

WESTERN HEIGHTS BAPTIST CHURCH OF PETERSBURG, VIRGINIA

PREAMBLE

We declare and establish this Constitution to preserve and secure the principles of our faith, and to govern this body in an orderly manner. This Constitution will reserve the liberties of each individual church member and the freedom of action of this body in its relation to other churches.

BRACK DUNN
Chairman of Deacons

ANGELA MULLINAX
Chairman, Constitution Committee

10 December 2008

ARTICLES OF FAITH

Membership in this church implies that the Holy Scriptures explicitly and plainly teach that all Scripture is given by inspiration of God, and there is but one God, revealed as Father, Son and Holy Spirit.

That all men and women are by nature sinners, devoid of holiness, exposed to eternal ruin, and without excuse.

That Jesus the Christ, the God-Man, is our only mediator and Savior through the atonement He has made for sin by His death and resurrection.

That regeneration is a change wrought in us by the Holy Spirit.

That repentance is a change of mind affected through Godly sorrow for sin, and manifested in careful endeavor to live a Godly life.

That faith is a personal trust in Christ as the only and sufficient Savior, and a willing surrender to Him as the Lord and King.

That believers in Christ are no longer under condemnation but fully pardoned and restored to the Father's favor.

That by the Holy Spirit the love and power of sin are gradually destroyed and a holy disposition strengthened.

That faith, if it has not works, is dead.

That believers are kept by the power of God unto salvation and will be preserved in holiness.

That a church is a body of baptized believers obeying the laws of Christ and observing His ordinances; that they are baptized by immersion in water in the likeness of Christ's death; and the Lord's Supper, an often repeated commemoration by the assembled church of the death of Christ in the use of bread and the fruit of the vine, are emblems of His body and blood.

That the Lord's Day is to be dedicated to rest and public worship.

That we are to go into all the world and preach the Gospel to all nations.

That Christ will come again without sin unto salvation.

That there will be a resurrection of all unto life or unto condemnation.

That there will be a general judgment which will fix the state of man as eternal life or eternal punishment.

CHURCH COVENANT

Having been, as we trust, brought by divine grace to embrace the Lord Jesus Christ, and to give ourselves wholly to Him, we do now solemnly and joyfully covenant with each other to walk together in Him with brotherly love, to His glory, as our common Lord. We do, therefore, in His strength engage:

That we will exercise a Christian care and watchfulness over each other, and faithfully warn, exhort, and admonish each other as occasion may require;

That we will not forsake the assembling of ourselves together, but will uphold the public worship of God and ordinance of His house;

That we will not omit personal and family devotions at home, nor neglect the great duty of religiously training our children, and those under our care, for the service of Christ and the enjoyment of heaven;

That we, as the light of the world and the salt of the earth, will seek divine aid to enable us to deny ungodliness and every worldly lust, and to walk circumspectly in the world, that we may win the souls of men;

That we will cheerfully contribute of our means, as God has prospered us, for the maintenance of a faithful and evangelical ministry among us, for the support of the poor, and for the spreading of the Gospel over the earth;

That we will in all conditions, even till death, strive to live to the glory of Him who has called us out of darkness into His marvelous light. “Now may the God of peace, who brought up our Lord Jesus, that great Shepherd of the Sheep, through the blood of the everlasting covenant, make you complete in every good work to do His will, working in you that what is pleasing in His sight, through Jesus Christ, to whom be glory, for ever and ever.” Amen. (Hebrews 13: 20-21)

ARTICLE I. NAME

This body shall be known as the Western Heights Baptist Church of Petersburg, Virginia.

ARTICLE II. PURPOSE AND OBJECTIVE

To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world;

To be a worshipping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership;

To experience an increasingly meaningful fellowship with God and fellow believers;

To help people experience a growing knowledge of God and men;

To be a church that ministers unselfishly to persons in the community and work in Jesus' name;

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.

ARTICLE III. RELATIONSHIPS

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of cooperation common among Southern Baptist Churches. This church will cooperate with and support the Association and State Convention with which it is affiliated in the Southern Baptist Convention.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. General.

The membership shall be composed of immersed (baptized) believers in Christ as Savior, and shall be sovereign and democratic under the Lordship of Jesus Christ. The membership retains the exclusive right of self government in all phases of the life of this church, and the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2. Candidacy.

Any person may offer themselves as a candidate for membership in this church. Upon coming forward, the right hand of fellowship will be extended after a voiced agreement by those members present. All prospective members who come on profession of faith or from another denomination which does not practice baptism by immersion must be baptized by immersion first by the church. The prospective member will then be presented to the church for membership at a regular business meeting.

Persons may become candidates for membership in this church:

1. Through a profession of faith in Jesus Christ as Savior;
2. By a letter from other churches of like faith and order;
3. By a statement of faith (experience);
4. Through restoration to membership of those who for some reason have been disciplined or previously dropped from the church roll.

