist General Association of Virginia, the Southern Baptist Convention, the Cooperative Baptist Fellowship of Virginia, and the Cooperative Baptist Fellowship. Additionally, the church may support other non-denominational mission programs and ministries as approved by the church body.

### **V. AMEDMENTS AND REVIEW**

#### **Section A. Amendments**

Changes in this constitution may be made at a regular or called church conference provided that each amendment shall have been presented in writing at a previous regular or called meeting held no fewer than two weeks prior, and copies of the proposed amendment made available to the membership. Adoption of changes shall require a three-fourths majority of those present and voting.

#### **Section B. Review**

Every third year after the date of acceptance of this document, the church shall elect a committee to review and recommend any revisions to this document.

## **BY-LAWS**

### **I. MEMBERSHIP**

#### **Section A. General**

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

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

#### **Section B. Candidacy**

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

1. By profession of faith and for baptism by immersion according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist church.
3. By statement of experience and faith in Christ, including baptism by immersion.
4. In the event the candidate is not able to be baptized by immersion, due to age or health reasons, an alternative method may be employed to afford membership.
5. Watch Care - Persons who wish to temporarily affiliate with the church may be taken under watch care with no voting rights.

#### **Section C. New Member Orientation**

New church members will be expected to attend new members' classes as prescribed by the church.

New members shall be given a current copy of Centerville Baptist Church's Constitution and Bylaws.

#### **Section D. Voting Rights of Members**

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made by the church for absentee balloting, with the exception that all matters pertaining to the purchase, sale, or mortgaging of property shall be voted on only by members who are of legal age.

#### **Section E. Termination of Membership**

1. Membership shall be terminated in the following ways: (a) death, (b) transfer to another church, (c) exclusion by action of this church, (d) personal request in writing.
2. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of these covenant vows, the church may terminate his membership but only after due notice and hearing and after faithful efforts have been made to bring such member to

repentance. Any such action shall first be studied by the deacon body which shall make the recommendation(s) to the church.

### **II. CHURCH OFFICERS**

The officers of this church shall be as follows:

#### **Section A. Pastor**

The pastor, in accordance with the Constitution and By-Laws of Centerville Baptist Church, is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

The pastor is leader of pastoral ministries of this church. As such he works with the deacon body and church staff to:

1. Lead the church in performing its tasks.
2. Lead the church to engage in a fellowship of worship, witness, education, ministry, and application.
3. Proclaim the gospel to believers and unbelievers.
4. Care for the church's members and other persons in the community.
5. Preside at meetings of the church.

A pastor shall be chosen and called by the church. The election shall take place at a meeting for that purpose, of which at least two weeks public notice has been given. Election shall be by ballot; an affirmative vote of three-fourths of the church members present is necessary for a call to be issued.

The pastor shall serve until the relationship is terminated by his request or by three-fourths vote of the church. The pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor.

Whenever a vacancy occurs, a Pastor Search Committee will be formed in accordance with paragraph III E 1 of these By-Laws. Prior to the call of a successor, an Interim Pastor Search Committee shall be established in accordance with paragraph III E 2 of these By-Laws.

#### **Section B. Interim Pastor**

When the position of Pastor is vacant, this church shall employ an ordained pastor to serve as interim to (1) lead the church to engage in a fellowship worship, (2) proclaim the gospel to believers and unbelievers, and (3) care for the church's members and other persons in the community.

#### **Section C. Church Staff**

This church shall call or employ ordained or non-ordained staff members as the church shall need. A job description shall be written by the Personnel Committee and presented along with the request when the need for additional staff members is determined.

Candidates for non-ordained staff positions approved by the church shall be recommended to the church by the Personnel Committee and employed by church action. At least two weeks notice should be given at the time of resignation.

When it has been determined by the church that additional ordained staff positions are needed, a job description shall be developed by the Personnel Committee for approval by the church in conference. Thereafter, the Nominating Committee shall propose five church members for election by the church in conference to serve as a search committee for the position. The Stewardship and Finance Committee shall develop a funding plan for the position.

