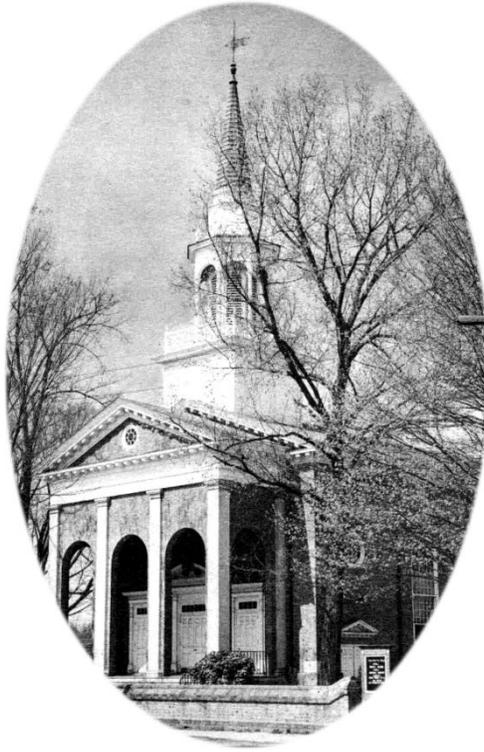


# WILLIAMSBURG BAPTIST CHURCH

227 Richmond Road  
Williamsburg, VA 23185



## CONSTITUTION and BYLAWS

ADOPTED JULY 23, 2017

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# **CONSTITUTION OF THE WILLIAMSBURG BAPTIST CHURCH**

## **Article I: Name**

This church shall be known as THE WILLIAMSBURG BAPTIST CHURCH, located in Williamsburg, Virginia.

## **Article II: Vision**

Our vision is to follow Christ together, worshipping, serving, and extending God's welcome to all as a beloved community.

## **Article III: Organization and Governance**

Williamsburg Baptist Church (WBC) is a Baptist church, holding to the historic Baptist heritage of democracy and the right of the individual, under guidance of the Holy Spirit, to free exercise of conscience and faith within a voluntary association of like-minded believers. It is a fellowship of those who believe that God is revealed supremely in Jesus Christ, and active through the Holy Spirit.

WBC shall therefore be composed of those who upon profession of faith in Jesus Christ as Lord and Savior signify their wish to unite in fellowship of worship, learning, and the extending of God's love, grace, justice, and peace throughout the earth.

The affairs of WBC shall be the responsibility of all members, who shall discharge this responsibility by democratic action, according to stipulations set forth in this constitution and accompanying bylaws.

## **Article IV: Purpose**

It shall be the purpose of WBC:

- to promote the individual and corporate worship of God;
- to responsibly teach the Scriptures and Christian tradition, fostering a vital faith that is able to meet the challenges of a changing world;
- to support and nurture one another in Christ-like love and mutual care;
- to bear creative witness, locally and abroad, to restorative justice and the gospel of peace, serving within and beyond our church community for the good of our neighbors
- to preserve the historic, Baptist principles of separation of church and state, priesthood of the believer, soul liberty, and autonomy of the local congregation.

## **Article V: Membership and Other Affiliations**

***Membership.*** Any person aged thirteen or older who has received Christian baptism, is committed to those precepts set forth in the preceding articles, and desires to make WBC their

primary church home is eligible for WBC membership. It shall be the policy and practice of WBC to grant membership eligibility without regard to race, nationality, physical condition, gender identity, or affectional orientation.

To become a member, candidates must contact the Pastor or Clerk. Candidates may offer to join by way of a "Statement of Faith and Baptism," or by a "Letter of Transfer" from another Christian congregation. In addition to those who have been baptized as believers by immersion, membership may be granted to those baptized in other Christian traditions.

All new members shall be offered an orientation dealing with Christian faith and practice, Baptist beliefs and polity, the life and work of WBC, and the responsibilities and privileges of membership. The privileges of membership shall include (but not be limited to): voting in WBC business meetings, eligibility for elected WBC leadership positions, pastoral & congregational care, volunteer eligibility, parking privileges, and wedding and funeral privileges.

In rare circumstances, when an individual's membership constitutes a threat to the overall safety of WBC, the Leadership Council (LC), by unanimous vote of its membership, may revoke, alter, or deny that individual's membership, or recommend such action to the WBC membership for a two-thirds majority vote.

***Friends of WBC.*** The immediate family of WBC members, as well as any regular attenders who wish to participate regularly in the life and ministry of WBC without all the responsibilities and privileges of membership may become "friends" of WBC. Friendship status may be conferred by the Clerk in consultation with the Pastor or it may be requested by a statement of faith and intent for fellowship. Friends are eligible for all the above membership privileges but are not permitted to vote in business meetings or serve in elected leadership positions.

