



THE CONSTITUTION OF CENTREVILLE BAPTIST CHURCH

Preamble

We establish this Constitution so that this church body may govern itself in an orderly manner consistent with the Word of God as interpreted by the Holy Spirit, and to preserve the liberties of each individual church member and this church's freedom of action with respect to other churches.

Article I Name

This body is an incorporated church and shall be known as the Centreville Baptist Church (hereinafter referred to as "the church").

Article II Statement of Faith

Section 1 The Bible

We believe that the 66 books of the Bible are the Word of God, divinely inspired, and without error in the original manuscripts. The Bible has been preserved by God, and it is the authoritative standard in all matters of faith and conduct for every life and every age. (2 Timothy 3:16, 2 Peter 1:20-21)

Section 2 The Trinity

We believe that there is only one true God, the maker and supreme ruler of heaven and earth, inexpressibly glorious in holiness and worthy of all honor, praise, and love; eternally existing in three persons—Father, Son, and Holy Spirit—equal in every divine perfection but distinct in function.

(Genesis 1:1-2; Deuteronomy 4:35; Matthew 3:16-17; Matthew 28:19-20; John 1:1-3, 14; Acts 5:3-4)

Section 3 God the Father

We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, justice, power, and love. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He saves from sin and death all who come to Him through Jesus Christ. (Genesis 2:7; Exodus 3:14; Exodus 6:2-3; Exodus 15:11; Deuteronomy 6:4; Deuteronomy 32:6; Matthew 7:11; Galatians 4:6; John 3:16)

Section 4 Jesus Christ

We believe that Jesus Christ in the flesh was both God and man; He was born of a virgin and lived a sinless life in which He confirmed all He taught with mighty works, wonders and signs as revealed in the four Gospels; He was crucified, died to pay the penalty for our sin, and was raised from the dead bodily on the third day. Later He ascended to the Father's right hand where He is head of the Church and intercedes for believers. He is coming again personally, bodily, and visibly to this earth to establish and reign over His kingdom.

(Colossians 1:15-17; Philippians 2:8-11; Matthew 1:23-25; Hebrews 4:15; 1 Corinthians 15:3-4; 1 Timothy 2:5; 1 Thessalonians 4:16-17).

Section 5 Holy Spirit

We believe that the Holy Spirit is a person, is God, and possesses all the divine attributes. He indwells all believers at the moment of salvation and baptizes them into the body of Christ. He fills and supernaturally empowers believers for service and imparts spiritual gifts individually as He wills for the edification and healthy function of the body of Christ. (Matthew 3:16-17; John 14:16; John 14:26; John 15:26; John 16:7-8; Ephesians 1:13; Acts 2:1-4; Hebrews 6:4)

Section 6 Satan

We believe that Satan, an angel created by God, was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell and drew after him a host of angels. We believe that he is now the great tempter, the deceiver, the enemy of God, the accuser of the saints, and the author of false religions. He is destined, however, to a final judgment of banishment in an eternal Lake of Fire at the hand of God's own Son. (Genesis 3:1-15; Ezekiel 28:12-19; Isaiah 14:12-16; Matthew 4:1; Revelation 12:3-4, 7-10; Revelation 19:20; Revelation 20:10)

Section 7 Man

We believe that although created in God's image, all men and women, because of being born into sin and practicing sin, are separated from Him and His purpose for their lives and are subject to His wrath apart from salvation through Jesus Christ. (Genesis 1:27; Genesis 2:7; Genesis 3:1-7; Romans 3:23; Romans 6:23; Isaiah 59:2)

Section 8 Salvation

We believe that salvation is possible only through personal appropriation of the shed blood of Jesus, who died once for the sins of all men in all Generations. Salvation is wholly by grace through faith and is entirely apart from man's effort or good works. (2 Corinthians 5:19; Hebrews 9:12; Romans 3:24; Ephesians 2:8-9)

We believe that salvation is the forgiveness of sin, adoption into the family of God, eternal life, the impartation of a new nature, the indwelling of the Holy Spirit and entrance into a personal relationship with God the Father and the Lord Jesus Christ. (Romans 8:15; Ephesians 1:5; 1 John 4:13; John 3:16-17; 2 Corinthians 5:17)

We believe that a true believer gives evidence of his salvation by growing in good works, in the conviction of sin, and in Christ-like character. Although he cannot lose his salvation, sin may interrupt the joy of his fellowship with God and bring the loving discipline of his heavenly Father. (Galatians 5:22-23; James 2:26; Ephesians 4:30; John 14:16-17; John 10:28-29; Romans 15:13)

We believe in the everlasting conscious blessedness of the saved and the everlasting conscious suffering of the lost in the Lake of Fire. (Matthew 25:29-30; 2 Thessalonians 1:8-9; Revelation 14:9-11; Revelation 20:10; Revelation 20:14-15)

Section 9 The Church

We believe that the Church is the precious bride of Christ for whom Jesus will return, and that it is the Body of Christ of which Jesus is the head and the ruler. We believe that this Body of Christ is manifested through local congregations of baptized believers. Within the local church, Christ has ordained that elders (which include the New Testament terms: elder, bishop, overseer, and pastor) and deacons/deaconesses oversee its spiritual and physical well-being. (Colossians 1:18; Matthew 9:15; Revelation 21:2; Philippians 1:1; 1 Timothy 3:1-13; Act 6:2-3; Acts 2:38; 1 Corinthians 11:27)

