

THE CONSTITUTION AND BY-LAWS OF PERSEVERANCE CHRISTIAN CHURCH

DUNDAS, VA 23938

AMENDED AND RESTATED NOVEMBER 6, 2025

PREAMBLE

We, the members of Perseverance Church, a congregationally governed body, in order to promote the work of the church in the spirit of Christ and thus advance His Kingdom, do hereby adopt this Constitution.

ARTICLE 1. NAME AND PURPOSE

Section A. Name

The name of this organization shall be Perseverance Christian Church of Dundas, Virginia, affiliated with the The Christian Church (Disciples of Christ) and committed to the historic principles of this body.

Section B. Purpose

The purpose of this church shall be as revealed in the New Testament to win people to faith in Jesus Christ and commit them actively to the church, to help them grow in the grace and knowledge of Christ that increasingly they may know and do His will, and to work for the unity of all Christians and with them engage in the common task of building the Kingdom of God.

ARTICLE II. MEMBERSHIP

The membership of this church shall consist of those who are now Members as shown in the Clerk's record of the congregation and those who shall unite with it by baptism or by transfer of membership or statement of faith. Voting privileges shall be accorded to all Members.

ARTICLE III. BAPTISM

The form of baptism to be administered in this church shall be immersion. Those who transfer their membership to this church from another will not be required to be immersed. Regardless of the form of their baptism, but the perspective member may receive baptism by immersion if they so desire.

ARTICLE IV. OFFICERS

Section A. Officers

The following officers shall be elected for a term as designated for each or until such time as a successor is elected and assumes office:

1. Chair: for a term of one year
2. Vice Chair: for a term of one year
3. Secretary: for a term of one year
4. Elders: Four in number, one of whom shall be elected each year for a term of four years. Elders may not succeed themselves in office, but may be re-elected to another term after having been out of office one year. No person shall be elected to the office of Elder who has not served at least one term of office as a deacon.
5. Deacons: Sixteen in number, four of whom shall be elected each year for a term of four years. Deacons shall not succeed themselves in office, but may be re-elected to another term after having been out of office one year.
6. Trustees: Three in number, one of whom shall be elected each year for a term of three years.
7. Clerk: for a term of one year.
8. Financial Secretary: for a term of one year.

9. Treasurer: for a term of one year.
10. Sunday School Superintendent: for a term of one year.

Section B. Duties of Officers

1. The **Chair** shall fulfill the usual duties of such an officer, call and preside at all regular or special business meetings of the congregation and serve as Chair of the Official Board.
2. The **Vice Chair** shall fulfill the usual duties of such an officer, call and preside at all regular business meetings of the church in the absence of the Chair, and serve as Vice Chair of the Official Board.
3. The **Secretary** shall keep minutes of all regular or special meetings of the church, serve as Secretary of the Official Board, keep a record of all its regular or called meetings, and perform such other duties as may be assigned.
4. The **Elders**, in cooperation with the functional committees, shall promote the growth and welfare of the church; give spiritual oversight to the members with respect to regular attendance at the Lord's Supper; visitation of the sick and concern for the morally delinquent and spiritually indifferent; give thoughtful consideration to policies of the church that will enable it to fulfill its complete mission; encourage by example and word the missionary, evangelistic, educational and stewardship responsibilities of the church; serve at the Lord's Table and perform such other duties as may be assigned.
5. The **Deacons**, in cooperation with the functional committees, shall cooperate with the Elders in promoting the growth and welfare of the church; assist in the greeting and ushering of the worshipers; distribute the Lord's Supper and receive the offerings;

- assist in financial canvasses; visitation projects and preparation of candidates for baptism; give counsel and service in the business affairs and program activities of the church; cooperate in ministering to the needy; and perform such other duties as may be assigned.
6. The **Trustees** shall act as the legal agents of the church in all business matters under the direction of the Official Board and subject to the approval of the church; hold legal title to all church property and handle all business transactions related thereto; have supervision over all endowment and trust funds; and perform such duties as are required by the laws of the State of Virginia.
 7. The **Church Clerk** shall keep a complete record of the church membership and such vital statistics as births, deaths, baptisms and weddings; receive all applications for church letters and issue them under authority delegated by the Official Board.
 8. The **Financial Secretary** shall receive and make a record of all funds and deposit them in the proper church accounts; keep an individual account record of each contributor; send out statements as directed by the Official Board; serve as a member of the Stewardship Committee; present a report at each regular meeting of the Official Board and a yearly report to the congregation.
 9. The **Church Treasurer** shall disburse all funds of the church according to the authority designated to him by the Official Board, serve as a member of the Stewardship Committee; make reports at each regular meeting of the Official Board and a yearly report to the church. Record all Online giving and report the amount each month to the Financial Secretary and the Official Board. Online giving is accepted by the Church directly into its bank account.