Section 3. Termination of Membership.

Membership shall be terminated in the following ways:

1. By death;
2. By letter at their request to join other churches of like faith and order;

3. By joining other churches of other faiths. In such cases, letters of recommendation may be sent if requested, but such letters shall not be interpreted as a church letter in the strict sense of the word;
4. By erasures brought by their failure to discharge obligations and responsibilities as stated in Section 4, then and only then on recommendation of the Senior Pastor and Deacon Body to the church.

Section 4. Obligations and Responsibilities of Members.

Obligations and Responsibilities are:

1. Resident members are obligated to attend with a fair degree of regularity unless providentially hindered. This has reference to the worship services in particular and other services in general.
2. The conduct of all members shall be in accordance with that becoming to Christians.
3. Unless providently hindered, all members are expected to give their financial support to the church as led by the Lord and prompted by a good conscience of what the Scriptures have to say about giving.
4. All members are expected to render whatever services they can and personally witness as followers of Christ.
5. When any member moves from this city, they shall supply the church clerk with a new address and apply for a letter of dismissal within one year, providing there be a church of like faith and order in the place to where moved. In the case there is no such church, it shall be their duty to report to the church as often as once a year in person, or by letter and contribution, unless providentially hindered. This does not apply to our church members and families in the service of our country.
6. All new members are expected to attend four one hour New Member Classes with the Senior Pastor or his designated associate, where church membership, doctrine, constitution and bylaws, church policy, and responsibilities will be explained and taught. They must attend a minimum of three New Member Classes. If a member fails to meet this obligation, they are to be counseled by the Senior Pastor and/or at least one Deacon.

Section 5. Voting Rights of Members.

Every member of the church is entitled to vote at all elections and all questions which are submitted to the church.

1. Providing the member is present.

2. Providing provision has been made by majority vote of the church at a previous business meeting for absentee balloting. (The absentee ballot must be hand written or typed, signed, and given to the church clerk before the time the vote is to be taken.)
3. On matters pertaining to loans, major building programs (general remodeling or new buildings), and any other matters concerning legal financial obligations of this church, the voting age of eligible members SHALL be 18 years of age or older. On all other matters that come before the church, to include the calling of a new Senior Pastor or Associate Pastor, any church member, regardless of age, SHALL be eligible to vote.

ARTICLE II. CHURCH OFFICERS

All church officers must be members of the church except the Church Administrative Assistant, who may be a non-member.

Section 1. Officers.

The officers of this church shall be as follows: Brotherhood Director, Baptist Women on Mission Director, Church Safety Officer, Church Staff, Church Training Director, Assistant Church Training Director, Clerk, Assistant Clerk, Deacons, Historian, Assistant Historian, Librarian, Marriage Enrichment Directors, Moderator, Sunday School Director, Assistant Sunday School Director, Treasurer, Assistant Treasurer, Trustees, Website Administrator, and Assistant Website Administrator. Unless otherwise noted, the term of office for elected positions shall commence on the first of September and run for a period of one (1) year. The Nominating Committee shall present nominees to the church for election in the July and August Business Meetings unless otherwise specified for each position.

Section 2. Duties of Officers.

The church shall employ such staff members as the church deems necessary. A job description shall be written concerning each staff volunteer and/or paid position. Such staff members, other than ordained pastors and volunteer staff members shall be recommended to the church by the Personnel Committee with the approval of the Senior Pastor. The Personnel committee, with the Senior Pastor, will set the duties, salary, and benefits to be voted on with simple majority by the church family. There shall exist between each paid employee of the church, except ordained pastors, an agreement setting forth duties, salary and benefits to be reviewed annually by the Personnel Committee, the Senior Pastor, and any church committee that oversees and supervises the work of the paid personnel. The Nominating Committee will recommend all volunteer staff members to the church for approval.

1. **Senior Pastor.** The Senior Pastor is responsible for leading the church in functioning as a New Testament Church. The Senior Pastor will lead the congregation, the organizations and the church staff in performing their tasks. The Senior Pastor is the leader of pastoral ministries in the church. As such, he works with the deacons, the church staff and other members of the church:
 - a. To lead the church in the achievement of its mission;
 - b. To proclaim the Gospel to believers and unbelievers; and,

- c. To care for church members and others in the community.

A Pulpit Committee shall be responsible for seeking out a Senior Pastor whenever a vacancy occurs. The Pulpit Committee is to be elected in accordance with church policies concerning activities of such a committee. Their recommendation shall constitute a nomination and such nomination to be voted upon at a special meeting of the church called for that purpose. This meeting shall be held immediately following a Sunday morning worship service and then only after at least one week's notice to the church members. Any vote on calling a Senior Pastor shall be by secret ballot.