We believe that Jesus Christ stipulates two ordinances for the local church to observe: baptism and the Lord's Supper. Both ordinances are symbolic practices, and neither is necessary for salvation. We believe that baptism is the immersion of a believer in water, under the authority of the local church, to symbolize the believer's unity with Christ. Through baptism, the believer gives a public testimony of his or her faith in the crucified, buried, and risen Savior. We believe that the Lord's Supper is the commemoration of His death by born-again Christians until He comes and should be preceded by self-examination. (Matthew 3:5-6; Acts 19:1-5; Matthew 26:26-29; Mark 14:22-25; Luke 22:17-20; 1 Corinthians 11:23-26)

We believe that, following salvation, every believer should seek the membership, fellowship, and discipleship of a local church. Church membership involves commitment to the work and ministries of the church through personal involvement and financial support. (Matthew 16:16-18; Matthew 18:17; Acts 7:38; Hebrews 2:12)

Section 10 Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27; Matthew 19:4-5). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity occur outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, pedophilia, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Centreville Baptist Church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by



the church in any capacity, or who serve as volunteers, agree to and abide by this statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Centreville Baptist Church.

Article III Purpose and Mission

The mission of this church is to glorify God by making disciple-making disciples (Matthew 28:19-20)

Article IV Character

Section 1 Polity

This local church acknowledges the authority of the Lord Jesus Christ as the Head of His body, the church. Under the guidance of the infallible Word of God and under the leadership of the Holy Spirit, the government of this church is vested solely in the members who comprise it and is subject to the control of no other body, whether ecclesiastical, political, or state. We believe in the autonomy of the local fellowship of believers.

Christ governs His Church through the leadership of gifted elders whose divine appointment is recognized and confirmed by the body of believers who comprise the church.

Section 2 Relationships with Other Christian Bodies

This church is actively and voluntarily affiliated with and supports the programs of the Southern Baptist Convention, and its related state and regional/local associations' programs, as long as these programs are consistent with our beliefs and priorities.

By the guidance of the Holy Spirit, this church cooperates with other like-minded Christian organizations in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom.

Article V General Provisions

Section 1 Precedence

This Constitution supersedes and nullifies any previously approved or adopted Constitution.

Section 2 The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. The Lord's Supper will be regularly observed at times selected by the Elders.

Section 3 Baptism

Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to the believer's faith in the final resurrection of the dead.

Each new believer shall be encouraged to be baptized at a time convenient to them and the Pastoral Staff. Since baptism is a testimony of faith, the ordinance should be witnessed by members of the church.

Article VI Amendments

Any member who is at least 18 years old may propose amendments to this Constitution for the Elder Board's consideration. The Elder Board shall review all proposed changes and must approve any proposed amendment before it is presented to the church body. This Constitution shall be amended by a 75% majority vote of the members present and voting, provided that the following procedure has been followed:

- a. The proposed amendment has been presented at a previous Members Meeting.
- b. The church has made the proposed amendment available to all members through electronic publishing and through printed copies available at the church office.
- c. At least two weeks before the meeting to vote on the amendment, the Chairman of the Elders or his designee has notified members of the upcoming vote on the amendment through Sunday morning announcements and electronic media.



THE BYLAWS OF CENTREVILLE BAPTIST CHURCH

Article I Purpose of the Bylaws

The purpose of these Bylaws is to define the processes through which we as a church family translate our mission into action. More specifically, these Bylaws state the guidelines and procedures necessary to carry out the Constitution and church mission, as well as for the conduct of the church family's business. We recognize that the function of the staff and organizational structure is to provide the environment which will facilitate the members' accomplishment of their stated mission.

Article II Membership

General

Throughout the Apostles' letters to churches in the New Testament, we see people committed to one another in a local church. The people of Centreville Baptist Church formally express their commitment to one another and this local church body through membership.

The members of this church shall consist of persons who have confessed Jesus Christ to be their Lord and Savior, have satisfied the other requirements for membership stated in these Bylaws; and have been approved for membership by the Elder Board and affirmed by the church body. No members of this church, nor any officer, nor any member of the Board of Elders shall by virtue of such membership, office, or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts or omissions of this Corporation.

Section 1 New Members

Any person without regard to ethnicity or nationality, shall be eligible for membership in this church. An elder of the church shall interview each prospective member to ensure they meet the following qualifications:

- a. Salvation – The family of God is composed of those who have put their faith and trust in Jesus Christ as their Lord and Savior (Romans 1:7, Colossians 1:2). A prospective member must communicate their salvation based on God's grace through faith in Jesus Christ alone, not through any works (Ephesians 2:1-10).
- b. Baptism – We believe that baptism is the immersion of a believer in water after salvation. Our resurrected Lord highlights baptism as the first step in discipleship for someone who puts their faith in Christ (Matthew 28:19). Before baptism, each candidate shall receive instruction on the significance, meaning, and technique of baptism. On a case-by-case basis, the Elders may recommend to the church body that a candidate for membership be affirmed based on the candidate having previously received a credobaptism other than immersion, e.g., sprinkling or pouring. Credo baptism is based on a profession of faith in Christ for salvation and distinct from paedobaptism, i.e., the baptism of infants.
- c. New Members Class: Candidate members will agree to attend a New Members Class during which they will learn key information about the church's mission and how they can connect with the church body to worship God, love others, and be loved by others.
- d. Elder Interview: Candidate members will discuss their salvation and testimony with an elder as well as reviewing the church Constitution's Statement of Faith and the Members' Covenant Agreement. This also presents an opportunity for the candidate members to ask any questions that they may have about the church.
- e. Covenant Agreement: At the conclusion of the Elder's interview, the candidate shall sign the Member's Covenant Agreement before being presented to the church body for affirmation.

Should there be any dissent as to any person seeking membership, such dissent shall be referred to the Elders for investigation and consideration. Consistent with the principle in Matthew 18 and the process in our Church Discipline Policy, the Elder Chairman or his designee shall provide appropriate feedback to the person(s) raising the dissent and apply the Elder Board's decision to whether the person seeking membership is recommended to the church body for affirmation. Consistent with our Church Discipline Policy, there will not be discussion of personal details in a Members Meeting.

Section 2 Classes of Membership and Attendees

- a. Active – All persons received into membership of the church will have full rights and privileges except as specified below.
- b. Inactive – Members who evidence no interest in the church by attendance, communication, or contribution for one year or longer may be classified as inactive members. Inactive members have neither voice nor vote in church affairs and may not hold office. The Secretary of the Elder Board, supported by the church staff, shall periodically review the membership rolls, identifying inactive members. At least one elder shall seek to contact each inactive member and seek to restore them to active fellowship. After a 90-day period of seeking contact and restoration, if no sufficient reason has been given as to why the member is inactive (i.e., temporary transfer, extended illness, deployment) and/or no interest in restoration is shown, the Elders shall have the inactive member removed from the rolls and inform the church body at the next Members Meeting.
- c. Active Attendee – While the church encourages membership, we welcome people to fellowship with this church who have not met the membership requirements stated herein. Active attendees cannot vote or serve as elder or deacon/deaconess.

Section 3 Member Responsibilities and Expectations

In accordance with the Purpose of the church in Article III of the Constitution, members and active attendees are expected to demonstrate the church's values in three biblical contexts:

Connecting With God – John 4:23-24

Loving God is the first priority of life (Matthew 22:37) so it makes sense that a follower of Jesus should be intentional about connecting with God. Sunday morning worship service is the primary setting that encourages this connection. We are connecting with God as we gather to sing, pray, testify, hear God's Word proclaimed, participate in the ordinances, and demonstrate our value of faithful generosity in financial giving to God's ministry. We are also connecting with God when we pray and when we study His Word in Equip Classes, Community Groups, in one-on-one discipling relationships and by ourselves.

Connecting With Other Believers – Romans 12:5

We are "members of one another." We must live out our faith by serving and ministering to the body of Christ in this local church. The Bible speaks clearly about all Christians being gifted by God to love and serve one another. Serving the body also includes caring for one another in true biblical fellowship (Acts 2:42) carrying out the "one anothers" of Scripture: such as encourage, pray, serve, love, bear one another's burdens, among others. Community Groups are the primary means – although not the only means – of fellowship and serving one another in our church body.

Connecting With the World – Matthew 28:19; Acts 1:8

Sin has separated people from God, and they are on their way to eternity in hell. Jesus' command to "make disciples" is the command to evangelize, to share the gospel message with people so that they will turn from their sin, believe in Him as their Lord and Savior, and spend eternity with Him in heaven. According to Acts 1:8, each of us has the responsibility and the power to share this hope with people near and far.

Section 4 Voting Rights of Active Members

Active Members, age 18 and older, who are not under church discipline, have equal voting rights on the decisions of this church. Members must be physically present at the Members Meeting to vote. Voting by proxy is prohibited. Active Members shall "affirm" certain decisions through a simple majority voice vote. Other decisions require Member approval through voting by ballot with the percentages specified below required for approval:

- a. Approval of the Annual Ministry Investment Plan (budget) of the church; (75% majority)
- b. Approval of the Elders and deacons/deaconesses (75% majority);
- c. Affirmation of search team members;
- d. Affirmation of new members;
- e. Approval of Lay Leadership Search Team members (75% majority);
- f. Approval to dispose of all or substantially all the church's assets (75% majority);
- g. Approval for a merger or dissolution of the church (75% majority);

- h. Approval to acquire real property and related indebtedness; (75% majority)
- i. Approval to call vocational pastors; call or removal of the Lead Pastor (75% majority);
- j. Approval to amend the Articles of Incorporation, Constitution or Bylaws of the church (75% majority); and
- k. Affirmation of other major events or decisions as designated by the Board, including church discipline.

Section 5 Termination of Membership

- a. If a member seeks to join another church and requires a formal termination of membership in Centreville Baptist Church, the church shall provide such a letter upon the member's request.
- b. The church will remove any member from the rolls upon the member's request.
- c. Inactive members may be removed in accordance with the process stated in Article 2 Section 2 of these Bylaws.
- d. The names of deceased members shall be removed from the church roll.
- e. Each termination of membership shall be reported to the members in accordance with the process in Article 2 Section 2 of these Bylaws.