10. The **Sunday School Superintendent**, in cooperation with the Christian Education Committee, shall be responsible for planning and administering the Church Sunday School.

Section C. Election of Officers

1. A nominating committee composed of five members of the Official Board shall be appointed by the Board Chair, approved by the Official Board and announced to the congregation in October, at least six weeks prior to the annual business meeting, to nominate candidates for Elders, Deacons, Trustees, Clerk, Financial Secretary, Treasurer, , Sunday School Superintendent of the Congregation; and the Chair, Vice Chair and Secretary of the Official Board.
2. All suggestions from the congregation for nominees shall be in the hands of the nominating committee at least thirty days prior to the annual meeting. The committee shall then consider qualifications and prepare a slate consisting of one nominee for each vacancy with alternates.
3. The nominating committee shall report its nominations to the Official Board for approval at a meeting prior to the annual business meeting. The Official Board shall then elect Chair Vice-Chair and Secretary of the Official Board at its final meeting of the year.
4. After Official Board approval, the Nominating Committee shall secure consent for the remaining nominees. It is the responsibility of the Nominating Committee to inform the nominees of the responsibilities of the Elders and Deacons including attending Official Board meetings and serving Communion at Sunday Services as well as informing the nominees for the other offices of their responsibilities

5. The Official Board shall report the nominations of the Official Board other than the Official Board Chair, Vice-Chair and Secretary to the congregation at the annual business meeting. All nominees who receive a majority of the votes cast by those present and voting shall be declared elected. Voting shall be done by secret ballot in all cases where there is more than one nominee for the same office.
6. Vacancies in any office of the Church shall be filled for the unexpired term by nomination of the Chair of the Official Board in consultation with the minister and election by the Official Board.
7. The Official Board shall have the right to remove any member of the Official Board for cause as determined by the Official Board.

Section D. The Official Board

1. The Official Board shall consist of the elected officers of the Church.
2. It shall be the duty of the Official Board to:
 - a. consider and recommend to the congregation general policies
 - b. transact business
 - c. administer the program of the Church
 - d. at its final meeting of the year the Official Board shall appoint Librarian, Historian, and any other personnel needed to conduct the work of the Church, and define their duties.
3. The Official Board shall perform its duties according to the authority granted in this Constitution or designated to it by the Church. Reports shall be made annually to the Church at the business meeting.

ARTICLE V. THE MINISTER

Section A. Duties

The Minister of the Church shall perform the duties which usually pertain to that office, and as spiritual administrator of the Church, shall be an ex-officio member of the Official Board, all organized groups, auxiliaries and committees.

Section B. Selection

The Minister shall be chosen by the Church as hereinafter provided:

1. A representative committee of five, nominated by the Chair and elected by the Official Board, shall serve as the Pulpit Committee and be responsible for recommending a prospective minister to the Official Board.
2. The Official Board shall consider the recommendation of the Pulpit Committee and if approved, recommend the prospective Minister to the Church. It shall be the policy of the Church to consider only one prospective Minister at a time.
3. The recommendation of the Official Board must be accepted by at least two-thirds majority of Members present and voting in a regular or special business meeting of the Church before a call may be extended.
4. The term of his ministry shall be for an indefinite period and may be terminated by either party upon 90 days notice. A written statement setting forth the salary to be paid and other conditions of the call shall be made in duplicate; one copy for the Minister and one for the Church.

Section C. Pastoral Relations Committee

1. The purpose of the Pastoral Relations Committee is to provide a regular channel of communications for cultivating an open, positive and honest relationship between the Pastor and Congregation enabling the church to fulfill its mission effectively.
2. The Pastoral Relations Committee shall consist of the 4 elected elders and 2 Members not currently serving on the Official Board. These 2 non-Official Board members shall be appointed by the Board Chair and serve a 2- year term. The initial term of the first appointment shall be for a 1- year term and the second shall be appointed for a 2- year term. Appointed in this way one will rotate off each year. Thereafter, in subsequent years the Board Chair shall appoint one non-Official Board member each year.
3. The Pastoral Relations Committee shall meet at least quarterly and shall report regularly to the Official Board.
4. The Pastoral Relations Committee may select a Chair and Secretary.