An agreement shall exist between the Senior Pastor and the church and such agreement shall be reviewed annually by the Deacon Body in consultation with the Personnel Committee and the Senior Pastor. The Deacon Body shall make any recommendations for changes to the church after reviewing such agreement, the changes to be made in conjunction with the church's financial year.

The Senior Pastor, in consultation with the Chairman of Deacons, shall appoint a Pulpit Supply to serve in his absence. In the event of a Senior Pastor vacancy, The Deacon Body shall be responsible to appoint a Pulpit Supply. In the event an interim Senior Pastor is needed, the same procedure as for a Senior Pastor search shall be followed.

2. **Minister of Music.** The Minister of Music is responsible to the Senior Pastor for assisting the church music program in planning and conducting a comprehensive music program. This responsibility may include:
 - a. Assisting the Senior Pastor;
 - b. Guiding the music program;
 - c. Training leaders for music programs;
 - d. Directing congregational singing;
 - e. Scheduling singing groups; and,
 - f. Working in cooperation with the Music Committee to develop music programs and acquire music needs.
3. **Minister of Education.** The Minister of Education is responsible to the Senior Pastor for providing staff leadership to the entire church educational program. The minister serves as an enabler to program organizational leaders in planning, conducting and evaluating the church program. This position will be filled by a person with the necessary educational and spiritual qualifications. The Minister of Education will serve with the Nominating Committee to select, enlist and train qualified leaders for the church program and lead special projects of educational and training nature such as camps, retreats, and training courses. In the absence of a Minister of Education, the duties will be fulfilled by the Senior Pastor. The duties of the Minister of Education may be delegated by the Senior Pastor with the approval of the church.
4. **Minister of Youth.** The Minister of Youth is to be supervised by the Senior Pastor or another ordained Pastor designated by the Senior Pastor with the approval of the church. The Minister of Youth is responsible for leading (with assistance and input from church

leaders of youth, staff members and committees) in the development of comprehensive youth programs and recommending the funding required for proposed programs.

5. **Associate Pastor.** The Associate Pastor is responsible to the Senior Pastor for assisting in the proclamation of the Gospel, pastoral ministries and the administration of the church. The title of Associate Pastor may be merged with other staff ministry titles (i.e. Minister of Youth, Minister of Music, etc.) where appropriate to clarify duties and responsibilities. The designation of an Associate Pastor will be conferred following consultation by the Senior Pastor, The Deacon Body, the Personnel Committee and with the approval of the church.
6. **Director of Children's Ministries.** The Director of Children's Ministries is to be supervised by the Senior Pastor or another ordained Pastor designated by the Senior Pastor with the approval of the church. The Director of Children's Ministries is responsible for leading (with assistance and input from church leaders of children, staff members, and committees) in the development of comprehensive children's programs and recommending the funding required for proposed programs.
7. **Church Administrative Assistant.** The Church Administrative Assistant is responsible to the Senior Pastor for performing secretarial duties such as: stenographic work, church records and files, receptionist and answering telephone, duplicating equipment, maintain church mailing list, church calendars, and other responsibilities as assigned.
8. **Senior Pastor's Secretary.** The Senior Pastor's Secretary is responsible to the Senior Pastor for performing secretarial duties as above for the Senior Pastor. He/she will be responsible to the Senior Pastor, and his/her performance and duties shall be reviewed annually by the Senior Pastor who shall make any recommendations for changes in conjunction with the church's financial year. He/she may be assigned to help the Church Administrative Assistant in his/her responsibilities.
9. **Financial Secretary.** The Financial Secretary is responsible to the Senior Pastor and Finance Committee for preparation and maintenance of all church financial records and reports. The Financial Secretary's term of office shall be concurrent with the church fiscal year.
10. **Deacons.** The Deacon Body of Western Heights Baptist Church shall consist of a minimum of twelve (12) Deacons with four (4) rotating off each year. New Deacons elected each year will serve for a period of three (3) years.

In accordance with meaning of the work and practice of the New Testament, Deacons are to be servants of the church. The task of the Deacon is to assist the Senior Pastor in performing pastoral responsibilities and concern themselves with the spiritual atmosphere of the church.

In the event of a vacancy of the Senior Pastor position, the line of Senior Pastoral authority and responsibility will flow to the Chairman of Deacons.

- a. Nomination of Deacons: Nominations of individuals that meet the New Testament criteria as expressed in Acts 6:1-7 and I Timothy 3:8-13 will be received from the church family during the annual June church business meeting. The number of allowed nominations per person will be the number needed to fill positions of those rotating off plus any additional vacancies created by job transfer, death, etc.

Following nominations during the June meeting, the Deacons and Senior Pastor will contact all of those nominated by the church and, in a confidential manner, inform them of the Biblical standards and requirements of service as a Deacon.