***Inactive List.*** Members and friends who absent themselves from WBC for twelve consecutive months, and about whom no information can be gained which satisfactorily explains their absence, shall, at the discretion of the Clerk, in consultation with the Pastor and Deacons, be assigned to inactive status and so notified by the Clerk. Members and friends who join another congregation or leave WBC due to a relocation or death may be declared inactive immediately.

Persons listed as inactive shall have no voice in the governance of WBC and shall not be counted in determining the membership of WBC for any purpose. An inactive member may be restored to active membership both by meeting the attendance obligations of an active member and by recommendation of the Pastor or Clerk.

***Honorary Members.*** Outside donors, former members and friends, and all other parties interested in the life and ministry of WBC are eligible for honorary membership. Honorary members are entitled to receive select WBC communications.

## **Article VI: Sacraments**

The sacraments at WBC, understood as symbols and practices communicating God's grace, shall be (1) the Lord's Supper, and (2) believer's baptism. The Lord's Supper shall be observed

regularly at Sunday worship services and at other times as deemed fitting by the Worship Council in consultation with the Pastor. Believer's baptism shall be observed as the need arises with immersion as the appropriate mode. The Pastor in consultation with the Worship Council shall determine whether reasonable accommodations must be made for baptism to be administered in a mode other than immersion.

### **Article VII: Congregational Affiliations**

WBC is independent in organization and authority. It is voluntarily affiliated with the Peninsula Baptist Association, the Baptist General Association of Virginia, the Baptist Peace Fellowship of North America/Bautistas por la Paz, the Alliance of Baptists, the Cooperative Baptist Fellowship, and the Baptist World Alliance.

### **Article VIII: Meetings**

- A. Church Meetings.** WBC shall meet regularly for worship, business, fellowship, education, and service. Times of such meetings shall be determined by the appropriate council in consultation with the Pastor.
- B. Regular Business Meetings.** The annual WBC business meeting shall be held on the fourth Sunday of January. Quarterly business meetings shall be held on the fourth Sunday of April, July, and October. A "Book of Reports" shall be compiled and will include the meeting agenda as well as timely reports from WBC leaders as required by the Moderator. This collection of reports shall be archived and made available to WBC members on the Sunday before a regular business meeting.
- C. Special Business Meetings.** Special business meetings may be called to deal with important matters that arise between regular business meetings. Special business meetings may be called by the LC, the Moderator, or by written petition of not fewer than twenty (20) active members. Notice shall be sent to the membership at least ten (10) days prior to a special business meeting and shall include the agenda for the meeting. The membership may consider or take action only on items on the agenda contained in the notification.
- D. Rescheduling Business Meetings.** In the event that a business meeting must be rescheduled, the LC, in consultation with the Pastor, will select an alternate date. Notice of this change shall be sent to the membership at least seven (7) days prior to the rescheduled business meeting. Under extraordinary circumstances, such as inclement weather, the Moderator in consultation with the Pastor may postpone a business meeting. Notice of this change shall be communicated promptly to the membership along with the alternate date.
- E. Order.** The Moderator shall preside at all business meetings of the WBC membership. If the Moderator is absent, the WBC membership shall elect a moderator pro tem. The current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary guide for all business meetings.

**F. Quorum.** The greater of twenty-five (25) active members or ten percent (10%) of active members as reported by the Clerk at the most recent quarterly business meeting at which a quorum was present shall constitute a quorum for transaction of WBC business. Except as otherwise provided by the Constitution and Bylaws, a majority of votes cast shall be decisive.

### **Article IX: Officers and Staff**

Officers of WBC shall be the Pastor, Pastoral Staff, Trustees, Moderator, Clerk, and Treasurer. The staff shall consist of all persons employed by WBC. The manner of selection for all staff members shall be as set forth in the Bylaws and WBC Personnel Manual.

### **Article X: Councils and Committees**

- A. Ministry Councils:** WBC shall have five ministry councils. Ministry councils shall coordinate the work of various individuals and groups responsible for carrying out WBC functions and ministries. These councils are Administration Council, Christian Education Council, Congregational Care Council, Mission Council, and Worship Council. The makeup and purpose of each of these five ministry councils shall be as provided in WBC's Bylaws.
- B. Leadership Council:** The LC shall serve as a clearing house to coordinate all ministries, programs, and functions of WBC. The LC shall be responsible to make expeditious decisions not deemed necessary for a WBC membership vote and will be accountable to the WBC membership. The LC shall be led by the Moderator and composed of WBC leaders as specified in the Bylaws Article VI. C. The LC shall provide oversight for the Nominating Committee and Communications Committee and shall also carry out such other tasks as assigned by WBC's Bylaws.
- C. Standing Committees:** WBC may choose to create standing committees for ongoing work. WBC's Bylaws shall specify the standing committees, membership, duties of each, and the council to which each committee belongs. Each standing committee shall be led by a chairperson who shall be an active member of WBC and elected by WBC membership.
- D. Special Committees:** Special committees may be established by vote of the WBC membership in a business meeting. Subcommittees may be established by any council, standing committee, or ministry coordinator. Voting members of special committees shall be active members of WBC.