Section 6 Church Discipline

Our church body practices church discipline to protect the body from unrepentant sin and false doctrine becoming an offense to the church's proclamation of the gospel to our community. The overarching goals of our Church Discipline Policy are preventing the need for church discipline and, when discipline is necessary, restoring a member. Our Church Discipline Policy has three phases – preventing the need for church discipline; confronting and restoring someone from sin; and, if necessary, terminating membership and fellowship. The policy is available to any member through the church office.

Article III Scriptural Roles of Ministry and Service

The scriptural roles of this church are elders and deacons/deaconesses. The Elders shall serve as the Board of Directors, identified herein as the "Board of Elders," "the Board," or "Elders." The authorized number of Board of Directors shall be equal to the number of active elders, provided that such number shall not be less than three (3). For the effective operation of the church, pastoral and non-pastoral staff may be appointed as outlined in Sections three, four, and five of this Article.

Section 1 Board of Elders

a. Qualifications

An elder is a man who meets the scriptural qualifications found in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-2, and who has been visibly performing the work and producing the fruit expected of an Elder. Lay Elders shall have been active members of this church for at least 2 years.

b. Roles and Responsibilities

The Elders have authority and responsibility, as undershepherds of Christ, to oversee the affairs of this church. Elder oversight first and foremost exists to protect the church body from false doctrine, false teaching, and any perversion of the gospel of Jesus Christ. The Elders shall oversee all the church's ministry and ministry support activities and make recommendations to the body for affirmation and approval as reflected in Section 4a – 4k. The Elder Board shall also exercise the corporate powers of the church, overseeing the business, property, and other legal affairs of the church.

In keeping with the principles set forth in Acts 6:1–6 and 1 Peter 5:1–4, the Elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God's flock. This means that they will actively oversee the spiritual growth and general well-being of the church body. The Elders provide leadership to help people work together by ensuring that church ministries are working cooperatively to accomplish the mission and goals of the church. The Elders are expected to be accessible and available to each other and to the members of the church. This enables the Elders to minister to the needs and concerns of the members, and it enables the Elders to benefit from the insights of the members.

To give their attention to prayer and the ministry of the Word, the Elders delegate responsibility to carry out the various ministries of the church to lay ministry leaders in the church body and vocational staff. The Lead Pastor shall have primary responsibility for leading the vocational staff and lay ministry leaders in executing the church's ministry strategy. Included in this responsibility is the supervision and evaluation of all employees.

c. Organization and Operation of the Board

The Elder Board is composed of the Lead Pastor and lay elders. Other staff pastors who scripturally qualify as elders may attend Board meetings but do not function as voting members of the Board. The number of lay elders serving shall be commensurate with the mission of the Board as determined by the Board. At Board meetings, a quorum shall exist with at least two-thirds of the voting Board members present including the Elder Chairman or the Lead Pastor.

The Elders will elect annually a Chairman, Vice-Chairman, and Secretary from among themselves. The Lead Pastor and these three Elders constitute the Elder Executive Team. The Elder Chairman or his designee shall also serve as the Moderator for Members Meetings.

In the interim between monthly Board meetings, the Executive Team may address urgent matters on behalf of the Board. In doing so the Chairman shall give timely notification of the matter to the Board via email; address any immediate questions or concerns of Board members; and make the matter an agenda item at the next formal meeting of the Board.

The Elder Chairman shall serve as the Chairman of the Executive Team. In collaboration with the Lead Pastor, the Elder Chairman shall assign individual elders area(s) of oversight and may, when required, appoint a sub-set of the Board to work as a project team on specific objectives or questions.

The Chairman shall receive reports from individual elders and project teams; set the agenda for Board meetings, facilitate Board discussions, and direct any follow-on actions by the Board.

Members of the Board of Elders or of any team thereof may participate in a meeting of such Board or team by means of a conference telephone call or similar communications media whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone call or similar communications media, a written record shall be made of the action taken at such meeting, noting participation of those who were present.

Any action required by law to be taken at a meeting of the members of the Elder Board may be taken without a meeting if a written consent, setting forth the action so taken, is signed by all the members entitled to vote with respect to the subject matter thereof.

In addition to regularly scheduled meetings, the Elder Board may convene as necessary to address needs expressed by the Lead Pastor, staff members, the congregation, or an individual church Member. From time to time, in performing their scriptural duties, the Elders may identify issues, which require the consideration of the entire church. The Elders shall obtain the Members' approval for actions involving significant new or increased obligations of the church. In those instances, recommendations from the Elders regarding these issues will be placed before the church during regularly scheduled or special Members Meetings.

d. Selection and Removal

The members may submit names of potential elder candidates to the Lay Leadership Search Team. Candidates are vetted by the Elders and the approved candidates are sent to the Lay Leadership Search Team for the interview process. Candidates are then interviewed by the Lay Leadership Search Team to determine their qualifications and willingness to serve. Upon receipt of the LLST's interview and recommendation, the Elders or a subset thereof, appointed by the Elder Chairman, shall interview the elder candidate. To be approved by the Board, an elder candidate must receive the votes of at least 75% of the Board's voting members.

