

COLONIAL HEIGHTS BAPTIST CHURCH

CONSTITUTION AND BY-LAWS

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Colonial Heights Baptist Church Constitution and By-Laws

Preamble

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner consistent with the accepted tenets of the Missionary Baptist churches affiliated with the Southern Baptist Convention, for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body to the other bodies of the same faith, we do declare and establish this constitution.

I. Constitution

A. Name

This body shall be known as Colonial Heights Baptist Church, using facilities located at 108 Colonial Heights Road, Kingsport, Tennessee 37663. It shall be a religious, non-profit corporation under the provision of section 501(c)(3) of the Internal Revenue Code of the United States.

B. Articles of Faith

1. The Scriptures: We believe that the Holy Bible was written by men divinely inspired, that it is truth without mixture of error, and that it is the standard by which all human conduct and creeds should be tried. II Timothy 3:15-17.
2. The True God: We believe that there is one, and only one, True and Living God; that in the unity of the God-head there are three persons: the Father, the Son, and the Holy Spirit. John 4:24; 10:30.
3. The Fall of Man: We believe that man was created in holiness but by voluntary transgression fell from that holy state, in consequence of which all mankind are now sinners and are under condemnation of eternal ruin. Genesis 1:27; Romans 5:12.
4. The Way of Salvation: We believe that the salvation of sinners is wholly of grace through the atoning death and bodily resurrection of Jesus Christ. Ephesians 2:8; Isaiah 53:4-5; Hebrews 7:25.
5. Justification: We believe that through justification the perfect righteousness of God is imputed to the believers in Christ Jesus. Acts 13:39; Romans 5:1-2.
6. The Freedom of Salvation: We believe that the blessings of salvation are made free to all by the Gospel and that nothing prevents the salvation of the greatest sinner but his own depravity and rejection of the Gospel. Isaiah 55:1; John 3:16.
7. Grace in Regeneration: We believe that in order to be saved, sinners must be regenerated or born again through the work of the Holy Spirit. John 3:3; II Corinthians 5:17.
8. Repentance and Faith: We believe that repentance and faith are inseparable graces, wrought in our souls by the regenerating Spirit of God, and are essential steps in salvation. Mark 1:15; Romans 10:9.

9. God's Purpose and Election: We believe that Election is the eternal purpose of God, according to which He graciously regenerates, sanctifies, and saves sinners; and that this is consistent with the free agency of man. Romans 8:28-31; II Peter 1:10-11.
10. Sanctification: We believe that sanctification is a progressive process by which the believer is made partaker of God's holiness, that this process begins in regeneration (I Thessalonians 4:3), and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit. Philippians 2:12-13.
11. The perseverance of the Saints: We believe that only real believers endure to the end and that they are kept by the power of God through faith in Jesus Christ. Romans 8:38-39; II Timothy 1:12.
12. A Gospel Church: We believe that a church of Christ is a congregation of baptized believers bound together in the faith and fellowship of the Gospel and that Jesus committed the ministry of His Gospel to His churches. Acts 2:41-42; Matthew 28:20.
13. Baptism and the Lord's Supper: We believe that baptism is the immersion of a believer in water in the name of Father, Son, and Holy Spirit and on the authority of the New Testament and a New Testament Church; that baptism is a prerequisite of the Lord's Supper and only such as have been scripturally baptized are proper subjects of the Lord's Supper. Acts 8:36; Matthew 28:19; I Corinthians 11:26.
14. The Christian Sabbath: We believe that the first day of the week is the Lord's Day and is to be kept sacred for religious purposes. Acts 20:7; Exodus 20:8.
15. The World to Come: We believe that on the last day Christ will descend from heaven and raise the dead, that a solemn judgment and separation will then take place, and that his judgment will fix forever the final state of man in heaven or hell. Acts 1:11; 24:15; Matthew 13:49; 25:31-46.
16. Holy Matrimony: We believe that marriage has been instituted and ordained by God from the beginning of time, and that marriage is defined as the exclusive conventional union of one man and one woman. A civil government's sanction of a union will be recognized as a marriage by the church only to the extent that it is consistent with the Biblical definition of marriage (Genesis 2: 24-25, Matthew 19:4-6, Mark 10:6-9).

C. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and the Son, and of the Holy Spirit, we do now, in the presence of God, angels 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 expense of the church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and secret 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 avoid all tattling, backbiting and excessive anger; to abstain from the sale of, and use of, destructive drugs or

intoxicating drinks as a beverage; to shun pornography; and 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 each other in prayer; to aid each other 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.

D. Character

1. Polity: The government of the 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 Southern Baptist churches.
2. Doctrine: This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist churches as indicated in the Articles of Faith herewith.

E. Affiliations

This church shall be affiliated with an association of similar faith and order, the Tennessee Baptist Convention, and the Southern Baptist Convention; shall adhere to the tenets of their respective constitutions; and shall elect messengers to their annual conventions as provided in their constitutions. It shall cooperate in the promotion of association, state, and convention-wide causes.