### **Article XI: Amendments**

This Constitution may be amended by a two-thirds (2/3) vote of those present at a special or regular business meeting, provided that the proposed changes shall have been provided to active members at least twenty-eight (28) days prior to the business meeting at which they are to be considered. The WBC newsletter, electronic mail, or other appropriate written means shall be valid notices.

## WILLIAMSBURG BAPTIST CHURCH BYLAWS

### Article I: Proposals and Amendments for Churchwide Consideration

- A. Proposals by any members or group of members for churchwide consideration by the membership shall be submitted in writing to the LC for purposes of review, consideration, and coordination before they are submitted to the membership. This includes the creation of all special committees (see Constitution, Article X, D) and all proposals for the solicitation of funds for special unbudgeted projects in excess of \$2500.

Proposals shall be considered by the LC at the next scheduled council meeting after formal receipt of the written proposal. If the impact of the proposal is not contrary to previous actions taken by WBC in business session, the LC may adopt the proposal without referral to WBC membership if its financial impact is covered by existing budget authority.

If new budget authority is needed, but the Treasurer determines that the cost can be absorbed, the LC may refer it to the WBC membership for action at the next business meeting (regular or special). Should the LC reject the proposal in its submitted form, it may in writing ask the initiator(s) to withdraw or revise the proposal, or it may refer the proposal to the appropriate council(s) for revision.

Should the initiator(s) of the proposal disagree in writing with the recommendations of the LC, the proposal shall be placed on the agenda of the next regular business meeting following the meeting of the LC as specified in paragraph 2 above, or at the next business meeting that provides sufficient advance notice as required by the Constitution and Bylaws.

- B. Ordination may be proposed for those desiring to pursue vocational, Christian ministry. The ordination process shall be designed and implemented by the Pastor in consultation with the LC. The ordination process shall be initiated by the candidate who, at the Pastor's discretion, will be recommended to the LC for approval as an Ordinand.

Upon successful completion of the ordination process, the Ordinand shall be presented to WBC membership at any business meeting for approval. Notice of ordination shall be included in a timely manner in the business meeting agenda. This notice shall give a summary of the recommended Ordinand's qualifications and experience. After approval by the WBC membership, the ordination process should conclude with a Service of Ordination.

- C. These Bylaws may be amended at any regular or special business meeting, by a majority vote of those present, providing written notice of the proposed change shall have been provided to the active membership at least ten (10) days prior to the meeting. The WBC newsletter, electronic mail, or other appropriate written means shall be valid notices.

## Article II: Church Staff

### A. Senior Pastor:

#### 1. Duties:

- a. As spiritual guide to the congregation, the Pastor shall perform such duties relating to the office as preaching, teaching, counseling, mission, and visitation.
- b. As administrative head of WBC, the Pastor shall have general direction of all WBC employees. Responsibilities shall include recommending to the Administration Council persons to be employed to fill non-elected WBC office staff positions.
- c. The Pastor shall be a member ex officio, without vote, of all councils and committees at WBC. The Pastor shall serve as staff liaison to the LC.
- d. The Pastor shall arrange for their replacement during pastoral absences in collaboration with the Worship Council.
- e. Further details regarding the scope of the Pastor's duties can be found in the WBC Personnel Manual and the Pastor-Church Covenant.

**2. Vacancy:** When the Senior Pastor position is vacant, the LC shall promptly recommend an interim strategy for approval by the WBC membership at a business meeting. As part of this strategy, the LC shall appoint a Pastor Search Committee (PSC) of nine (9) members, one of whom shall be the Personnel Coordinator from the Administration Council and eight others who are generally representative of the church body. Upon its approval by the WBC membership, this committee shall organize itself and proceed with its work. Pulpit supply during a pastoral vacancy shall be the responsibility of the Worship Council.

**3. Selection:** It shall be the duty of the PSC to create a job description and job posting, as well as a preliminary compensation package. The PSC will conduct interviews and examine carefully the records of each candidate as to special qualities for leadership at WBC.

**4. Election:** The Senior Pastor shall be called by vote of WBC's members at a duly called and constituted business meeting and only one pastoral candidate shall be considered by the WBC membership at one time. When the PSC has selected a candidate, a notice of election vote shall be sent to the WBC membership at least twelve (12) days prior to the date of the meeting at which the vote will take place. This notice shall state the date of the vote and give a detailed summary of the recommended candidate's qualifications and experience.