- b. Election of Deacons: After counsel, prayer and consideration, those nominated and meeting the Biblical standards and agreeing to the requirements of service and willing to serve if elected, will have their names placed on a ballot sheet listed in alphabetical order for election by the church family present during the August business meeting.

The voting will be by secret ballot by those present with the counting of the ballots by a teller committee consisting of currently serving Deacons appointed by the Deacon Body. The vote will be confidential as to actual numbers. Those receiving the highest number of votes will be elected in reference to the number needed to serve. (If the number of individuals on the ballot equal the number needed, the Church Body may choose to elect them by acclamation.)

At the conclusion of the August business meeting, the names of those elected will be announced and the Sunday Bulletin and Newsletter will be utilized to inform the congregation. Those elected will begin serving on September 1 with an Ordination Service held for any elected individual needing ordination.

- c. Should an active member of the deacon body resign or be unable to fulfill his duties then it shall be the responsibility of the active deacon body to appoint an inactive ordained deacon of the church to fill the vacated position of the resigned or incapacitated deacon through the end of his full elected term. The deacon who fills the vacated seat for less than half a full term would not have to wait a year to be re-elected once his appointed partial term ends.
- d. The Deacons, in consultation with the Senior Pastor, the affected ordained staff ministers, the Personnel Committee and the chairperson of the related committee (Music Committee, Youth Committee, etc.) shall recommend pay scales, vacation and other benefits; maintain adequate job descriptions and maintain up to date contracts for all ordained staff personnel including the Senior Pastor. The Deacon Body shall appoint a three (3) member Grievance Committee for all ordained ministers when needed.

11. **Moderator.** The Moderator of the church business meeting shall be the Senior Pastor or a person appointed by the Senior Pastor and approved by the church. In the absence of the Senior Pastor or his appointee, the Chairman of the Deacon Body shall preside as

- Moderator. In the absence of all of these, the Clerk shall have the responsibility of calling the church to order and an Acting Moderator shall be elected from those present.
12. **Clerk.** The church-elected Clerk of the church shall keep in a suitable book, a record of all actions of the church, except as otherwise herein provided. The Clerk is responsible for keeping a register of the names of members, the dates of membership voted on by the church, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary. All church records are church property and shall be filed in the church office. The Clerk is responsible for notifying the clerk of the court of the County of Dinwiddie when a trustee is added or deleted.
 13. **Assistant Clerk.** The assistant church-elected Clerk shall perform the duties of the Clerk in the absence of the Clerk and assist when called upon.
 14. **Treasurer.** The church shall elect annually a church Treasurer. The term of office for the Treasurer shall run concurrent with the church fiscal year. It shall be the duty of the Treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, or within authorized limits voted on by the church, all money or things of value paid or given to the church. The Treasurer shall keep an itemized account of all receipts and disbursements for the preceding month. The Treasurer's report will be audited (as directed by church policy) annually by an auditing committee or public accountant. Upon rendering the annual account at the end of the financial year, and its acceptance and approval by the church, the records shall be delivered by the Treasurer to the church Clerk. The Clerk shall keep these records as part of the permanent records of the church year.
 15. **Assistant Treasurer.** An Assistant Treasurer (church elected) shall perform the duties of the Treasurer in absence of the Treasurer, and assist the Treasurer when called upon. The term of office for the Assistant Treasurer shall run concurrent with the church fiscal year.
 16. **Historian.** The Historian shall record a continuous account of significant and interesting events in the church life, and preserve the same for permanent form. An annual report of the addition to this account will be rendered to the church at a business meeting.
 17. **Assistant Historian.** The Assistant Historian shall perform all the duties of the Historian and keep records in the absence of the Historian and assist the Historian when called upon.
 18. **Librarian.** The church shall elect a Church Librarian whose duties shall be to oversee the operation of the church library in conjunction with the Library Committee. The Librarian should be a person interested in this function and would not necessarily be elected annually since a Church Librarian is a person who has to be versed in the functions of a library.
 19. **Trustees.** Three (3) Trustees (elected by the church) will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property