II. By-Laws

A. Membership

1. Qualifications: The membership of this church shall consist of such persons who confess Jesus Christ to be their Savior and Lord. Candidates for membership will present themselves for believers' baptism or come by letter or statement from another Christian church in which they have been baptized by immersion and who have been accepted by a vote of the church.
2. Duties: Members are expected, first of all, to be faithful in all duties essential to the Christian life; to attend habitually the regular services of the church; to give systematically for its support and its causes; and to share in its organized work.
3. Rights: Only church members of legal voting age may act and vote in the transactions of the church. Members must be present to vote.
4. Dual membership is available in special circumstances (dual residency in another area, active military service, missionaries, college students) which would be specified at the time of the vote. Awarding of this dual membership entitles a person to all the benefits and rights of

an active member. A statement of faith and pastoral counseling is required for dual membership.

4. Termination and Restoration:

- a. Any member who desires to unite with any other Baptist church of like faith and order is entitled to a letter of transfer upon his request. The granting of a letter shall immediately terminate membership in this church.
- b. If a member requests to be released from his membership in this church, he must state his request in writing to the church clerk.
- c. The membership of a church member shall not be terminated except for the following reasons:
 - (1) When that person has become an offense to the church and its good name by reason of immoral and unchristian conduct or when obvious doctrinal differences occur. In such cases, the procedure shall be as follows:
 - (a) Attempt to bring the person to repentance and amendment.
 - (b) If such an attempt fails, the action for dismissal must be considered by the current deacon body with both parties present.
 - (c) After an affirmative vote by the church, the membership shall be terminated and the person notified in writing.
 - (d) Upon evidence of repentance, any person whose membership has been terminated may be restored by a vote of the church.
 - (2) When, by a vote of the church, it is deemed necessary to reduce the non-resident roll. In this case, every effort will be made to reach each member who has been on the non-resident roll for more than two years to clarify his church membership status. Inability to contact the person or lack of a reply will be justification for removal from the church roll. The person may be reinstated to the church roll after his return to resident status and upon his request.

B. Church Officers

1. Pastor: A pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Committee shall be formed using the procedure outlined under Section C. 2. B., Temporary Committees. The Pastor Search Committee, after review with the deacon group, shall bring to the church the name of only one man at a time. The election shall take place at a meeting called for that purpose after at least one week's public notice. Election shall be by ballot; an affirmative vote of three-fourths of those present is necessary for election of a pastor.

The pastor, thus elected, shall serve until the relationship is terminated by him, the church, or by mutual consent, such termination being preceded by sixty days' notice or by other mutual agreement. The pastor shall have charge of the welfare and oversight of the church. He shall preside at all meetings of the church except as provided elsewhere in the constitution.

2. Deacons:

- a. Number: There shall be eighteen (18) active deacons. It shall be appropriate for the fellowship of deacons to nominate and the church to award honorary life membership to any deacon who, after honorable service, shall no longer be able to render active service because of age or infirmity.

- b. Term of Service: The term of office shall be for three years. The term of office of one-third of the total number of deacons should expire each year. After having serviced one term in office, no deacons shall be eligible for reelection until one year has elapsed.
- c. Deacon's Affirmation: The following affirmations will be emphasized by the pastor or associate pastor in a training session during the first two weeks in September for those members who have indicated their willingness to serve as deacons:
 Having been elected as a deacon of Colonial Heights Baptist Church, I recognize the following responsibilities and obligations:
 - (1) I believe the Holy Bible is the Word of God and will seek to provide time for personal Bible study and prayer.
 - (2) I affirm that I have received Jesus as my Savior and Lord and will share my testimony with others.
 - (3) I believe my conduct should be at all times that which would bring honor to the cause of Christ.
 - (4) I believe my spiritual standards should be in keeping with I Timothy 3:8-13 and Acts 6:3.
 - (5) I believe in tithing and will practice it by
 - (a) returning at least one-tenth of my income to the church.
 - (b) using my talents for the glory of God.
 - (c) using my time to honor His name.
 - (6) I believe in supporting the entire church program and will be faithful in attending its services.
 - (7) I believe in supporting the leadership of the church, and I will do my utmost to maintain harmony within the fellowship.
 - (8) I will uphold the church, its leaders, and programs in prayer.
 - (9) I realize that I should be present at all deacons' meetings.
 - (10) I will do my utmost to abide by the church covenant and constitution.
- d. Election: Deacons shall be elected during September with an effective service date of October 1.

Prior to the September election (normally in July), church members will nominate candidates that they believe are qualified to serve as Deacons. The current Deacons will collect and tabulate the input from the church, verify the qualifications of the nominees submitted and then develop a prioritized list of candidates. The candidates will then be contacted by priority to obtain agreement to serve if elected until the number obtained is equal to the number needed to fill the vacancies (normally 6 per year). The Deacons will then recommend this slate of nominees to the church for election by acclamation at a called business meeting during the morning worship service(s). If the vote for the entire slate does not pass by more than 50%, then a

ballot vote will be conducted for individual candidates and only those receiving more than 50% will be elected. The candidate names will be made available to the church at least 1 week prior to the election. For whatever reason, should a deacon position be vacated during the term of service, the deacons may recommend a replacement to the church from the prioritized list of candidates produced during that year's election process. The Deacons will maintain a more detailed election process procedure that will adhere to the above constitutional requirements.

There is no obligation to instate as deacon a brother who becomes a member of the church by letter (or statement) from another church where he was serving as a deacon.

e. Duties and Procedures: In accordance with the meaning of the word and practice of the New Testament, deacons are to be servants of the church.