The Search Committee's recommendation shall be presented to the church in church conference. An affirmative vote of three-fourths of those church members present is necessary for approval. At least two weeks notice should be given at the time of resignation.

#### **Section D. Deacons**

The number of deacons shall be determined annually by the church conference upon recommendation from the deacon body. Deacons shall be elected at a regular church conference.

Deacons shall serve for a three year period. Each year the term of office of one-third of the number of deacons shall expire, and election shall be held to fill the vacancies. Deacons whose terms are expiring shall be eligible for reelection according to the will of the church body. The election process shall be as follows:

1. A form shall be distributed to church members, which will include the names of all deacons who are candidates for reelection and other ordained deacons not currently serving. Members will be encouraged to recommend individuals for the deacon ministry from that list or from the church body in general.

2. The chairperson of the deacon body shall appoint a committee to screen and qualify nominations. This committee will give considerable weight to the number of times a person's name has appeared on the nomination forms. Deacons who are eligible for re-election must meet the requirements of biblical standards and must demonstrate the approval of the church body by appearing on a significant number of nomination forms. There shall be no automatic renewal of existing deacons. All nominees shall agree to minimum standards which have been established by the deacon body in order to be considered.

3. The appointed committee shall make recommendations for deacons to the deacon body. The deacon body will take action and forward its recommendations to the church conference for approval.

4. The deacon chairperson shall appoint a committee to seek officers of the body for the coming year.

There is no obligation to constitute as an active deacon a person who comes to the church from another church where he or she has served as deacon.

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacons is to serve with the pastor and staff in performing pastoral ministries tasks; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

#### **Section E. Moderator**

The moderator (the presiding officer of the church in conference) shall be the pastor. In the absence of the pastor, the chairman of the deacon body shall preside; in the absence of both, the vice chairman of the deacon body shall preside; in the absence of all the above, the clerk of the church shall call the church to order and an acting moderator shall be elected.

#### **Section F. Clerk**

Annually, the church shall elect a church clerk who shall keep in a suitable book a record of all actions of the church. The clerk also is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The clerk shall issue letters of official reports and give legal notice of all meetings where such is necessary as indicated in these bylaws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office.

#### **Section G. Treasurer**

Annually, the church shall elect a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by the committee chairman, program director, or member of the staff, all money, or things of value paid or given to the church. At all times the treasurer shall keep an itemized account of all receipts and disbursements and make regular reports to the church conference. The treasurer's year-end report shall be audited annually by an auditing committee elected by the church. The treasurer shall be bonded.

Upon rendering the year-end report and its acceptance and approval by the church, the audited copy shall be delivered by the treasurer to the church clerk who shall keep and preserve the account as a part of the permanent records of the church.

#### **Section H. Trustees**

Three trustees elected by the church will hold in trust the real property of the church and any other properties so specifically designated by the church.

They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action.

It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of other property or other legal documents where the signatures of the trustees are required.

### **III. MINISTRY TEAMS, COMMITTEES, AND COORDINATION GROUPS**

#### **Section A. General**

All church committee members, committee chair persons, and ministry team leaders shall be church members and shall be recommended by the Nominating Committee and elected by the church unless otherwise provided herein. The committee members shall serve on a three year rotation system with one-third to be elected each year if determined by the Nominating

Committee to be practical. Each committee shall set its own time of meeting but shall meet at least once in each quarter or as noted and shall give a written report to the church conference.

Duties of committees shall be as listed in the Centerville Baptist Church Committee Manual. Changes in duties and disbanding of committees shall be approved by the church conference.

### **Section B. Church Council**

1. The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals, to review and coordinate program plans recommended by church officers, organizations, committees and ministry teams, including use of resources; and to evaluate program achievements in terms of church goals and objectives.

2. The council, unless otherwise determined by vote of the church, shall consist of the pastor, other ministerial staff, and chairman of the deacon body, treasurer, Sunday School director, organization directors, committee chairmen and ministry team leaders.

3. The church council shall nominate the Nominating Committee for church election.

4. All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church conference for approval.

### **Section C. Ministry teams**

All church ministry team leaders shall be approved by the church in conference. The ministry team leaders shall be nominated by the Nominating Committee and elected by the church.