A quorum for this meeting shall be 25% of all active members as reported by the Clerk in the Book of Reports at the most recent regular WBC business meeting (quarterly or annual). The PSC, in consultation with the Treasurer, shall make a recommendation to the WBC membership as to a final compensation package and other conditions of the call. A two-thirds (2/3) vote of members present shall be required to extend a call to a candidate to serve as Senior Pastor. Upon election, a

call to the prospective Pastor shall then be offered by the PSC with the approved compensation package agreement.

- 5. Tenure:** The Senior Pastor shall be called for an indefinite term. The Pastor's tenure may be terminated with 30 days' notice either upon the Pastor's own resignation or by a two-thirds (2/3) vote of WBC members present in a business meeting.

## **B. Pastoral Associates:**

- 1. Definition:** For the purposes of these Bylaws, the term "Pastoral Associate" shall refer to any full-time, pastoral staff except for the Senior Pastor. This elected staff member may be a Minister of Christian Education, Youth, Music, and the like. The Pastoral Associate shall work under the direct supervision of the Senior Pastor. In addition, the Pastoral Associate shall be a WBC officer and an ex officio member of the LC and relevant Ministry Council(s), without vote.
- 2. Hiring:** Proposals for the hiring of a Pastoral Associate must follow the guidelines set forth in Article I. A. of these bylaws. Upon approval of the position by WBC membership, a PSC shall be appointed by the LC, in consultation with the appropriate Ministry Council(s). This PSC shall be composed of five to seven (5-7) members including the Pastor, Personnel Coordinator, and relevant Ministry Council chairperson(s). Upon appointment, the PSC shall organize itself and proceed with its work.
- 3. Selection:** It shall be the duty of the PSC to create a job description and job posting, as well as a preliminary compensation package. The PSC will conduct interviews and examine carefully the records of each candidate as to special qualities for leadership at WBC.
- 4. Election:** The Pastoral Associate shall be called by vote of WBC's members at a duly called and constituted business meeting and only one candidate shall be considered at a time. When the PSC has selected a candidate, a notice of election vote shall be sent to the WBC membership at least twelve (12) days prior to the date of the meeting at which the vote will take place. This notice shall state the date of the vote and give a detailed summary of the recommended candidate's qualifications and experience.

A quorum for this meeting shall be 25% of all active members as reported by the Clerk in the Book of Reports at the most recent regular WBC business meeting (quarterly or annual). The PSC, in consultation with the Treasurer, shall make a recommendation to the WBC membership as to a final compensation package and other conditions of the call. A two-thirds (2/3) vote of members present shall be required to extend a call to a candidate to serve as a Pastoral Associate. Upon election, a call to the prospective Associate shall then be offered by the PSC with the approved compensation package agreement. If not ordained, the Pastoral Associate may follow the WBC ordination process (see Bylaws, I.B.).

- 5. Tenure:** Tenure of a Pastoral Associate shall continue indefinitely, unless otherwise indicated by the employment agreement, or until terminated with 30 days' notice,

either by written resignation from the Pastoral Associate or by a two-thirds (2/3) vote of members present in a duly called and constituted special business meeting.

### **C. Operational and Ministry Staff**

- 1. Hiring:** Operational and ministry staff shall be employed by the Administration Council, with primary HR responsibilities handled by the Personnel Coordinator. The LC and any appropriate ministry councils shall be consulted during the hiring process. Conditions of employment and tenure of all operational staff positions shall be subject to the personnel policies contained in the WBC Constitution & Bylaws and WBC Personnel Manual.
- 2. Supervision:** All employed staff positions such as part-time ministry staff, office staff, custodians, and the like shall be authorized in the WBC annual budget, and under the direct supervision of the Pastor.
- 3. Ministry Staff:** For the purposes of this document, “Ministry Staff” is defined as those who serve in ministry-related areas (i.e. Minister of Christian Education, Youth, Music, Choir Director, and the like) in a part-time capacity (less than 30 hours/week).
- 4. Office Staff:** Persons in these authorized positions shall be employed by the Administration Council upon recommendation of the Pastor. Vacant positions shall be advertised and equal opportunity shall be provided to all applicants. All office staff employees, shall perform such duties as are specified by the applicable job description developed and approved by the Personnel Coordinator and Administration Council.
- 5. Custodial Services:** The Administration Council, under the advisement of the Building and Grounds Coordinator, shall be responsible for arranging appropriate custodial services for WBC property. Should this service be provided by individuals, as opposed to a commercial maintenance service, these persons shall be employed by the Administration Council under the advisement of both the Personnel Coordinator and the Building and Grounds Coordinator. Duties of the Custodian shall be developed by the Building and Grounds Coordinator with the assistance of the Personnel Coordinator.

### **Article III: Officers**

Officers of WBC shall be its Pastoral Staff, Trustees, Moderator, Clerk, and Treasurer.