- (1) They are to be zealous in guarding the unity of the spirit within the church in the bonds of peace.
- (2) They are to serve as council of advice and conference with the pastor in all matters pertaining to the welfare and work of the church. With the pastor, they are to consider and to formulate plans for the constant effort and progress of the church in all things pertaining to the saving of souls, the developing of Christians, and the planning for extension and growth of the Kingdom of God.
- (3) In counsel with the pastor and by such methods as the Holy Spirit may direct, the deacons are to have oversight of the discipline of the church. They are to be guided always by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14. Each deacon may freely confer with the pastor about cases of discipline which should be wisely and spiritually handled in private.
- (4) The fellowship of deacons shall be organized for the consideration of major problems and general policies of the church and shall meet regularly on Monday evening after the first Sunday in each month. After the election of deacons in September, the deacon body shall elect a chairman, vice-chairman and secretary who shall have the power to appoint such committees as authorized by the deacon body for efficient service.
- (5) They shall seek to know the physical, moral and spiritual needs of the members and to serve the whole church in relieving, encouraging and developing all who are in need.
- (6) They shall apportion the church members that are widows and widowers among themselves or utilize other methods to minister to this group of church members. Especially are they to seek to know the physical, moral and spiritual needs of these widows and widowers; and, to regularly serve them in relieving, encouraging and developing all these who are under their servanthood.

Each deacon, parish nurse or office administrative assistant shall regularly examine the list of widows and widowers and report to the others any changes, additions and deletions to their status or addresses.

- (7) The deacon officers shall appoint, and the deacon body approve, the Personnel Committee. It shall consist of five persons including three or four active or inactive deacons who have served at least one full term as deacon of CHBC prior to being appointed to this committee and one or two women or men from the membership at large who have similar character, conduct and qualifications as do the deacons. The Personnel Committee shall have responsibility for all matters related to personnel not specifically reserved in the Constitution for other officers and groups. Recommendations of the committee are subject to confirmation by the deacon body, and in matters related to hiring and compensation, the further approval of the church membership is required. Personnel policies, procedures and job descriptions will be reviewed annually and updated as required

The recommended term for serving on the Personnel Committee is three years with the recommended rotation of one to two new members added as replacements for those rotating off each year. However, the Deacons are granted the discretion to retain both Deacon and non-Deacon members beyond three years if there is a staff related issue that would benefit from the continuity of service of some or all of the committee members. The Deacons also have the discretion to remove and replace a Personnel Committee member at any time.

The Deacons shall strive to build experience on the Personnel Committee by adding members who have not previously served in this capacity. A member who has completed a term on the committee may be asked to serve on the committee again after a period of one year has elapsed.

- (8) The deacons shall serve as a temporary pulpit committee when the pastor resigns or becomes incapacitated. The deacons shall have responsibility for filling any other interim ministerial staff positions.
- (9) The deacons shall be responsible for the observance of the Lord's Supper which shall be held at least quarterly. Deacons may appoint a committee of church members to aid in the preparation of the observance.
3. The Moderator: The moderator shall preside at all business meetings of the church. The moderator shall be the chairman of the deacons. In the absence of the chairman of the deacons, the vice-chairman of the deacons shall preside; in the absence of both, the clerk shall call the church to order and a moderator protem shall be elected, unless one has been appointed previously by the moderator.
4. Clerk: The church shall elect a clerk annually. The clerk shall ensure that the following are done:
- a. Keep a record of all actions of the church in an appropriate record book.
 - b. Keep a register of the names of the members with dates of admission, dismissal or death.
 - c. Maintain a roll of resident and a roll of non-resident members. Periodically, as the church directs, contact non-resident members to determine their status.
 - d. Issue letters of dismissal after requests have been received by the church.
 - e. Keep a record of persons elected or appointed to a church position.

- f. Report to the church at regularly scheduled business meetings the names of those who have been removed from the church roll.
 - g. Preserve on file written official reports.
 - h. Give legal notice of church meetings as necessary.
- 5. Treasurer: The church shall elect a church treasurer annually. The treasurer shall receive the summary contribution sheets and deposit slips from the tellers. He/she shall preserve all money or things of value paid or given to the church and shall ensure payment of bills in accordance with Section D, Church Finance. The treasurer shall work with designated office/administrative personnel, any outside accounting (contract) agencies employed by the church and be jointly responsible for maintaining the financial books of the church. In the absence of the treasurer, the chairman of the Finance Committee shall assume the duties of the treasurer.
- 6. Music Director: The church shall elect a music director whenever the church is without a salaried minister of music. The music director will have the following responsibilities:
 - a. To cooperate with the pastor in planning and leading the congregation in worship through music in all services.
 - b. To seek to have a choir program ordinarily designated in denominational standards.
 - c. To enlist those who are to assist in the music ministry, such as the instrumentalists and choir members.
- 7. Chairman of Ushers: The church shall elect a chairman of ushers annually. He shall enlist a sufficient number of aides from the membership to seat and to care for the comfort of the congregation, to greet visitors, to prevent interruptions and distractions, and to perform similar needed service.
- 8. Nursery Coordinator: The nursery coordinator shall be recommended by the Personnel Committee and presented to the deacons and church for hiring approval. The coordinator shall be the administrator of the nursery program for the worship services and other special services. The coordinator shall enlist and train workers for these services.
- 9. Trustees: The church shall elect three Trustees. One shall be elected every two years to serve six years. They will hold in trust the property of the church but shall have no power to buy, sell, mortgage, lease or transfer any real property without the specific vote of the church authorizing such action. The trustees shall approve the dispensation of all surplus items.