The term of the ministry team leaders shall be three years which may be renewed by the church in conference. Team membership is open to those church members who are led to a particular area of service. The number and nature of the ministry teams will be determined by the church in conference. The following ministry teams will be constituted with purposes as indicated.

#### **1. Discipleship**

Shall help plan, implement, and maintain a comprehensive and intentional program to help further spiritual growth.

#### **2. Evangelism/Outreach**

Shall help plan, implement, and maintain a comprehensive and intentional program to reach the unchurched in our community.

#### **3. Fellowship**

Shall help plan and implement fellowship activities for the church family and be a resource for teams and organizations needing food services.

#### **4. Flowers**

Shall coordinate the placement of floral arrangements in the church.

#### **5. Greeters/Ushers**

Shall assure that people attending services and events are properly welcomed and assist our guests as needed.

#### **6. History**

Shall assist the church in making and keeping accurate, comprehensive records of its current life and work; gather and safeguard all historical records of the church; help the church understand and learn from its history; and help church members know and appreciate their larger heritage as Baptists.

#### **7. Information Technology**

Shall develop guidelines and provide oversight for purchase, use, repair and replacement of information technology hardware for the church, preschool program, and extended child care ministry.

#### **8. Library and Media Resource Ministry**

Shall maintain and make available the multimedia resources of the church.

#### **9. Medical Ministry**

Shall help plan, implement, and maintain a ministry focused on the physical and medical needs of those in our church and community

#### **10. Men's Ministry**

Shall help plan, implement, and maintain a ministry focused on men and their needs and issues.

#### **11. Missions**

Shall help plan and implement mission trips and other ways of involvement at the local, state, national, and international levels.

#### **12. Preschool & Children's Ministry**

Shall help plan, implement, and maintain a comprehensive ministry to preschool and school age children and their families.

#### **13. Prime Timers Ministry**

Shall help plan, implement, and maintain a comprehensive ministry for senior adults.

#### **14. Wedding**

Shall coordinate and oversee weddings and related activities held at the church.

#### **15. Women's Ministry**

Shall help plan, implement, and maintain a ministry focused on women and their needs and issues.

#### **16. Worship Ministry**

Shall help plan, implement, and maintain ministries focused on various expressions of worship including prayer, music, and drama.

#### **17. Youth Ministry**

Shall help plan, implement and maintain comprehensive ministry to Youth (6th - 12th grades).

#### **Section D. Standing Committees**

The following standing committees will be constituted with purposes as indicated.

##### **1. Audit Committee**

Is responsible for the required audits of the church financial records.

##### **2. Benevolence Committee**

Shall coordinate responses to needs among church families and in the community.

##### **3. Preschool and Extended Care Oversight Committee**

Shall provide oversight and coordination for the preschool and extended child care ministries.

##### **4. Strategic Planning Committee**

Shall develop proposed church goals and objectives for the next five- and ten-year periods. It shall meet at least once annually for review of the established goals and objectives and for determining revisions which should be recommended to the church.

##### **5. Nominating Committee**

Shall recommend persons to fill all leadership positions within the church except as otherwise specified in these By-laws.

##### **6. Personnel Committee**

Shall make recommendations to the church in matters related to personnel and perform such other duties as herein designated.

##### **7. Property Committee**

Shall lead the church in the care of all property and buildings, coordinate the use and maintenance of the church van, and shall administer work assigned to it by the church.

##### **8. Stewardship and Finance Committee**

Shall develop a proposed budget and recommend an overall stewardship plan as well as administer those trust funds as designated on behalf of the church.

#### **Section E. Ad Hoc Committees**

##### **1. Pastor Search Committee**

Whenever there is a vacancy in the position of pastor, a Pastor Search Committee of nine shall be nominated by the Nominating Committee and elected by the church. This committee shall include one member from each of the following: the deacon body, Women's Missionary Union, the Sunday School, Personnel Committee, senior adults, senior high youth, the Stewardship and Finance Committee, and two members-at-large. Any church member has the privilege of making recommendations to the committee. The committee shall seek out a suitable pastor, and its recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time.