#### **A. Trustees**

- 1. General:** The Trustees shall be the legal representatives of WBC and shall qualify before the proper court. They will hold title to all WBC real property, tangible and intangible assets, and the Endowment Fund. Trustees shall sign on behalf of and by authority of WBC all legal documents including the sale, mortgaging, lease, or rental of WBC properties and maintain an inventory of and safely store all legal documents.

In consultation with the Pastor, LC, and others as appropriate, the Trustees shall provide feedback on whether WBC is in accord with its Constitution and Bylaws.

2. **Election:** There shall be five Trustees elected for five-year terms. To maintain continuity, the Trustees shall serve staggered terms. They will be eligible for re-election one time, shall elect a Chairperson and Vice-chairperson from among themselves at the beginning of each calendar year, and shall meet at least quarterly.

### 3. Duties

#### a. Endowment Management

The Trustees shall:

- (1). Oversee the work of endowment management within the policies and rules of the Fund Administration shown in WBC's Financial Policies and Procedures Manual.
- (2). Designate the Trustee Chairperson or Vice-Chairperson, together with any other Trustee to have signing authority over any documents necessary to withdraw funds from any of the accounts of the WBC Endowment; and to give directions, on behalf of the Trustees, regarding investments and operations of the Endowment's investment accounts.
- (3). At their discretion, solicit the advice and assistance of capable individuals to advise and assist in the management of the endowment.
- (4). Report performance for the Endowment Fund in the Book of Reports, and each September recommend to the Treasurer as to the earnings for the fund year and the amount to be used for WBC programs specified by the approved Fund policies.
- (5). Periodically carry out education and solicitation efforts aimed at encouraging gifts and bequests to the Endowment Fund.

#### b. Church Audits

The Trustees shall:

- (1). Ensure that the accuracy of all WBC financial records is verified at least every three (3) years with an audit.
- (2). Present at the April business meeting an annual report, independent of the Administration Council and Treasurer, giving their opinion on the state of WBC's financial records, procedures, and budget fidelity.
- (3). Review procedures for record-keeping and processing financial transactions and make recommendations to the appropriate councils.
- (4). Review actions and reports of WBC's financial activity in order to verify compliance with the adopted budget and administrative procedures.

#### c. Rules:

The Trustees shall:

- (1). Annually review the Constitution and Bylaws for relevancy to the current church environment and operation.
- (2). Meet as necessary to address concerns or needs expressed by WBC membership.

- (3). Prepare changes to the Constitution or Bylaws, which are necessary or desired for approval by WBC membership.
- (4). Develop proposed policies and procedures as recommended by the LC.
- (5). Appoint a Church Parliamentarian when necessary.

## **B. Moderator**

The Moderator shall:

1. Lead the LC, prepare the agenda, and preside at all WBC business meetings.
2. Conduct all meetings in a fair and orderly fashion allowing for multiple viewpoints to voice explanations, opinions, and discussion as necessary.
3. With the Clerk, tally and report voting results on issues in which there is clearly no majority opinion.
4. With the Pastor, appoint Official Messengers from the WBC membership as needed.

## **C. Clerk**

The Clerk shall:

1. Keep written records of and prepare minutes for all WBC business meetings.
2. Keep the WBC membership roll, and secure or prepare letters of transfer for those coming into or leaving the membership of WBC.
3. Bear responsibility for all official WBC correspondence and reports going to outside organizations and affiliations.
4. Make a membership report at quarterly and annual WBC business meetings.

## **D. Treasurer**

The Treasurer shall:

1. Serve as officer, Finance Coordinator on the Administration Council, and as a member of the LC.
2. Maintain and enforce the WBC Financial Policies and Procedures document.
3. Have custody for all non-endowment funds allocated for local and current WBC expenses, being responsible for the management of all non-endowment WBC banking accounts and financial records.
4. Ensure that checks are prepared to pay salaries and bills incurred, verifying that all such expenditures are either provided for in the WBC budget or have been otherwise approved by the LC or WBC membership as appropriate.
5. Prepare and present a written report of income and expenses at each monthly meeting of the LC and at each regular business meeting.
6. Keep accurate and confidential records of the gifts of each WBC contributor according to donor instructions and submit annual statements to each contributor.
7. Prepare the next year's budget for approval at the October business meeting.
8. Supervise the timely federal and state tax deposits and related tax returns.
9. The Treasurer may assign some or all bookkeeping duties to a paid bookkeeper with approval by the Administration Council.

## Article IV: Elections

### A. Church Year

For financial and planning purposes, the WBC calendar is January 1 through December 31. Elected terms shall begin on January 1, except those required to fill vacancies and those modified by LC approval.