If approved by the Board, elder candidates must be approved by at least 75% of voting members of the members present at a Members Meeting. Ballots will be prepared and distributed by the church office staff and tabulated by a counting team appointed by the Elder Chairman consisting of at least one elder.

All lay elders shall serve for a three-year term. After completion of that three-year term, he is eligible to be a candidate for a consecutive three-year term. After a lay elder has served two three-year terms consecutively, he shall not be eligible for re-election for at least one year. In the event of removal or resignation of an elder prior to completion of his term, the Elders, assisted by the LLST, may recommend a candidate to fill the vacant position for affirmation by the church body or wait until the next elder nomination cycle.

To remove a lay elder, it is necessary that an accusation be presented to the Elder Board by two or three witnesses. If it is determined that the accused elder no longer meets the qualifications of an elder, he will be removed by a 75% majority vote of the other elders and may be publicly rebuked in accordance with 1 Timothy 5:19-20. Consideration for future positions of leadership may occur after the person has demonstrated repentance and has re-established credibility and again meets the scriptural qualifications for the specific leadership or ministry role.

e. No Compensation

No salary or compensation shall be paid to any member of the Board of Elders in his capacity as member of the Board, but nothing herein shall be construed to preclude any elder from serving the church in any other capacity and receiving reasonable compensation. Moreover, an elder may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

Section 2 Deacons/Deaconesses

The office of deacon/deaconess is described in 1 Timothy 3:8–13, Acts 6:1–7, and Romans 16:1.

a. Qualifications

Deacons/deaconesses shall possess the qualifications as prescribed in 1 Timothy 3:8-13. In addition, they must have been active members of this church for a period of at least one year.

b. Roles and Responsibilities

Deacons/deaconesses are servants of the church, providing leadership to select service ministries. The number of deacons/deaconesses shall be determined by the needs of the ministry and the call and qualifications of men and women in the church. The Elders shall identify select ministries that require leaders who meet the biblical qualifications of a deacon/deaconess. In such cases, the deacon/deaconess will organize a ministry team consistent with the needs of that ministry area. Like all ministry teams, those led by deacons/deaconesses will collaborate with appropriate church staff members and report to the Elders. Deacons/deaconesses will exercise their responsibilities in their respective ministry teams, not as a separate team of the whole.

c. Selection and Removal

Deacon/deaconess selection begins with the Elders identifying those ministry teams that require deacon/deaconess leadership. The Elders and any church member may submit names of candidates to lead the select ministry teams. Candidates are vetted by the Elders and the approved candidates are sent to the Lay Leadership Search Team for the interview process. Candidates for the position of deacon/deaconess shall be examined by the Lay Leadership Search Team to determine their qualifications and willingness to serve. Deacons/deaconesses shall be approved by at least 75% of voting members present at a regularly called members' meeting. Ballots will be prepared and distributed by the church office staff and tabulated by a counting team appointed by the Chairman of the Elders consisting of at least one elder.

A deacon/deaconess shall serve for a three-year term. After completion of that three-year term, he/she is eligible to be a candidate for a consecutive three-year term. After a deacon/deaconess has served two three-year terms consecutively, he/she shall not be eligible for re-election for at least one year. In the event of removal or resignation of a deacon/deaconess prior to completion of his/her term, the Lay Leadership Team may recommend a candidate to fill the vacant position at the discretion of the Elder Board.

To remove a deacon/deaconess, it is necessary that an accusation be presented to the Elders by two or three witnesses. If it is determined that the accused deacon/deaconess no longer meets the qualifications of a deacon/deaconess, he/she will be removed by a majority vote of the Elders and may be publicly rebuked in accordance with 1 Timothy 5:19-20. Consideration for future positions of leadership may occur after the person has demonstrated repentance and has re-established credibility and again meets the scriptural qualifications for the specific leadership or ministry role.

Section 3 Lead Pastor

a. Qualifications

The Lead Pastor is a man who is an ordained pastor. He shall be an elder. As an elder, he shall meet the qualifications of an elder (see Section 1 of this Article) and shall carry out the duties thereof.

b. Roles and Responsibilities

The Lead Pastor is to provide leadership, management, and guidance in shepherding, overseeing, and teaching the church members necessary to assist the church body in the accomplishment of its mission. He shall preach the Word of God, administer the ordinances, and be responsible for all regular services. He shall organize and direct the other staff (pastoral and non-pastoral) identified in sections 4 and 5 of this Article. The Lead Pastor shall be a voting member of the Elder Board and shall hold the corporate office of President. He shall make reports to the Board, shall have the general powers and duties of management usually vested in the office of the chief executive and president of a church, and shall have such other rights, duties, and powers as are authorized by the Board.

Salary and benefit adjustments, performance appraisals, and job descriptions shall be in accordance with Personnel Policies and Procedures.

c. Selection and Removal

A Pastoral Search Team will be formed by the Elders. It will consist of at least three Elders (one of whom shall serve as the chairman) and at least three members (men or women) selected from among the active members of the church body. This team will consult with and ask for input from various groups (generational, gender, ethnic) within the body. This team will also seek the wisdom and input from staff pastors and ministry directors.