- without a specific vote of the church authorizing each action. It shall be the function of the Trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, rental of property, or other legal document where the signatures of Trustees are required.
20. **Sunday School Director.** There shall be a Sunday School divided into departments and Sunday School classes for all ages conducted under the direction of a church-elected Sunday School Director. Sunday School is to be conducted each Sunday morning with the task of the Sunday School to teach Biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; and, provide and interpret information regarding the work of the church and the denomination. The Sunday School Director shall be elected at the May Business Meeting. He is to appoint an Assistant, and with the aid of the Senior Pastor, select teachers of the Sunday School. The Sunday School Director Elect shall take full responsibility for the Sunday School beginning September 1 and end on August 31. There shall be at least a once quarterly meeting of officers and teachers of the Sunday School to insure an orderly operation of the Sunday School. The Sunday School Director shall make a report to the church of the progress of the Sunday School at each regular business meeting. The Director shall make recommendations to the church concerning Sunday School needs.
 21. **Assistant Sunday School Director.** The Assistant Sunday School Director shall be appointed by the Sunday School Director and will assist and perform the duties of the Director when called upon.
 22. **Church Training Director.** There shall be a Church Training program divided into departments for all ages. The Church Training Director shall be elected at the July business meeting. The Church Training Director, with the aid of the Senior Pastor, will select an Assistant Training Director and teachers. Church training shall be conducted each Sunday evening, except when cancelled because of other church functions. The Church Training program should serve as a training organization of the church and also a learning session in preparing members for better Christian stewardship and church membership.
 23. **Assistant Church Training Director.** The Assistant Church Training Director will assist and perform the duties of the Director when called upon.
 24. **Women on Mission.** The church shall have a Women on Mission organization with an organization elected Chairperson and other leaders as needed. The main tasks of the Women on Mission are to teach missions; lead persons to participate in mission work; and, to provide organizations and leadership for special mission projects. These projects may include Baptist Young Women, Acteens, G.A.s and Mission Friends. The Director of Women on Mission shall be elected by the organization and such Director has the authority to appoint officers and committees for the Women on Mission to function. The Director shall give the church Nominating Committee a list of all officers and leaders to be presented to the church for church approval. The main emphasis of the Women on Mission is to keep missions before the church family.

25. **Brotherhood.** The church shall have a Brotherhood organization with such officers deemed necessary. The President of the Brotherhood, and other officers, shall be elected by the Brotherhood membership and a list of all officers and leaders will be presented to the Nominating Committee for church approval. The tasks of the Brotherhood are to oversee formation and operation of an active Royal Ambassador program and to teach and educate the men, young men, and boys of this church in mission activities.
26. **Marriage Enrichment Directors.** This married couple will select a standing committee of up to four (4) married couples to serve on the Marriage Enrichment Action Team with the primary responsibility of maintaining the marriage enrichment program of Western Heights Baptist Church. Responsibilities shall include, but are not limited to, organizing marriage retreats; coordinating regular marriage enrichment classes, training, and events; and assisting the pastor with counseling when appropriate.
27. **Website Administrator.** The Website Administrator shall be elected annually by the church. It shall be the task of the Website Administrator to maintain and update the Western Heights Baptist Church website. He or she shall work under the supervision of the Internet Evangelism Committee and will be expected to update the website at least once a week and maintain the website as needed.
28. **Assistant Website Administrator.** The Assistant Website Administrator will be elected annually by the church, and will assist and perform the duties of the Website Administrator when called upon. He or she shall work under the supervision of the Internet Evangelism Committee.
29. **Church Safety Officer.** The Church Safety Officer shall be appointed with input from the Pastor and Deacon Body. The Safety Officer will lead the safety program and provide guidance for the Safety, Security, and Risk Management Ministry Committee. The Safety Officer should be organized, possess knowledge of the church organizational structure, and know the church membership. The Church Safety Officer must be able to get along with people, demonstrate sound and mature judgment, and respect the strict confidential procedures associated with various aspects of accident review and investigation. The Safety Officer will be a member of the Safety, Security, and Risk Management Ministry Committee.

ARTICLE III. COMMITTEES

Section 1. General.

Except for the Pulpit Committee, Project Committee, and the Nominating Committee, names for church committee vacancies shall be recommended by the Nominating Committee and elected by the church. All of these members shall serve on a three year rotating basis with one-third (1/3) elected each year except in cases where a committee member resigns and a replacement is deemed

necessary. Committee members shall serve on no more than one standing and two rotating or one rotating and two standing committees.

The committees shall be responsible directly to the church family. Unless otherwise noted, the term of office for all elected committee positions shall commence on the first of September. The Nominating Committee shall present them to the church for election in the August Business Meeting. All committees shall meet within thirty (30) days of 1 September to organize and elect a chairperson to be presented to the church family for information purposes only. The Senior Pastor shall set aside one night as Committee Night for the purpose of organizing. Each committee shall review the procedures for their committee and update them as needed each September. The committee's procedures shall be kept on file in the church office.

The elected chairperson of each committee shall report to the Chairperson, Nominating Committee the name(s) of a member(s) of his/her committee who fails to participate in the meetings and functions of that committee for three consecutive months. The Chairperson, Nominating Committee will ascertain if that individual desires to remain as a member of the committee. If the person indicates that he/she does not wish to continue to serve or fails to respond to the Chairperson, Nominating Committee's inquiry, the Nominating Committee will replace that individual as soon as a replacement can be found.