### B. Nominating Committee

The Nominating Committee shall be composed of five members. Vacancies in this committee shall be filled for service for the following calendar year by nomination from the WBC membership at the July business meeting. (See Bylaws VI.B.9) Election will then take place at the October business meeting. The Nominating Committee will appoint a Chairperson from among themselves annually and shall nominate individuals to serve in the following positions:

1. Officers, with the exception of the Pastor and Pastoral Associates
2. Ministry Council Members

### C. Elections

1. In making nominations, the Nominating Committee must adjust the terms of nominees for various offices so as to comply with the service limitations as set out below.
2. At the October business meeting, the Nominating Committee shall present in the Book of Reports, a list of names of WBC members nominated for election and the term of service for each person nominated. Only individuals who have accepted nomination shall be added to the report. WBC may vote to adopt the report as written or amend it.

### D. Service Limitations

1. **Term Limits:** There shall be a maximum length of service for the following positions. Unless otherwise indicated, there shall be no limit on the number of times that the same person may be elected to fill the same position.
  - a. 5 years: Trustees & Clerk. Persons in these positions may be re-elected once for a total of 10 years. The terms of the five Trustees must be staggered.
  - b. 3 years: Administration Council members, Nominating Committee members, and Ministry Council Chairpersons. These persons may be re-elected once for a total of 6 years. Terms must be staggered where applicable.
  - c. 3 years: Moderator. The Moderator may not succeed him/herself.
  - d. 1 year: Ministry Council Members. A council member (non-chairperson) may be re-elected for successive one year terms without limit.
2. **Other Limitations**
  - a. Except for Trustees, individuals may hold no more than one officer position at a time.
  - b. No one may serve in more than two elected positions at the same time without approval from the LC.
  - c. An individual may chair only one council or standing committee at a time.

## **E. Filling of Vacancies**

1. In the event that an individual vacates an elected position prior to the conclusion of a term, a successor shall be elected to fill the remainder of the term. The Nominating Committee shall present a candidate for the vacated position at the next business meeting.
2. Completion of an unexpired term shall not count toward a person's maximum length of service in that position.
3. If the term of any elected trustee, officer or committee member expires with no successor having been timely elected, the term of such trustee, officer or member shall extend until a successor is duly elected.

## **Article V: Universal Council Responsibilities**

### **A. General**

Each Ministry Council shall:

1. Have Ministry Coordinators, with a specialized role or set of responsibilities within the council's broader area of ministry. Roles of each Ministry Coordinator are outlined in the following articles.
2. Have a Chairperson nominated by the Nominating Committee (co-chairs are acceptable). Chairpersons shall be responsible for council communications and scheduling their council's meetings. They shall organize the council's agendas, moderate meeting discussions, and be present for Leadership Council meetings (unless they choose a designee).
3. Maintain its own Policies and Procedures Document to be shared with members and passed down from one Chairperson to the next.
4. Submit budget requests to the Treasurer by August 31.
5. Ensure that any WBC member or friend of the WBC is welcome at council meetings.

### **B. Meetings**

Each Ministry Council shall:

1. Schedule meetings for at least every other month, unless otherwise specified in these bylaws. The Council Chairperson may cancel or reschedule meetings as necessary.
2. Keep an agenda and minutes log. The precise manner in which these records are kept shall be decided by the Council itself.

### **C. Transitions**

1. **Chairperson Briefing:** When a new Chairperson is elected, the outgoing Chairperson is expected to brief their successor regarding their Council's progress and outlook. This briefing should take place before the Council's first meeting of the new calendar year.
2. **New Council Member Briefing:** New Council Members should be given a copy and overview of the policies and procedures for their Council, as well as a brief update as to the Council's recent activity and outlook. This briefing should occur at or before the Council's first meeting of the new year.

- D. Sub-groups:** Both the LC and any Ministry Council may, at its discretion, create sub-committees necessary to accomplish its purpose.
- E. Contracts:** No group, committee, or ministry council may authorize any contract which will exceed the applicable budget category or which will extend beyond the current budget year. Multi-year contracts must be presented to the LC for recommendation at the next business meeting of the WBC membership and approved by the membership.

## **Article VI: Leadership Council**

**A. Purpose:**

The LC exists to facilitate communication across WBC leadership structures, enable collaborative and coordinating capabilities for the mission and ministry of WBC, and to provide expeditious decision-making authority for matters not requiring churchwide consideration.

**B. Duties and Responsibilities:**

The LC shall:

1. Review proposals for churchwide consideration (See Article I of these bylaws).
2. Promote teamwork and coordinate the work of the Ministry Councils.
3. Maintain a church calendar and ensure the timeliness of planned activities.
4. Set business meeting agendas with the Moderator.
5. Keep the congregation informed of the LC's decisions and actions through the WBC newsletter and other appropriate means of communication.
6. Advise and assist the Pastor on concerns and interests expressed by members.
7. In coordination with the Trustees and Pastor, respond to congregational concerns; review the overall spiritual and financial health of WBC; and recommend visions, strategies, and long-range plans.
8. Recommend to the WBC membership a Pastor Search Committee when needed.
9. Provide oversight of the Communications Coordinator and the Nominating Committee (including soliciting WBC members for nominations of Nominating Committee members). (See Bylaws, IV.B.)