ARTICLE VI. MEETINGS

Section A. Meetings to be Held.

The Church shall hold:

1. An annual business meeting within the first twenty-one days of the last month of the Church year.
2. Special meetings as required, such meetings to be called by the Chair or Vice-Chair upon request of the Official Board or written petition of fifty or more Members of the Church.

Section B. Notice

Notice of all regular or special business meetings of the Congregation shall be given at a regular Sunday service of the Church at least one week in advance of the meeting.

Section C. Rules of Order

All business meetings of the Church and the Official Board shall be governed by Robert's Rules of Order.

ARTICLE VII. AMENDMENTS

This constitution may be amended at any business meeting of the Official Board by a two-third vote of the members present and voting recommending the amendment to the Church. After Official Board approval, The Church may vote to amend this constitution at a meeting of the Church, proper notice given, by a two-thirds vote of the Members present and voting on the amendment, provided that the proposed amendment is available to the Members either by paper or electronic copy at least two weeks before the vote is taken.

BY-LAWS

- I. The Church year shall begin on January 1.
- II. The Official Board shall:
 - a. Meet monthly at a time and place to be determined by the Official Board.
 - b. Hold special meetings as required on call of the Chair or upon request of ten or more members of the Official Board.
 - c. Consider eleven members of the Official Board as a constituting a quorum.

d. Observe the following order of business:

1. Meeting called to order by presiding officer
2. Devotions and prayer
3. Reading and approval of the minutes of previous meeting
4. Ministers report
5. Report of Financial Secretary and approval of report
6. Report of Clerk and approval of report
7. Report of Treasurer and approval of report
8. Regular and special committee reports
9. Action on recommendations growing out of reports
10. Consideration of unfinished business carried over from previous meetings.
11. New business and program suggestions for future activities
12. Adjournment
13. Pastor's inspirational moment and benediction

III. The plan of procedure for administering the Church program shall be as follows:

- a. The task of administering the program of the Church shall be delegated to the following functional committees:
 1. Worship
 2. Christian Education
 3. Evangelism
 4. Membership
 5. Missions and Benevolence

- 6. Stewardship
- 7. Property
- b. Special committees shall be appointed when needed.
- c. The membership of each functional committee shall be selected in the following manner, subject to the confirmation by the Official Board.
 - 1. The Chair, Vice-Chair and Secretary and Minister shall constitute a committee to select the respective committee chair.
 - 2. This committee shall then act with the respective committee chairs in the selection of the members of each committee
 - 3. Chair of all functional committees shall be selected from the membership of the Official Board.
 - 4. Membership on each functional committee shall be on the basis of qualification for the task, regardless of membership on the Official Board.
 - 5. Each functional committee may appoint any subcommittee they deem necessary in order it administer its program of work.
- d. Each functional committee shall organize itself to conduct the business for which it is responsible, meet regularly to attend to its business and plan its general program which shall be presented to the Official Board. Upon approval by the Official Board, the committee shall proceed to administer its program in cooperation with other functional committees. Regular reports shall be made to the Official Board.
- e. The purpose and duties of the functional committees shall be as follows:

1. **Worship Committee**

- a. It shall be the purpose of this committee to lead the membership in a genuine experience of worship in the public services and to enrich personal and family devotional life.
- b. It shall be responsible for the public worship of the church, its pulpit supply, the administration of baptism and the Lord Supper, music, ushering, midweek and special prayer services, and the encouragement of the devotional life among individual members and homes of the church.
- c. Music and Technology Subcommittees may be appointed as necessary. The Music Subcommittee shall be responsible for the music program to enhance the worship experience of the Church including all choirs, musical instruments and musical performances as well as selecting music selections to be sung at any worship service. The Technology Subcommittee shall be responsible for technology used in worship to enhance the worship experience of the Church as well as online through social media and digital platforms. In cooperation with the Property Committee, the Subcommittee shall be responsible for all equipment associated with the broadcasting of the worship services both in person and

online including but not limited to microphones, speakers, projectors, computer equipment and equipment associated with internet connections from internet service providers. The Subcommittee shall be responsible for recommending the digital platform that is used. The Subcommittee will also recommend the services that are appropriate for streaming. All Subcommittees will provide their recommendations to the Worship Committee and once approved, the Worship Committee will submit them to the Official Board for action.