Section 2. Committees.

1. **Audiovisual Aids Committee.** The Audiovisual Aids Committee shall be composed of no less than eight (8) no more than fifteen (15) members. This is a standing committee. The committee shall be responsible for securing and maintaining all the church's audiovisual aid equipment and operating the equipment.
2. **Audit Committee.** The Audit Committee is a permanent (standing) committee and shall have three (3) members responsible for auditing the financial records of the church by routine random audits, at the resignation of the treasurer, or at any other time called by the church. They will also audit other financial records for special projects if it is deemed necessary by the church. A report will be submitted to the church following any audit at the next regular business meeting.
3. **Baptismal Committee.** The Baptismal Committee shall be composed of a Deacon and spouse to assist the candidates for baptism and the Senior Pastor as needed.
4. **Benevolent Committee.** The Benevolent Committee shall have three members responsible for seeing to the needs of church members in time of death, and coordinating meal planning in such instances as required.
5. **Building and Grounds Committee.** The Building and Grounds Committee shall have six (6) members responsible for maintenance and repair of existing buildings, property and equipment (not otherwise delegated to a more specific group or committee); for scheduling and negotiating for needed repair; and, recommending funds needed to complete anticipated projects. This committee shall exercise supervision of custodial personnel.

6. **Bus Committee.** The Bus Committee shall have three (3) members responsible for the upkeep and maintenance of church owned vehicles; the scheduling of vehicle use; providing and maintaining a list of approved drivers who are at least twenty five (25) years of age; and, designing and maintaining in writing and approved by the church a policy governing vehicle operation and uses. The Bus Committee may approve a driver(s) under twenty five (25) years of age if they are a full time staff member.
7. **Child Abuse Prevention Committee.** The Child Abuse Prevention Committee is a standing committee of three (3) personnel. This committee shall maintain a roster of individuals who have completed orientation on church policy concerning abuse prevention. A signed and notarized form will be maintained by the committee for each individual who agrees to abide by the church policy. Individuals who are not members of Western Heights Baptist Church who will be working with youth (birth to age 18) must also agree to abide by the policy and have their agreement notarized.
8. **Children’s Committee.** The Children’s Committee shall have five (5) members responsible for designing a well-rounded program for children (birth through grade 6) of the church and recommending funding required for proposed programs. This committee will be exclusive of the Sunday School.
9. **Church Council.** The Senior Pastor shall be the chairman of the Church Council. In the absence of the Senior Pastor, the Chairman of Deacons shall serve as chairman. The primary function of the Church Council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations and committees; to recommend to the congregation the use of leadership, calendar time, and other resources according to program priorities; and, to evaluate program achievements in terms of church goals and objectives. All matters agreed upon by the Church Council calling for action not already authorized shall be referred to the church for approval or disapproval. The Church Council shall meet no less than once per quarter.

The Church Council shall be composed of the following members:

Senior Pastor	Chairman of Deacons
Church Training Director	Sunday School Director
President, Brotherhood	Director, Women on Mission
Ministerial Staff (Music, Education, etc.)	

(Church Clerk, Church Treasurer and Chairperson of each of the church’s committees shall be considered ex-officio members, and will be called upon as needed.)

10. **College and Career Committee.** The College and Career Committee shall have five (5) members responsible for designing and guiding a total well rounded program for college and career young adults in the church and recommending funding required for proposed programs.
11. **Constitution Committee.** The Constitution Committee shall have five (5) members whose duties shall be to annually review the Church Constitution and By-Laws and make

recommendations to the church for any necessary changes. A revised copy of the Constitution will be available for viewing at the next business meeting and on the church website after the changes have passed.

12. **Finance Committee.** The Finance Committee shall have six (6) members. The Finance Committee, with the Church Treasurer (or Acting Treasurer and/or Assistant Treasurer), is responsible for preparing and promoting the church budget; overseeing the Financial Secretary and the Church Treasurer. The Treasurer's report will be audited (as directed by church policy) annually by an auditing committee or public accountant.
13. **Floral Committee.** The Floral Committee shall have three (3) members responsible for providing flowers in the sanctuary for Sunday Worship Service and other special occasions and disposing of same as required; providing flowers for the bereaved that are church members and immediate family (immediate family consists of mother, father, spouse, and children); and, designing and maintaining the floral policy of the church.
14. **Internet Evangelism Committee.** The Internet Evangelism Committee shall be a rotating committee consisting of five (5) members. This committee will oversee the current web based ministry of Western Heights Baptist Church, as well as the future development of the internet based ministry at Western Heights Baptist Church. This committee will supervise and work in conjunction with the Website Administrator and the Assistant Website Administrator to ensure the internet based ministry at Western Heights Baptist Church is current and productive.
15. **Kitchen Committee.** The Kitchen Committee shall have (7) members responsible for equipping and maintaining adequate kitchen facilities; coordinating church-wide social activities in which use of kitchen facilities are involved; and, designing and maintaining kitchen use policy for the church.
16. **Library Committee.** The Library Committee shall have three (3) members who will work with the Librarian and be responsible for establishing and maintaining a church library; in coordination with the Nominating Committee, securing and training necessary library personnel; recommending funding for library equipment, supplies and contents; and, designing and maintaining library policy for the church.
17. **Music Committee.** The Music Committee shall have three (3) members responsible for equipment, supplies and leadership necessary for the desired music program; for maintenance of musical instruments; recommending funding for supplies, equipment, etc. for the music program; and, designing and maintaining the music policy of the church. The Music Committee will work in close coordination with the Minister of Music.
18. **Nominating Committee.** The Nominating Committee shall have at least five (5) members, recommended by the Church Council and elected by the church. Nominations from the floor may be made during the April Business Meeting. Nominating Committee members shall serve on a three (3) year rotating system with one third (1/3) to be elected annually during the May business meeting.