**C. Membership:**

The LC shall have members as follows:

1. The Moderator, who shall be the LC leader (without vote)
2. Pastoral Staff & Ministry Staff (without vote)
3. The Building & Grounds, Communications, and Personnel Coordinators (without vote)
4. The WBC Clerk and Treasurer
5. The Chairperson (or designee) from the Trustees, Ministry Councils, and Nominating Committee

- D. Meetings:** The LC shall have regularly scheduled monthly meetings and may choose not to meet at the Moderator's discretion. All WBC members and friends are welcome at LC meetings.

## Article VII: Administration Council

### **A. Purpose:**

The purpose of the Administration Council is to provide oversight, coordination, and support for the administrative and organizational needs of WBC. This council shall act in its totality in support of all three major areas of its responsibility – building and grounds, finance, and personnel – with individual Coordinators taking primary responsibility for their respective roles.

### **B. Membership:**

The Administration Council shall have 5 members as follows:

1. Council Chairperson
2. Treasurer
3. Deputy Treasurer
4. Building and Grounds Coordinator
5. Personnel Coordinator

### **C. Meetings:**

The Administration Council shall have regularly scheduled meetings, at least on a monthly basis. Meetings may be added, canceled, or rescheduled at the discretion of the Chairperson.

### **D. Building and Grounds Responsibilities:**

The Building and Grounds Coordinator, with the guidance of the Administration Council, shall:

1. Develop and administer policies and procedures for, and supervise the use of, WBC facilities by members and non-members except for weddings, receptions, funerals, and other sanctuary events which are coordinated by the Worship Council (see Bylaws, XI.B.3). As WBC Trustees hold title to all WBC real property, all matters regarding facilities use must comply with the stipulations set forth in Bylaws, III.A.1.
2. Submit a budget to the Treasurer on August 31.
3. Be responsible for care and maintenance of the church building including HVAC, plumbing, and electrical systems. It shall also be responsible for care and maintenance of all furnishings and equipment, except the musical instruments and audio/visual equipment, which shall be the responsibility of the Worship Council.
4. Plan and oversee a maintenance and development schedule for buildings, grounds, equipment, properties, and vehicles, initiating maintenance and repairs within budgeted parameters.
5. Assist the Personnel Coordinator in obtaining custodial services.
6. Plan and administer a systematic work schedule for the custodial staff or janitorial services provider to assure that such services are properly and adequately performed.
7. Consult with appropriate groups regarding current space allocation and future needs, and recommend changes in use of WBC facilities and space.

8. Evaluate and approve requests within budget to minor alterations to the interior or exterior of the church buildings, landscaping, or decor.
9. Maintain the Memorial Garden to present an appropriate appearance. Policies and procedures for use of the Garden will be administered by the Memorials Coordinator (See Bylaws, IX).
10. Inform Trustees of any potential need to update insurance coverage.
11. Issue keys to proper persons. Account for all keys and passcodes.

**E. Financial Duties and Responsibilities:**

The Treasurer, assisted by the Deputy Treasurer, and with added support provided by the Administration Council, shall prepare and monitor WBC's budget as follows:

1. As a reminder for the Councils, the Treasurer shall publish notices of the budget submission deadline by June 30, with the prescribed format in which requests shall be submitted.
2. Any WBC member, or group seeking inclusion in the WBC budget shall present a budget request in writing to the appropriate council by August 31.
3. Each council shall present its budget request in writing to the Treasurer by August 31. Budget requests shall explain the intended use of such funds.
4. The Treasurer shall compile the budget requests and hold a budget forum no later than September 30. A representative from each council shall be present at the forum to support its budget request and answer questions from the Treasurer and WBC members present.
5. The proposed budget shall be mailed to the WBC membership during the second week in October and be presented by the Administration Council to the WBC membership for adoption at the October business meeting.
6. The Treasurer and Deputy Treasurer shall take responsibility for signing outgoing checks.
7. The Deputy Treasurer, assisted by the Treasurer, shall provide oversight of a tellers committee that will take custody of and deposit all sums of money received at regular WBC services. Tellers shall work together, no fewer than two at a time, to count offerings and to segregate designated sums from the regular offering. Tellers shall follow prescribed rules as approved by the Administration Council for handling offerings until deposited to the credit of WBC.
8. The Deputy Treasurer shall be responsible for coordinating stewardship at WBC.

**F. Personnel Responsibilities:**

The Personnel Coordinator, supported by the Administration Council shall:

1. Prepare an annual budget for WBC employees.
2. Assist the Treasurer in developing recommendations for a compensation program for WBC employees, including salary, housing allowance, and fringe benefits, including medical and retirement benefits.
3. Study WBC staffing needs and make recommendations, including the creation of new or additional positions to meet WBC's needs, redefining staff duties or eliminating unnecessary positions as needed.
4. In consultation with the Pastor, recruit, interview, and employ new operational staff employees as authorized by the WBC budget.