Additionally, the trustees shall serve as corporate officers for the purpose of fulfilling the duties set forth in the church corporate charter, including signing legal documents pertaining to the insuring, buying, selling, mortgaging, leasing or transferring of church property (including the CHB Childcare ministry) as the church may direct.

In the event of dissolution of the church, the Trustees shall ensure that the net assets and property of the church will be transferred to the Tennessee Baptist Convention and the Southern Baptist Convention.

The chairman of trustees shall be the president of the corporation; the vice-chairman of trustees shall be the vice-president of the corporation; the remaining trustee shall be an at-

large member of the corporation. The treasurer of the corporation shall be the church Finance Committee chairman, and the secretary of the corporation shall be the church clerk.

The perfection of all legal documents shall require the signature of the president and vice-president. The at-large member of the corporation may sign for the absent officer. Corporate officers shall owe a fiduciary duty to the corporation of honesty, good faith and diligence. A corporate officer who acts within the scope of his authority as the corporation's representative in a transaction approved by the church will not be personally liable on that transaction if he acted solely as an agent of the church, provided that such provisions shall not eliminate or limit the liability of the corporate officers for any breach of duty of loyalty to the church corporation, for any acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law or for an unlawful distribution.

10. Officers of Church Organizations: All organizations of the church shall be under church control; all officers are elected by the church and should report regularly to the church. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all. The church year shall conform with the practice of the Southern Baptist Convention. Each organization shall plan its work to coincide with the church year, and the tenure of service of all organizational officers shall likewise coincide with the church year, except that the weekday preschool year shall coincide with the local school year.

- a. Life Bible Studies (Sunday School) Officers: Prior to the close of the church year, the church Nominating Committee shall bring to the church nominations for the Life Bible Studies (Sunday School) director, general officers, teachers and department officers for the upcoming church year, with sufficient time for any necessary training and transfer of responsibilities. The Nominating Committee shall receive nominations for these positions from the Life Bible Studies (Sunday School) Council. In each case the nominations will call for the election on the part of the church at its discretion with any changes it may decide to make. The duties of these officers and teachers shall be those ordinarily designated in the approved denominational standards.
- b. Women on Mission Director: The church Nominating Committee should recommend a Women on Mission Director to be elected and approved by the church before the start of the upcoming church year. The Women on Mission director should be responsible for coordinating the overall women's missions programs of the church.
- c. Men's Ministries Director: The church Nominating Committee should recommend a Men's Ministries director to be elected and approved by the church before the start of the upcoming church year. The Men's Ministries director should be responsible for coordinating the overall men's missions programs of the church.
- d. Life Bible Studies (Sunday School) Council
 - (1) The Council shall seek to assist the Life Bible Studies (Sunday School) Director in evaluating, planning and carrying out the Life Bible Studies (Sunday School) programs.
 - (2) The Council shall be composed of the Life Bible Studies (Sunday School) Director, who will act as chairman, the Associate Pastor, the Life Bible Studies (Sunday School) division directors, and any Life Bible Studies (Sunday School) teachers who wish to participate.
 - (3) The Council shall meet on a regular basis or at any time deemed necessary by the chairman.

- (4) The Council shall provide recommendations to the Nominating Committee ~~in~~ for Life Bible Studies (Sunday School) teachers as vacancies occur.

e. Music Council:

- (1) The Music Council shall seek to assist the minister of music in determining the needs of the church for wholehearted worship through music. It shall help plan, coordinate, and evaluate the activities of the music program, yet with advisory powers only.
- (2) The Music Council shall be composed of the Minister of Music, who will act as chairman, church organists, church pianists, one member from the senior adult choir (if active); and three members from the congregation to be elected annually. When there is a music director, he/she shall act as chairman.
- (3) The Music Council shall meet at any time deemed necessary by the chairman.
- (4) The Music Council shall
 - (a) determine the needs of the church as a whole for worship through music.
 - (b) advise on long and short-term goals for the music program.
 - (c) advise on actions to achieve accepted goals.
 - (d) evaluate the church's music program in a continuing manner.
- (5) All new programs agreed upon by the Music Council calling for new finances and church involvement shall be referred to the church for approval.

- 11. Employees and Staff Members: Pastor and ministerial staff positions shall be jointly nominated to the church by the deacon body and a ministerial staff search committee and elected by ballot with a three-fourth affirmative vote needed for confirmation. The Personnel Committee shall have responsibility for recommending to the church the hiring of all other employees (except short-term interim non-ministerial employees and CHB Childcare employees) with concurrence of the deacon group and any supervisory ministerial staff. The Childcare Board shall have overall responsibility for hiring of all CHB Childcare employees including the Childcare Director. Any non-ministerial candidate recommended to the church for hiring shall be approved by a simple majority vote. The duties of the employees and the staff members shall be set forth in writing at the time of employment. Employees and staff members shall be under the leadership of the pastor and aided by the Personnel Committee.