The Nominating Committee shall be responsible for ascertaining leadership needs of the church through consultation with organizational leaders; to maintain a survey of interest and abilities of church members; and, make nominations as needed or vacancies arise. It is the desire of the church that the Nominating Committee have members serve on not more than two (2) standing committees and one (1) rotating or two (2) rotating committees and one standing. No one will succeed themselves in serving on the same committee until after one year has passed.

19. **Nursery Committee.** The Nursery Committee shall have four (4) members responsible for securing and staffing nursery facilities needed for the total church program, excluding Church Training and Sunday School; providing workers during worship or special church-wide service, excepting organizational needs; and, designing and maintaining nursery policy for the church.
20. **Outreach Committee.** The Outreach Committee shall have three (3) members responsible for recommending local avenues of church outreach; securing personnel and coordinating such outreach activities; recommending funding to support such outreach activities; and, designing and maintaining church policy regarding outreach programs.
21. **Personnel Committee.** The Personnel Committee shall work with the Senior Pastor and have three (3) members responsible for maintaining a policy regarding salaried personnel (excluding all ordained staff who shall come under the jurisdiction of the Deacon Body); establishing pay scales, vacation and other benefits; determining and recommending the need for additional or fewer employees; maintaining adequate job descriptions; and, assisting in securing needed personnel. This committee shall serve as a grievance committee for paid employees (except all ordained staff) or their designated supervising committee.
22. **Planning Committee.** The Planning Committee shall be composed of ten (10) members whose duties shall be to study the present and anticipated future needs of the church in so far as building requirements to meet the needs of the total church programs are concerned and to make recommendations to the church. This committee is to report at a church business meeting at least quarterly on progress that is being made.
23. **Project Committee.** The Project Committee shall have nine (9) members and shall be responsible for managing to completion the projects of the Planning Committee approved by the church. The members of the Project Committee shall be:
 - a. The Chairperson of the Planning Committee,
 - b. The Chairperson of the Finance Committee,
 - c. The Chairperson of the Building and Grounds Committee,
 - d. Six (6) members of the congregation appointed by the Deacon Body. These six (6) members will continue to serve until replaced by the Deacon Body.

Should a Chairperson on a committee represented on the Project Committee change, that individual could remain on the Project Committee as an additional Deacon Body appointee.

24. **Pulpit Committee.** On the next Sunday following the written notice of the Senior Pastor's resignation, the Deacon Body shall appoint a Pulpit Committee. This Committee shall be composed of six (6) members, three (3) men and three (3) women, not husband and wife. The Pulpit Committee shall recommend its nomination of a Senior Pastor to the church following a Sunday morning worship service.
25. **Recreation Committee.** The Recreation Committee shall have three (3) members responsible for planning and coordinating any church-wide recreation activity including sponsoring church teams in sports leagues; securing coaches for teams; obtaining and providing equipment; and, recommending funding required for recreational programs.
26. **Safety, Security, and Risk Management Ministry Committee.** The Safety, Security, and Risk Management Ministry Committee shall have 6-8 rotating members who have knowledge of safety, security, and risk management issues. The committee will develop written practices and procedures that address the wide range of issues surrounding people and asset protection. The committee will manage these policies, practices, and procedures as well as changes and any new information that needs to be communicated to the church staff, volunteers, and congregation. The committee will appoint safety and security response teams to assist members and the congregation regarding medical and security issues.
27. **Stewardship Committee.** The Stewardship Committee shall have three (3) members who will develop and recommend an overall stewardship program for the church and will work with the Finance Committee to reach all financial goals for the fiscal year.
28. **Board of Ushers.** The Board of Ushers will be composed of at least seven (7) persons who will be guardians of all church-wide services in the sanctuary; being responsible for seating members and visitors; and, helping to maintain an atmosphere of reverence in the church building.
29. **Wedding Consultation Committee.** The Wedding Consultation Committee shall be composed of six members of the church, preferably three men and three women. This committee will be responsible for assisting and coordinating with the Senior Pastor the use of church facilities for weddings in accordance with the Western Heights Baptist Church Policy.
30. **Youth Committee.** The Youth committee shall have five (5) members responsible for designing and giving supervision to a total well rounded program for youth in the church and recommending funding required for proposed programs.