The Pastor Search Committee shall cease to exist six months after the duly elected pastor arrives.

#### **2. Interim Pastor Search Committee**

When the position of pastor has been vacated, and prior to the call of a successor, an Interim Pastor Search Committee shall be established. It shall consist of five members nominated by the Nominating Committee and elected by the church, with one member being selected from each of the following: the deacon body, the Personnel Committee, the Women's Missionary Union, the Sunday School, and one at large member. This committee is distinct from the Pastor Search Committee. The Interim Search Committee's task shall be to seek out a suitable interim pastor to serve until a pastor is called, and its recommendation shall constitute a nomination. The committee shall bring this recommendation before the church at a called church conference, for which at least two weeks public notice shall have been given. A three-fourths majority of those present shall be required for confirmation. This committee shall function as a liaison between the interim pastor and congregation for a period of six months after which it shall be dissolved.

The committee also shall seek supply pastors to fill the pulpit for all worship services and appropriate Bible studies, as needed.

#### **3. Search Committee for Additional Ordained Staff**

When it has been determined by the church that additional ordained staff positions are needed, a job description shall be developed by the Personnel Committee for approval by the church in conference. Thereafter, the Nominating Committee shall propose five church members for election by the church in conference to serve as a search committee for the position. The Stewardship and Finance Committee shall develop a funding plan for the position. The Search Committee's recommendation shall be presented to the church in conference. An affirmative vote of three-fourths of those church members present is necessary for a call to be issued.

#### **4. Constitution and Bylaws Committee**

Every third year a committee of five church members shall be elected to review and recommend changes to this Constitution and By-laws, as directed herein.

#### **Section F. Small Groups**

At times, various small groups may be offered by the church at locations away from the church facility. As efforts by Centerville Baptist Church to reach the community, they are church activities and must be led by church members and be accountable to the church leadership.

### **IV. PROGRAM ORGANIZATIONS**

#### **Section A. General**

All organizations of the church shall be under the authority of the church and shall report to each regular church conference.

#### **Section B. Sunday School**

There shall be a Sunday School under the direction of the Sunday School director. The Sunday School director shall be



nominated by the Nominating Committee and elected by the church. The Sunday School director shall nominate all other Sunday School leaders and they shall be elected by the church. There shall be a Sunday School divided into classes for all ages and conducted under the direction of the Sunday School leadership for the study of God's word. The task of the Sunday School shall be to teach biblical revelations; reach people for Christ and church membership; and provide and interpret information regarding the work of the church and denominational relationships.

#### **Section C. Women's Missionary Union**

There shall be a Women's Missionary Union (WMU) to Centerville Baptist Church with its director, Missions Friends leader, Girls in Action leader, and Acteens leader nominated by the Nominating Committee and elected by the church. Other officers and organization leaders may be elected by the WMU as needed. The task of the WMU shall be to teach missions; engage in mission action; support world missions through prayer and giving; and provide and interpret information regarding the work of the church and denominational relationships.

#### **Section D. Brotherhood**

There should be a Brotherhood with its director and Royal Ambassadors leaders to be nominated by the Nominating Committee and elected by the church. Other officers and organization leaders may be elected by the Brotherhood as needed. The task of the Brotherhood shall be to teach missions; engage in mission action; support world missions through prayer and giving; and provide and interpret information regarding the work of the church and denominational relationships.

#### **Section E. Centerville Baptist Preschool**

The Centerville Baptist Preschool program is a ministry of Centerville Baptist Church which provides an appropriate early childhood learning experience which nurtures the creative, physical, and spiritual development of young children.

#### **Section F. Centerville Baptist Extended Child Care Ministries**

Centerville Baptist Extended Child Care Ministries seeks to provide children with quality day care in a warm, supportive, and nurturing Christian environment where homework comes first.

### **V. ORDINANCES**

#### **Section A. Baptism**

Any person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord shall be received for baptism.