C. Committees

The forming of any standing or temporary committee shall be recommended by the deacons, approved by the church, and processed by the Nominating Committee per Section C. 1. B unless otherwise instructed by the church.

The members of each committee shall be recommended to the church by the Nominating Committee. Each committee shall elect a chairman (if not designated by the Deacons or the Nominating Committee), who will be responsible for disbursements of the committee he/she chairs as indicated in Section D. 2., Church Finance, Disbursements. The ministerial staff shall

be ex-officio members of all standing committees. Committee members must be at least 18 years old.

1. Standing Committees

- a. Service Committees: Standing committees which perform primarily a service function shall be elected annually on a non-rotating basis. As vacancies occur, they shall be filled by the Nominating Committee.

- (1) The Baptismal Committee shall consist of two men and three women. They shall make all necessary arrangements for the ordinance of baptism and render assistance to the pastor and to the candidate.
- (2) The Benevolence Committee shall consist of four members. It shall be the responsibility of this committee, as resources permit, to provide material and spiritual help for the needy. This committee shall cooperate with other benevolence groups both inside and outside the church.
- (3) The Flower Committee shall consist of a Chairman and four members. The committee shall be responsible for securing, arranging and disposing of flowers, plants and seasonal/ holiday decorations for church worship services and scheduled events. The committee may be asked to assist with placement of interior floral arrangements or assist with decorations for scheduled church events.

The Flower Committee is also a means by which the sympathy of the church may be expressed to bereaved members. The discretion of the committee must be utilized in determining the appropriate expressions.

- (4) The Memorial Gift Committee shall consist of five members, including an active deacon. The committee will administer memorial gifts and will distribute monetary gifts if the wishes of the contributor are not specified.
- (5) The Family Life Center and Recreation Committee shall consist of the Minister of Recreation and 5 other members. The duties of this committee should include, but not be limited to, formulating a mission/ministry principle for the use of the facility, scheduling programs and volunteers, recommending policies and procedures for the use of the building (including usage fees as appropriate), and proposing an annual budget for the FLC and other recreation programs. The committee shall also coordinate non-FLC recreational activities of the church.
- (6) The Audio/Visual committee shall consist of a chairman and up to eight other members (minimum of four). The committee will assist the church with audio and visual aids in the sanctuary and with the outreach program of the church as needed. It shall recommend purchase of audio and visual equipment. The committee shall provide staffing to install, operate and maintain these systems.
- (7) The Committee of Tellers shall consist of up to seven members (minimum of two) including an active deacon. At least two tellers shall count the church offerings and sign the contribution sheet. The tellers shall deposit all funds in the bank and shall turn over the records of the receipts and deposits to the treasurer, as described in Section D., Church Finance.
- (8) The Media Services Committee shall consist of a chairman and up to three other members. The committee will strive to educate the membership of the church in

the use of media library services, promote the use of spiritually uplifting books and other media, and provide media and media services to support the church in the achievement of its mission.

- (9) The Fellowship and Events Committee shall consist of 6 to 10 members as deemed appropriate by the Nominating Committee and the Fellowship and Events Committee chairman. The chairman shall be recommended by the Nominating Committee. The committee shall plan a program of activities throughout the year to enhance member to member relationships at CHBC. Some events should be designed to promote relationships between groups of different ages (e.g. Youth and Senior Adults). In addition, this committee will coordinate large events such as church-wide celebrations, minister retirements, outreach events, etc. Coordination with the Missions and Ministries Committee and church staff may be required for some events.

- b. Administrative Committees: Standing committees which perform primarily an administrative function shall be elected annually on a rotating basis with the exception of the Childcare Board. The length of service of members of standing committees, minus the noted exceptions, shall be limited to a maximum of three consecutive years. Ex-officio members of administrative committees should not serve as the Chairman of such committees.

If a committee member must be replaced before the end of the elected term, the replacement will fill the unexpired term only. Those who rotate off of all standing committees shall be ineligible to serve on that committee for two years.

- (1) The Childcare Board shall have overall responsibility for all administrative, financial, policy, and personnel issues related to the Colonial Heights Baptist Childcare, including the employment and termination of employment of Childcare employees, establishing policies and guidelines for the Childcare, establishing and administering Childcare budgets, and setting Childcare rates and fees. Coordination with other ministries of the church shall be the responsibility of the Associate Pastor, the Children's Minister, and the Children's Ministry Planning Committee.

The Childcare Board shall consist of the following five regular members and two 'as needed' members (each to represent one vote).

- The Childcare Director,
- The Associate Pastor,
- Children's Ministry Director, representing the Children's Ministry Planning Committee
- A representative from the Personnel Committee if required to cover personnel related issues (selected by the Personnel Committee),
- A representative from the church Finance Committee if required to cover financial issues (selected by the Finance Committee),
- Two at-large members of the church to serve three year terms shall be appointed by the nominating committee. Preferably one at-large member is the parent of a pre-school student. The nominating committee shall appoint one of these at-large members to chair this board. Neither at-large member may be an employee of the Childcare nor the church.

Childcare Board meetings should be held once every other month and reports should be made to the church at least twice annually concerning finances and other pertinent information. The Childcare Board must submit a detailed financial

report to the Finance Committee quarterly similar in format to church financial reports presented by the Finance Committee to the church at regular business conferences.