ARTICLE IV. ORDINANCES

Section 1. Baptism.

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

1. Baptism shall be by immersion in water.
2. Baptism shall be administered by the Senior Pastor or a licensed minister that the church shall authorize.
3. Baptism shall be administered as an act of worship during a worship service.

Section 2. Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and His anticipated return.

1. The Lord's Supper shall be observed quarterly or as desired by the Senior Pastor.
2. The Lord's Supper may be observed in either a morning or evening service.
3. The Senior Pastor and Deacon Body shall be responsible for administration of the Lord's Supper.
4. The Deacon Body shall be responsible for the physical preparation of the Lord's Supper utilizing a schedule developed each September by the Chairman of Deacons.

ARTICLE V. CHURCH MEETINGS

Section 1. Worship Services.

The church shall meet regularly each Sunday at times established by the Church Council and approved by the church for preaching, instruction, evangelism and for the worship of Almighty God. These meetings are open for all and shall be conducted under the direction of the Senior Pastor.

Section 2. Special Services.

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar. The Senior Pastor and Deacon Body shall meet to determine the "offering of love" to all who participate in the special service as appropriate.

Section 3. Regular Business Meeting.

A Business Meeting will be held monthly on a designated Wednesday night.

Section 4. Special Business Meeting(s).

A Specially Called Business Meeting may be held to consider matters of a significant nature. Notice of the subject, date, time, and location for the meeting must be given from the pulpit for the meeting one week in advance unless extreme urgency (natural emergencies, fire, severe weather, etc.) renders such notice impossible. A Special Business Meeting may be held upon the call of the Senior

Pastor and four members of the Deacon Body or upon written request of five members of the church. The request shall be given to the Senior Pastor, Chairman of the Deacons or Vice Chairman of the Deacons.

Section 5. Quorum.

The quorum consists of those who attend a Business Meeting, provided it is a scheduled meeting or one that has been properly called. All questions shall be decided by a majority vote of the members present. Votes may be cast only by those on the active membership rolls.

Section 6. Parliamentary Rules.

Robert's Rules of Order is the authority for parliamentary rules of procedure for all Business meetings of the church.

ARTICLE VI. CHURCH FINANCES

Section 1. Budget.

The Finance Committee in consultation with the Stewardship Committee, shall prepare an inclusive budget indicating by items the amount sought for all local and world-wide expenses. It is understood that membership in this church involves financial obligations to support the church and its mission with regular, proportionate gifts. Each new member shall therefore be approached by a representative of the church, preferably the Senior Pastor, to tithe to meet the church budget.

Section 2. Accounting Procedures.

All funds for any and all purposes shall pass through the hands of the Church Treasurer and/or Financial Secretary and be properly recorded on the books of the church.

Section 3. Church Year.

The church fiscal year shall run concurrently with the church year which begins on 1 September and ends on August 31. The financial year of the church shall begin on January 1 and end on December 31.

ARTICLE VII. AMENDMENTS

Section 1. Changes.

Proposed changes to the Constitution and/or By-Laws should be for the betterment of the church family in the functions of the church family as a whole and not for individual gain.

1. Copies of the proposed amendment shall be furnished to each member present.

2. Amendments to the Constitution shall be by two thirds (2/3) vote of all members present and entitled to vote. Amendments to the Constitution should be prayerfully considered and done under the leadership of the Holy Spirit.
3. Amendments to the By-Laws shall be by a majority of the members present and voting. Amendments to the By-Laws should be prayerfully considered and done under the leadership of the Holy Spirit.

Section 2. Procedure for Changes.

Proposed changes in this Constitution and By-Laws may be voted on at any regular Business Meeting provided each amendment shall have been presented orally and in writing to the church at the previous Business Meeting by the Constitution Committee. If the proposed amendment is amended by the church, then the vote must wait until the next Business Meeting to ensure prayerful consideration of any changes to this Constitution and By-Laws.

ARTICLE VIII. CHURCH PROPERTY

All material things given to the church become the property of the church and it will be the responsible of the respective committee to set the guidelines for their use by church members or the community as a whole.

The church must elect to accept or reject, other than tithes and offerings, material gifts at the next regular business meeting or a special business meeting called for that purpose following notice of intent.