A search will be made for a candidate utilizing multiple interviews, listening to messages, and checking extensive primary as well as secondary references. When the team arrives at a candidate that they feel is God's will to fill the vacant position, he shall be presented to the entire Elder Board for approval. After the candidate is approved by the Elders, he shall be presented to the church at a Members Meeting for approval. Approval to call the pastor shall require at least 75% of the votes cast.

Removal of the Lead Pastor shall be by a vote of the church at a Members Meeting which has been requested by the Elders. The members can also initiate a termination of a Lead Pastor at a Members Meeting, but the vote to terminate shall only be taken after opportunity has been provided for the Elders to review the issues and present their recommendations. A motion for removal of the Lead Pastor requires approval of 75% of the eligible voting members present and voting at the Members Meeting.

Section 4 Other Pastoral Staff

a. Qualifications

The church may take on additional pastoral staff to fulfill the needs of the body. The pastoral staff is composed of men who are ordained pastors or meet the qualifications for the church to ordain them. They must, at a minimum, meet the scriptural qualifications of an elder (1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1, 2), are considered as such, and may attend Elders' meetings but do not function as voting members of the Elder Board.

b. Roles and Responsibilities

The pastoral staff shall provide leadership, management, and guidance necessary to assist the church body in the accomplishment of its members' mission. Pastoral staff shall serve as part of the staff organization as assigned by the Lead Pastor. While recognizing that this staff will have unique gifts and ministries, the fundamental functions of teaching and pastoral care are essential tasks for each position.

Salary and benefit adjustments, performance appraisals, and job descriptions shall be in accordance with Personnel Policies and Procedures.

c. Selection and Removal

The Lead Pastor will work with the Elders and pastoral staff to form a search team led by the Lead Pastor or his designee. This team will consult with and ask for input from various groups within the church body - especially those groups that are most closely aligned with and affected by this pastoral position. Members are encouraged to make recommendations of possible candidates. This team will seek the wisdom and input from staff pastors, ministry directors and various other groups within the church body.

When the team arrives at a candidate that they feel is God's will to fill the vacant position, he shall be presented to the Elders for approval. Upon approval by the Elders, the candidate shall be presented to the congregation for approval. Approval requires at least 75% of the votes cast.

A pastor may be reassigned or dismissed on the recommendation of the Lead Pastor and approval of the Elder Board.

Section 5 Non-Pastoral Staff

a. Qualifications

This staff is composed of full-time and part-time employees (men and women) fulfilling a full range of responsibilities. Staff positions are primarily non-teaching and non-pastoral but can include leadership and management, especially in administrative areas. Staff members shall be believers and shall be worthy of respect, sincere, temperate, honest and have an active growing life within the church or a like-minded church. Other qualifications for each position shall be established in accordance with Personnel Policies and Procedures.

b. Roles and Responsibilities

Staff shall report into the staff organization as defined by the Lead Pastor. Staff shall serve as assigned by the Lead Pastor or his designee. Staff members support a wide variety of activities related to the accomplishment of this church's ministry. Specific positions and position descriptions shall be in accordance with Personnel Policies and Procedures.

c. Selection and Removal

Non-pastoral staff (including ministry directors) should be searched for, interviewed, and hired by their pastor/supervisor after being appropriately vetted by the Lead Pastor. Salary and benefit adjustments, performance appraisals, and termination shall be in accordance with Personnel Policies and Procedures.

Article IV Other Corporate Officers

The Elder Chairman and the Lead Pastor serve as corporate Chairman of the Board and President respectively. The Chairman's and President's duties are defined throughout these Bylaws including in Article III, Sections 1b and 3c respectively. The Secretary and Treasurer are also corporate officers. These two officers shall serve for a three-year term. After completion of that three-year term, he or she is eligible to be a candidate for a consecutive three-year term. After the officer has served two three-year terms consecutively, he or she shall not be eligible for re-election for at least one year. Members Meetings.

Section 1 Secretary

The Secretary of the Elders will normally serve as the corporate Secretary unless the Elder Chairman appoints another member to perform this role. The Secretary shall record the minutes of all Members Meetings and shall record actions approved by the church. The Secretary shall also ensure that the official church membership roll of active members is kept, including all additions to and deletions from the roll. The Secretary shall also provide a current list of individuals seeking church membership for consideration at a Members Meeting. 31d and 32c

Section 2 Treasurer

The Treasurer shall be an Elder or a deacon/deaconess appointed by the Chairman of the Elders. He/she shall monitor disbursement of funds in accordance with the approved budget of the church or upon orders signed by the Elders or their designees. The Treasurer shall ensure that records as required by the Finance Policies and Procedures are kept. The Treasurer shall also render reports to the church at each regular Members Meeting, and such other reports as the Elders may direct.

The Treasurer shall ensure that all accounts, orders from the Elders or their designees, and other supporting papers are submitted for audit annually, and at other times as directed by the Elders. The Treasurer shall furnish a bond, if requested, in the amount set by the Finance Policies and Procedures, cost of the same to be paid by the church.