Other than the Childcare Director, no other member of the Childcare Board should be an employee of the Childcare. The Childcare Director should be recused from any discussion or action of the Childcare Board related to the Childcare Director position, unless specifically requested to participate or provide input by the remainder of the Childcare Board.

The Childcare Board shall have responsibility for the search and hiring of all Childcare employees, including the Childcare Director. However, hiring of a Childcare Director shall require the additional majority approval of the deacons and of the church body. The Childcare Board may delegate to the Childcare Director the responsibility for the search and hiring of non-administrative Childcare employees, such as teachers and Daycare workers and aides, subject to final approval of the Childcare Board. The Childcare Director may fill temporary or interim positions in the Childcare (such as substitutes for sick or vacationing workers) without further approval of the Childcare Board, subject to approved budget limits.

The Childcare Board shall have final approval for the termination of employment of Childcare employees. However, in situations requiring immediate action, the Childcare Director may dismiss an employee pending final approval of employment termination by the Childcare Board.

The Childcare Board shall provide financial oversight of the CHB Childcare by approving the annual CHB Childcare budget developed by the Childcare Director (including proposed CHB Childcare rates), receiving and reviewing monthly financial reports from the CHB Childcare Director, reimbursing the church for such extra custodial care and insurance as required by the CHB Childcare, approving any capital request and any major expense greater than \$2,500 not in the approved annual budget, and reviewing and approving deviations from the approved annual budget (such as tuition or salary rate changes). In the event the entire Childcare Board cannot meet in a timely fashion to approve major expenses not in the approved annual budget, the Childcare Director, one church staff member (Associate Pastor or Pastor), and one at-large member (preferably the chairperson of the Childcare Board) must approve the expenditure. This expense shall be reported to the entire Childcare Board as soon as possible.

In accordance with the statutes of the Tennessee Department of Human Services, the overall administrative responsibility for the CHB Childcare will be placed with the Childcare Director and the Childcare Board.

- (2) The Children's Ministry Planning Committee shall consist of an assigned staff member (normally the Children's Minister) and the following six members: the Director of the CHB Childcare, the church Nursery Coordinator, the Life Bible Studies (Sunday School) preschool division director, and three from the church membership at large. The chairperson shall be nominated annually by the Nominating Committee. The committee shall be an advisory body to the assigned staff member and to the Childcare Director in the administration of the total preschool program, ages birth through five.
- (3) The Constitution Committee shall consist of three elected members, the church clerk, and one active deacon. One-third of the elected members shall rotate off annually. The committee shall be responsible for updating, revising, and making

additions to the Constitution and By-Laws and presenting them to the church for appropriate church action in accordance with Section H. The Committee shall also be responsible for periodically comparing actual church procedures and functions with those outlined in the Constitution and Bylaws. In areas where actual procedures and functions differ from those outlined in this document, the committee shall take steps to encourage and bring about better compliance with these documents or propose appropriate amendments and/or revisions to these documents.

- (4) The Finance Committee shall consist of a chairman, the church treasurer, one active deacon, and five other members with two at-large members rotating on and off each year. Committee members shall be elected at the beginning of the calendar year. Timing of the rotation can be modified at the discretion of the Finance Committee. The duties of the Finance Committee shall include, but not be limited to, the following:
 - (a) Supervise the distributing and spending of all church money as described in Section D., Church Finance.
 - (b) Approve and jointly recommend the staff salary and benefits package as proposed by the Deacon Personnel Committee to the deacons. The three groups shall jointly recommend the package to the church at the regular business meeting two months prior to the start of the new fiscal year.
 - (c) Inform the church membership in writing at least one week prior to a business meeting that calls for a church vote on a proposed purchase under Section D. 2., Church Finance, Capital Expense.
 - (d) Prepare and submit the budget to the church at a regular business meeting or a called business meeting approximately one month before the start of the new fiscal year. The budget must meet the approval of the deacons and the Finance Committee-elect before it is submitted to the church. The church fiscal year will be from January through December.
 - (e) Provide for annual audits of all books and accounts of the church and of the CHB Childcare by an accountant.
- (5) The Stewardship Committee shall consist of a chairman, and three other members with one at-large member rotating on and off each year. The duties of the Stewardship Committee shall include, but not be limited to, the following:
 - (a) Promote the total stewardship program of the church by seeking to inform members of the church of their responsibilities as stewards and enlist each member in fulfilling the responsibility.
 - (b) Promote the various opportunities available for giving to the church, including, but not limited to, regular offerings, special offerings (Lottie Moon, Annie Armstrong, Golden State, others), e-giving, donation of financial assets (real property, stocks, etc) and others as appropriate.
- (6) The Missions and Ministries Committee (MMC) shall consist of 7 to 10 members as deemed appropriate by the Nominating Committee and the Missions and

Ministries Committee chairman. The chairman shall be recommended by the Nominating Committee. Annual membership rotation is not required.

The primary role of the MMC is to coordinate the missions and ministry activities of CHBC. Coordination involves:

- identifying missions and ministry activities for CHBC in consultation with CHBC ministerial staff
- seeking opportunities for community outreach ministries
- recruiting volunteers to participate in and lead activities
- ensuring that leaders have the resources they need
- recommending an annual schedule of activities
- serving as a resource to any CHBC organization or individual interested in conducting a missions or ministry event

The MMC should seek to involve as many members as possible in missions and ministry work. In addition, the MMC shall promote the Southern Baptist organizations designed for mission education and support. Finally, the MMC shall work closely with a subcommittee of volunteers to seek out SBC missionaries on furlough to stay in the CHBC missions house, offer support while they stay there and maintain the house in satisfactory condition.