1. Baptism shall be by immersion in water, except as outlined in Part I, Membership, Section B. paragraph 4.
2. Baptism shall be administered by the pastor or whomever the church shall authorize at a service held as promptly as possible after a public profession of faith.
3. Baptism may be administered as an act of worship during any worship service.

#### **Section B. The Lord's Supper**

The Lord's Supper is a symbolic act of obedience whereby members of the body of Christ, through partaking of the bread and fruit of the vine, commemorate the death and resurrection of Jesus Christ which established a new covenant of God with man.

1. The Lord's Supper shall be observed monthly or as otherwise scheduled.
2. The pastor and deacons shall be responsible for the administration of the Lord's Supper.
3. The deacons shall be responsible for the physical preparation of the Lord's Supper.

### **VI. CHURCH MEETINGS**

#### **Section A. Worship Service**

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, and evangelism and for the worship of Almighty God. This schedule may be modified, however, by the pastor or the chairman of the deacon body with the consent of the church in conference as needed. These meetings shall be conducted under the direction of the pastor or under the direction of whomever he or the chairman of the deacon body may designate. When the church is without a permanent pastor or interim pastor, it shall be the responsibility of the Interim Pastor Search Committee to designate supply pastors. Services shall be open to all persons who seek to worship God.

#### **Section B. Special Services**

Revival services and other church meetings which are deemed essential to the promotion of the objectives of the church shall be placed on the church calendar upon approval by the church council.

#### **Section C. Regular Church Conferences**

The business of the church shall be conducted at bimonthly church conferences held at specified times. Items for the agenda must be submitted in time to be published and made available to the congregation one week prior to the meeting. New business brought from the floor shall be referred to committee for a timely recommendation or to the next regular church conference. Conferences shall not be split into multiple sessions.

Actions by the church, individuals, committees, ministry teams or church staff that are determined by vote in church conference not to be in compliance with the Constitution and Bylaws of Centerville Baptist Church shall be declared null and void.

#### **Section D. Special Church Conferences**

A special church conference may be called by the pastor, the church council, or the deacon body to consider special matters of significance. A two week announcement, written and published to give notice of the subject, date, time, and location, must be given for the special church conference. In cases of extreme urgency, as determined by the pastor, the church council, or the deacon body, a two week notice shall not be required.

Actions by the church, individuals, committees, ministry teams or church staff that are determined by vote in church conference not to be in compliance with the Constitution and Bylaws of Centerville Baptist Church shall be declared null and void.

#### **Section E. Quorum**

The quorum required for business to be conducted at any church conference, whether a scheduled conference or a special called conference, shall be the number of those present and voting, provided that no fewer than twenty five members shall be present to constitute an official church conference.

#### **Section F. Parliamentary Rules**

“Robert’s Rules of Order, Newly Revised”, is the authority for parliamentary rules of procedure for all church conferences.

### **VII. CHURCH FINANCES**

#### **Section A. Budget**

The Stewardship and Finance Committee shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.

Changes in budget line items shall come from the Stewardship and Finance Committee and shall be approved by the church in conference.

It shall be understood that membership in the church involves financial obligation to support the church and its causes with regular, proportionate gifts. Each new member shall be immediately supplied with envelopes for the support of the church’s unified budget.

#### **Section B. Accounting Procedures**

All funds shall pass through the hands of the church treasurer or office manager and shall be properly recorded in the books of the church. Both the treasurer and the office manager shall be bonded.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Stewardship and Finance Committee.

#### **Section C. Fiscal Year**

The fiscal year of the church shall be the calendar year.

### **VIII. AMENDMENTS AND REVIEW**

#### **Section A. Amendments**

Changes in these By-laws may be made at any regular church conference provided that each amendment shall have been presented in writing at a previous conference and copies of the proposed amendment made available to church members. Amendments to the By-laws shall have a concurrence of three-fourths of the members present and voting. Notification of impending amendments to the By-laws shall be communicated to the membership through the bulletin, newsletter, and web site.

#### **Section B. Review**

Every third year after the date of acceptance of this document, this church shall elect a committee to review and recommend revisions to this document.