Section 3 Termination of Service of Other Corporate Officers

If the Officer defined in this article should fail to uphold the requirements of the position with which he/she is entrusted, or becomes an offense to the church and its dignity by reason of immoral or un-Christian conduct, he or she shall be terminated from the position of service. Such a finding and termination shall occur in accordance with Article III, Sections 1d and 2c for an elder and deacon/deaconess respectively, as well as the Church Discipline Policy. Consideration for future positions of leadership may occur after the person has demonstrated repentance and has re-established credibility within the body and the Elder Board.

Article V Fiscal Matters

Section 1 Deposits

The Board, or Finance Ministry Team as authorized designee, shall select banks, trust companies, or other depositories in which all funds of the church not otherwise employed shall, from time to time, be deposited to the credit of the church.

Section 2 Checks

All checks or demands for money and notes of the church shall be signed by such officer or officers or such other persons as the Board may from time to time designate. All paper checks shall require two authorized signatures from two disinterested approved signatories.

Section 3 Fiscal Year

The financial year of the church shall be July 1 through June 30. The Board, in consultation with the Finance Ministry Team, shall have the power to fix, and from time to time to change, the fiscal year of the church. Accurate records shall be kept by the church and report made on the fiscal year basis.

Section 4 Contracts and Other Legal Matters

Under the oversight of the Elder Board, the President/Lead Pastor or his designee shall have the power enter into any contract, or execute and deliver any instrument, in the name of and on behalf of the church. The Board may authorize any officer or officers, agent, or agents of the church, in addition to the officers so authorized by these Bylaws, to enter into any contract, or execute and deliver any instrument, in the name of any on behalf of the church. Such authority may be general or confined to specific instances. A competent attorney should review all contracts and legal matters of significance as determined by the Board.

Section 5 Endowments

The Board may establish on behalf of the church any endowments for the general purposes or for any special purpose of the church.

Section 6 Designated Contributions

The church may accept any designated contribution, grant, bequest or devise consistent with its general tax-exempt purposes, as set forth in the Articles of Incorporation. As so limited, donor designated contributions will be accepted for special funds, purposes or uses, and such designations generally will be honored. However, the church shall reserve all right, title, and interest in and to and control of, such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any funds (including designated contributions) to assure that such funds will be used to carry out the church's tax-exempt purposes.

Section 7 Budget and Audit

The Board shall prepare and submit to the church for approval at the annual Members Meeting an inclusive Ministry Invest Plan (budget), indicating by account the amount needed and sought for expenses together with an annual strategic plan. The Finance Ministry Team shall conduct or arrange for an annual review or outside audit of a type and nature they deem appropriate, or as required by the mortgage holder.

Section 8 Transactions with Interested Parties

A contract or other transaction between the church and one or more of its Board members, deacons, or family members thereof (hereinafter "Interested Party"), or between the church and any other entity, of which one or more of the church or its Board members, Elders, deacons/deaconesses, staff and other Officers are also Interested Parties, or in which entity is an Interested Party has a financial interest – shall be voidable at the sole election of the church unless all of the following provisions are satisfied:

- a. The church entered into the transaction for its own benefit;
- b. The transaction was fair and reasonable as to the church, or was in furtherance of its exempt purposes at the time the church entered into the transaction;
- c. Prior to consummating the transaction, or any part, the Board authorized or approved the transaction, in good faith, by a vote of a majority of the Directors then in office, without counting the vote of the interested Director or Directors,

and with knowledge of the material facts concerning the transaction and the Interested Parties' interest in the transaction; and

- d. Prior to authorizing or approving the transaction, the Board, in good faith, determined after reasonable investigation and consideration, that either the church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the church's tax-exempt purposes.

Common or interested Board members may not be counted in determining the presence of a quorum at a meeting of the Board (or a team thereof) which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan shall be made by the church to any of its Board members, staff, deacons, or members.

Section 9 Conflicts of Interest Policy

The Board has adopted a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Elders, Deacons/Deaconesses, Officers, or employees. This policy shall permit the Board, with input from the Finance Ministry Team, to determine whether the contemplated transaction may be authorized as just, fair, and reasonable to the church.

Article VI Ministry Teams

The Lead Pastor or his designee, in collaboration with the staff, members, and Elders as appropriate, can form any ministry team deemed necessary to effectively achieve the mission of the church. Leaders of a Ministry Team shall be active members (men or women) of the church. The Lead Pastor or his designee shall select Ministry Team Leaders based on the required level of spiritual qualifications and ministry gifts. Other team participants are selected from the congregation at large.

Article VII Search Teams

Section 1 Lay Leadership Search Team

The Lay Leadership Search Team shall consist of at least one elder, at least one deacon/deaconess and no less than three (3) at-large members (men or women) selected from among the active members of the church.

The Team solicits input from the members and shall recommend qualified, willing candidates for the offices of elder and deacon/deaconess. The Team shall recommend at-large candidates for Pastoral Search Teams as needed. Prior to the Team's interview, the initial list of potential candidates for each office shall be provided to the Elders for review. The Elders may remove unqualified candidates' names from the list. The team shall use the reviewed list as the pool for selecting recommended candidates. The Team shall submit recommended candidates to the Elders for a final interview. If approved by the Elders, the Chairman of the Elders or his designee shall recommend candidates to the members for affirmation. The Elders shall communicate the names of the candidates two weeks prior to the Members Meeting so the members can address comments or questions prior to the meeting.