2. Christian Education Committee

- a. It shall be the purpose of this committee to develop an effective program of religious education for the entire constituency of the Church in keeping with the general objectives of Christian education
- b. It shall be responsible for planning and administering the total educational program of the church, including church school, youth activities, midweek educational projects, leadership education, distribution of Christian literature and fostering Christian home life. It shall also cooperate with other groups of the church such as Missions and Benevolence Committee in planning an educational program.

3. **Evangelism Committee**

- a. It shall be the purpose of this committee to cultivate an evangelistic spirit within the Church and to plan and administer the evangelistic program.
- b. It shall be responsible for developing an evangelistic church, sponsoring a year-round program of evangelism which reaches into every age level and every phase of the church life, compiling a list of prospective members and planning and directing special evangelistic projects. In cooperation with the Membership Committee, it shall aid in the development of new members.

4. **Membership Committee**

- a. It shall be the purpose of this committee to maintain the closest possible contact with the entire church membership to the end that each member may function effectively in the life of the church and to develop a spirit of comradeship and love within the congregation founded on a common love for Christ.
- b. It shall be responsible for the pastoral oversight of the membership; assisting the Clerk in keeping accurate, up to date records; promoting visitation projects; calling on the indifferent, sick and unfortunate and organizing others to do likewise; providing an adequate program of social life

for the Church; supplying receptionists to welcome attendants at regular services and giving publicity to Church life and activities.

- c. It shall be responsible, working cooperatively with the Evangelism Committee, for orienting new members into the life and fellowship of the Church.

5. **Missions and Benevolence Committee**

- a. It shall be the purpose of this committee to create and foster a world vision within the Church and its auxiliary organizations and to lead in planning and administering the worldwide program of the Church.
- b. It shall be responsible for planning and promoting a definite program of missionary education in every department of the Church, recommending the Church's annual missionary and benevolent budget; enlisting support for missions and brotherhood causes; caring for local and general benevolent needs not otherwise provided for; sponsoring interdenominational activities and projects of social action; promoting conventions, conferences and retreats, recruiting and supporting life work recruits; and keeping records of all missionary giving and action in the church.

6. Stewardship Committee

- a. It shall be the purpose of this committee to develop within the membership an understanding of the full meaning of Christian stewardship and so to direct the financial program of the Church that it will not only supply the financial needs but prove a means of spiritual enrichment and character building for each one participating.
- b. It shall be responsible for keeping alive in the Congregation the realization of its stewardship obligations; promoting stewardship education; supervising the preparation and subscribing of the Church budget; keeping accurate records; providing for an annual audit of the records and encouraging endowments for future development in the Church and world work.

7. Property Committee

- a. It shall be the purpose of this committee to care for all properties of the Church.
- b. It shall be responsible, in cooperation with the Trustees, for keeping all property and equipment in proper condition, studying needs and making requirements for improvements; supervising the work of the custodian;

caring for grounds and keeping the properties adequately insured against possible loss or damage.

8. **Special Committees**

When needed to administer the work of the Church, the Chairman shall appoint, with the approval of the Official Board, such special committees as may be needed. These committees shall perform duties assigned and shall continue for such time as designated.

9. **Auxiliary Organizations**

a. The purpose and responsibility of each of these groups shall be outlined in their own constitution, by-laws or plan of procedure.

b. These organizations shall cooperate with the functional committees of the Church, not only in planning and administering the total program of the Church, but also in developing their individual programs in the best interests of the total program.

IV. The procedure governing employment of staff shall be as follows:

a. Employees, other than heretofore provided, shall be secured upon recommendation of the respective functional committees concerned.

b. The Official Board shall designate the proper functional committee to recommend back to the Official Board the employment or release of such employees as shall be deemed

necessary from time to time. Final authority in all such matters, except calling the Minister, shall reside in the Official Board.

c. Employment shall be by a two-thirds vote of Official Board members each employee to be responsible to the Official Board through the functional or other committees.

d. A written statement covering terms of employment shall be included in the minutes of the Official Board and a copy of which shall be given to the employee.

V. These by-laws may be amended by a majority vote of the vote of the members of the Official Board present and voting in regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the Official Board at least 26 days prior to the vote thereon.