The MMC shall take the lead role in coordinating all missions and ministry activities of the church that are not specifically assigned to another group and may serve in a supporting role for activities organized by other groups.

- (7) The Nominating Committee shall be composed of the Life Bible Studies (Sunday School) director and six others elected by the church to serve two years, staggered such that half of the at-large members are elected each year.

At-large members should be elected approximately seven months before the end of the church year to enable adequate time for nomination and election of church officers, committee members, and teachers and program leaders as needed for the upcoming church year. The committee shall bring to the church nominations for standing and temporary committees, members of the church council, all church officers, and all other officers as deemed necessary by the church. The committee shall canvas the church roll and otherwise seek input from leadership in the groups where vacancies occur.

- (8) The House and Grounds Committee shall be composed of the Associate Pastor and nine other members who serve on rotating 3 year terms. The committee shall have general charge of administration and upkeep of the grounds, physical security systems, parking lots, and buildings and work closely with the Associate Pastor to assess special maintenance/repair needs, maintain a prioritized list of work, prepare annual budget requests and establish plans to execute non-routine work within budget authorization.

2. Temporary Committees

- a. Temporary committees shall be elected by following the outline for forming committees in the opening paragraph of Section C., Committees. At the time that a temporary committee is appointed, the church shall establish a time limit or endpoint objective for termination of the committee. The tenure of a temporary committee can

be extended, or the committee may become a standing committee by later church action.

- b. The Survey, Planning and Building Committee shall be formed when a need for facility expansion exists and consist of six members. The chairman of the House and Grounds Committee and one active deacon shall also be on the committee. It shall be the duty of this committee to address the need for expanding the physical properties of the church as directed when the committee is formed. This committee shall report its findings to the church periodically.
- c. The Pastor Search Committee shall be formed when a pastoral vacancy exists. At the request of the deacon group, the Nominating Committee shall nominate four men and three women to the church for a vote. When names for the committee are presented for a vote, additional nominations may be presented from the floor and a ballot vote taken at the time of approval, such that the final search committee shall consist of four men and three women. In the event that an elected member of the search committee cannot continue to serve, the committee shall continue without replacing the vacating member, unless otherwise instructed by the church.
- d. The Ministerial Staff Search Committee shall be formed when a vacancy occurs in the ministerial staff or upon creation of a new ministerial staff position. The seven-member committee shall consist of the chairman of the Personnel Committee or his/her Personnel Committee designee, one deacon at large and five at-large positions. The at-large nominees will be secured by the Nominating Committee and be presented to the church for approval. Additional nominations may be presented from the floor and a ballot vote taken at the time of approval, or if no additional nominations are made, the slate will be approved by acclamation. In the event that an elected member of the search committee cannot continue to serve, the committee shall continue without replacing the vacating member, unless otherwise instructed by the church.

D. Church Finance

1. Receipts: All receipts, collections, or gifts to the church or organizations of the church shall be processed by the tellers, except CHB Childcare funds, which shall be received and accounted for by the CHB Childcare Director.

These receipts in the form of coin, currency, and checks for each church service or activity shall be recorded on an appropriate form and signed by two tellers. Designated receipts shall be noted on this form. The tellers shall deposit all funds in the bank and give the record of receipts to the treasurer. The tellers will give the empty collection envelopes to the church Treasurer. Each contributor shall be given individual credit as provided in the system used by the church. All record envelopes will be kept in the church record storage center for five years. The church Treasurer shall be responsible for preparing and mailing an annual financial statement to all contributors by January 31.

The Treasurer shall ensure that the computer accounting package is used to record the church receipts and expenditures and work as needed with designated office/administrative personnel and any outside accounting (contract) agencies employed by the church. A record of the financial transactions will be kept permanently in the church record storage center and in the church safety deposit box.

2. Disbursements: The Finance Committee, in consultation with the ministerial staff, deacons, and responsible leaders of the various organizations, shall prepare and submit to the church for approval at a business meeting a comprehensive budget.

The proposed budget shall be posted in a central location and the congregation notified of the location two weeks prior to the business meeting scheduled for the budget approval.

Budgeting and disbursements of the CHB Childcare shall be the responsibility of the Childcare Director and the Childcare Board.

Approval of the church budget is authorization for the heads of the various organizations and committees of the church to purchase supplies and services up to the itemized amount in the budget in accordance with approved purchasing procedures established by the Finance Committee. The Finance Committee has the authority to put a freeze on spending for selected budget accounts when the cash flow merits this action. The purchase shall be billed to the particular account for which the purchase is made.