At-large members of the Lay Leadership Search Team are affirmed by the church and serve a three-year term of office. When vacancies among the at-large members of the team occur, including vacancies as a result of normal completion of the three-year term, the remaining members of the Lay Leadership Search Team shall solicit names from the members for consideration. After review and evaluation, the team shall recommend candidates to the Elders for approval. Approved candidates shall be presented for affirmation at a Members Meeting.

Candidates who are filling a vacancy not caused by completion of a normal three (3) year term shall be affirmed only for the time of the unfulfilled term.

Section 2 Pastoral Search Team

The Pastoral Search Team shall be selected and convened as needed to select a qualified, willing candidate for the position of Lead Pastor. See Article III, Section 3.c. (above) for details. Candidates for at-large member of the Pastoral Search Team are identified by the Lay Leadership Search Team and affirmed by the church. Should vacancies among the at-large members of the team occur, the Lay Leadership Search Team shall recommend willing replacement candidates at a Members Meeting. Each Pastoral Search Team member shall be affirmed by a majority vote of the voting members present at a Members Meeting.

Article VIII Meetings

Section 1 Worship

Worship services of the church shall be held on Sunday morning. Additional services may be scheduled and conducted in accordance with the purpose of this church.

Section 2 Members Meetings

Regular Members Meetings shall be held quarterly (approximately, one every three months). The Elders shall provide a status of activities and an update of attainment of church-wide goals. Items presented at any regularly scheduled Members Meeting which require a vote of the members must be posted as agenda items of business at least one week prior to the meeting, except as noted for changes to the Constitution and Bylaws.

Special Members Meetings may be called by the Lead Pastor, Elders, or upon request in writing of twenty members of the church. A one (1) week notice shall be placed in the church bulletin for the Special Members Meeting unless extreme urgency renders such notice impracticable, and a consensus of the members of the Elders agree to the "extreme urgency." In such a case, announcement of the special meeting must be made at the worship meeting preceding the Special Members Meeting.

Business is conducted at a Members Meeting by the active members present. A quorum is the number of active members of voting age present at a business meeting.

All business shall be conducted in conformity with Robert's Rules of Order, revised.

Article IX Stewardship and Financial Program

Section 1 General Financial Policy

The financial program of the church shall be planned, promoted, and carried out through an annual Ministry Investment Plan (MIP, i.e., budget). The Lead Pastor and staff shall prepare the MIP in collaboration with the Elders and Finance Ministry Team (FMT). The Lead Pastor and staff shall present the MIP to the Elder Board for approval. The Elders shall submit the MIP to the church body for approval.

The church's financial needs shall normally be met through members' tithes and offerings. However, in extraordinary circumstances – such as that presented by a pandemic – the Elders may approve the use of alternative forms of revenue such as government assistance and employee retention funds. This provision does not include the ability to incur additional debt outside the normal budget process or a special congregational meeting to approve such debt.

The church staff shall use the standard accounting practices to manage cash flows in coordination with the FMT and Elder oversight.

Article X General Provisions

Section 1 Settlement of Disputes Other Than Those Requiring Church Discipline

If a church member wishes to bring a claim or dispute against the church or any of its officers or staff, that church member shall do so under the *Rules and Procedures for Christian Conciliation* (a copy of which is available in the church office). All employees of the church shall sign policies or contracts stipulating that they agree to use the *Rules and Procedures for Christian Conciliation* for any claims or disputes against the church. As appropriate, all contractors and vendors of the church will be asked to sign policies or contracts agreeing with the *Rules and Procedures for Christian Conciliation*.

In accordance with the scriptural precept in 1 Cor. 6:1 – 11, church members are encouraged to use the *Rules and Procedures for Christian Conciliation* instead of suing one another in a court of law.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue will be the county and state where the church is located, and Virginia law will apply to the dispute. Members, pastors, and staff understand that these methods will be the sole remedy for any controversy or claim arising against the church and expressly waive their right to file a lawsuit in any civil court against one another or the church for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent

jurisdiction, in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect the church and its members and under its risk policy procedures, the church is required to maintain liability insurance. Therefore, this conflict provision is conditioned upon agreement by the church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by the church.

Section 2 Bylaws Amendments

Any member who is at least 18 years old may propose amendments to these Bylaws for the Elder Board's consideration. The Elder Board shall review all proposed changes and must approve any proposed amendment before it is presented to the church body. This Constitution shall be amended by a 75% majority vote of the members present and voting, provided that the following procedure has been followed:

- a. The proposed amendment has been presented at a previous Members Meeting.
- b. The church has made the proposed amendment available to all members through electronic publishing and through printed copies available at the church office.
- c. At least two weeks before the meeting to vote on the amendment, the Chairman of the Elders or his designee has notified members of the upcoming vote on the amendment through Sunday morning announcements and electronic media.



I, the undersigned Centreville Baptist Church Secretary of the Elders, do hereby certify that the above Constitution and Bylaws were adopted on _____ by the members at a duly called meeting, and that this Constitution and Bylaws are current and in operation as of that date.

Secretary of the Elders

Date