The Finance Committee must approve exceptions for overspending an approved budget or budget section

Purchase of items of a durable nature are considered "Capital Expenses". These expenses shall be handled as follows:

- a. Capital Purchases over \$1,000 which have been budgeted require the approval of the Finance Committee in order to be sure that money is available at the time for the purchase.
 - b. Non-budgeted capital expenditures must be referred to the Finance Committee for approval. Items over \$5,000 must also have church approval. An emergency repair or replacement of existing assets (e.g. HVAC system) requires approval of the Finance Committee only.
3. The church shall encourage support of the unified budget; however, individuals may designate their gifts. The church will give no less than ten percent of undesignated receipts through the Cooperative Program and shall seek to increase this percent as the church receipts increase.
 4. Special offerings may be sought by the church or by any of its organizations only after approval of the Finance Committee.
 5. It shall be the duty of the treasurer to prepare a monthly financial report and to have copies of this report available to the membership. The treasurer shall present a financial report at the regular business meeting. The monthly CHB Childcare financial report shall be made available to the membership. The last monthly report of the fiscal year shall include the treasurer's yearly report.
 6. The Finance Committee shall have a selected audit periodically conducted on the books of the church and of the CHB Childcare. The reports will be posted for congregational inspection, and copies given to the clerk for permanent filing.

E. Meetings

1. Worship:

- a. Public worship services shall be held regularly on the Lord's Day and on Wednesday evening of each week, unless otherwise approved by the Church Council or cancelled because of inclement weather or other conditions that would create a safety, health, or hardship situation for members to attend.
- b. Additional worship services such as, but not limited to, revivals or conferences may be held after approval by Church Council.
- c. The Lord's Supper shall be observed at least quarterly or at the discretion of the church. The ordinance shall be conducted in a scriptural manner. Those participating shall be persons who believe in Christ and who have been scripturally baptized. The purpose of the Lord's Supper is to memorialize Christ.

2. Business:

- a. At any of the regular meetings for worship, the church may, without special notice, act upon the reception of members or the appointment of messengers to councils; but it may not act upon any other business.
- b. The regular business meeting shall be held at a regularly designated and announced time and at least quarterly. When the meeting is not held at the regular time, notice shall be given from the pulpit at least three days before the alternate meeting. *Roberts Rules of Order* shall be used by the moderator unless there is a conflict with the Church Constitution and By-Laws.
- c. The pastor may, and shall, when requested by the deacons, trustees, or a standing committee, announce from the pulpit a special business meeting. The purpose of the meeting shall be clearly stated in the announcement. The announcement shall be made one week or more in advance of the called meeting.
- d. Special meetings of the church shall be called by the church clerk upon the written application of any 25 members specifying the subject of the meeting. The notice shall be read from the pulpit one week before the meeting.
- e. Should the church be unable to meet in regular or called business meetings due to unforeseen circumstances that require immediate action that is beneficial to the operations of the church, three of the four following church officers/staff/committee chairs are granted the authority to conduct church business:

Pastor or Associate Pastor
 Chair of Deacons
 Chair of Finance Committee
 Chair of Trustees

Those of this group who are able to communicate or meet via any means possible must keep a record of the actions taken and report these actions to the church as soon as the church can meet again.

The actions taken should be within the guidelines set by the church constitution and be in keeping with preserving, protecting, and enhancing church fellowship and church facilities.

3. Quorum:

A quorum shall consist of a minimum of 50 members, except for the call of a pastor, where a quorum shall consist of 75% of the average worship service attendance for the past year.

F. Discipline

1. Should any unhappy differences arise between members, the aggrieved member should follow, in a tender spirit, the rules given by our Lord in Matthew 18.
2. Should any case of gross breach of covenant or of public scandal occur, the deacons shall endeavor to resolve the problem and if such effort fails shall report the case to the church.
3. The church shall vote to acknowledge or to dismiss the complaint. If the problem is acknowledged, the church membership and the person or persons alleged to be in error shall be notified in writing of the charges and the hearing date. Such notice must be received one week in advance of the hearing.
4. At such hearing, the accused member may call to his aid any member of the church as counsel. If he should not present himself at the time appointed or give satisfactory reasons for his neglect to do so, the church may proceed in his absence.
5. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance, but should an adverse decision be reached, the church may proceed to admonish or to declare the offender no longer a member of the church.
6. In case of grave difficulty, the church will, if requested, ask the advice of an acceptable Tennessee Baptist Counselor.

G. The Church Council

1. The Church Council shall seek to correlate and to coordinate the activities and organizations of the church but with advisory powers only.
2. The Council shall be composed of the pastor, ministerial staff members, the CHB Childcare director, Nursery Coordinator, church clerk, chairman of deacons, Life Bible Studies (Sunday School) director, Missions and Ministries Committee chair, Fellowship and Events Committee chair, Women on Mission director, Men's Ministries director and three members of the congregation elected to serve three years with one to rotate off annually. The pastor shall serve as moderator; in the pastor's absence, the deacon chairman shall be moderator.
3. The Council shall meet at least quarterly or as called by the pastor or the chairman of deacons.
4. The functions of the Church Council are to set the church calendar of events including spiritual emphasis, to give emphasis to the denominational calendar, and to give attention to objectives, problems, and needs which merit joint Council consideration.
5. All matters agreed upon by the Council calling for action, not already provided for, shall be referred to the church for approval.

H. Constitution and By-Laws

This Constitution and accompanying By-Laws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the church or at a meeting specially called for that purpose; but no change shall be made except when such proposed change has been placed before the church in writing at a business meeting not less than one month before the time of the proposed action, announced from the pulpit on the next Lord's Day after such proposal, and posted for one month before the proposed action.

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