5. In consultation with the Pastor and the applicable council, prepare and maintain job descriptions for the ministry staff. Any change in the Pastor's job description will be subject to WBC membership approval.
6. Define reporting relationships among WBC employees.
7. Prepare, maintain, and enforce WBC's Personnel Manual.
8. Make recommendations to the WBC membership concerning the relationship between the WBC congregation and WBC employees.
9. Counsel with each WBC employee, at least annually, concerning duties, working conditions, equipment, compensation, vacation, and other related matters. The chairperson of the applicable council or committee shall have the opportunity to participate in these discussions.
10. Conduct, with the WBC Moderator, a performance appraisal of the Pastor annually. To assist in this, the Administration Council shall request input from active WBC members to submit confidential written comments regarding the Pastor. Such comments shall not be disclosed except to the Administration Council, Moderator, and Pastor.
11. Hire, discipline, and dismiss (as necessary) WBC employees other than the Pastoral Staff. Prior to hiring or disciplining an employee, the Personnel Coordinator shall consult with the applicable council. This discussion shall be advisory in nature and the Administration Council shall ultimately decide what action it will take.
12. Advise the WBC membership regarding disciplinary actions (including dismissal), which it recommends to be taken as to the Pastoral Staff.
13. Assist in administering the WBC's grievance procedure in accordance with its terms (See Bylaws, I.A.).

### **Article VIII: Christian Education Council**

#### **A. Purpose:**

The purpose of the Christian Education Council is to provide opportunities for individual and collective Christian growth, designing and implementing education and spiritual formation for all ages.

#### **B. Duties and Responsibilities:**

1. Maintain, coordinate, and set goals for all Christian Education programs.
2. Plan and oversee a Sunday School program for all ages, recruiting and training teachers and workers, as well as providing materials and resources.
3. Oversee all relevant aspects of nurture for children, youth, and college students, including the establishment of a safe environment for all children, youth, and volunteers by designing, and implementing WBC safety policies.
4. Maintain the WBC library and WBC historical resources.
5. Serve as liaison with WBC's Boy Scout Troop and Cub Scout Pack.
6. Administer WBC's scholarship program as specified in the Financial Policies and Procedures Manual.

#### **D. Membership:**

The Christian Education Council shall have 5 members as follows: the council chairperson, children & youth coordinator, college and career coordinator, adult learning coordinator, and educational resources coordinator.

#### **F. Assigned Ministry Coordinators:**

##### **1. Children and Youth Coordinator:**

This coordinator shall:

- a. Work cooperatively with the relevant ministry staff members to carry out WBC's children and youth ministries.
- b. Help lead with strategic planning and implementation of all WBC children and youth programs, including but not limited to, Nursery, Children's Sunday School and worship hour, seasonal events (e.g. VBS), trips, and youth gatherings.
- c. Participate in any evaluation process directly related to children and youth ministry, including staff reviews.
- d. Assist with recruiting, training, and coordinating volunteers.
- e. Fill in for assigned staff members when necessary.
- f. Follow and enforce existing safety policies.

##### **2. College and Career Coordinator:**

This coordinator shall:

- a. Lead the strategic planning, implementation, and evaluation of WBC's spiritual and educational programs for college students.
- b. Develop and maintain ties with Baptist and other campus ministries.
- c. Maintain connections with WBC members and friends who are away at college.

##### **3. Adult Learning Coordinator:**

This coordinator shall:

- a. Work cooperatively with the assigned ministerial staff to carry out WBC's spiritual and educational ministries for adults.
- b. Help lead the strategic planning, implementation, and evaluation of WBC's spiritual and educational programs for adults.

##### **4. Educational Resources Coordinator:**

This coordinator shall:

- a. Maintain libraries for children and adults and establish policies concerning the purchase, care, custody, and lending of books and other media in WBC libraries.
- b. Gather and preserve historical records and maintain a safe storage system for WBC's historical records.
- c. Periodically prepare and make available to WBC membership a supplement to the WBC's written history, setting forth significant events which occurred since the last written history.

## Article IX: Congregational Care Council (Deacons)

### **A. Purpose:**

It is the purpose of the Congregational Care Council (Deacons) to create a climate of mutuality and hospitality that reflects the Gospel and fosters fellowship and care among WBC members, friends, and visitors.

### **B. Duties and Responsibilities:**

1. Provide a congregational support system for WBC individuals and families, whereby all receive the level of care needed from WBC.
2. Implement an outreach program to attract new members and integrate them into greater participation in WBC life.
3. Maintain a process for discerning spiritual gifts of WBC members and friends, including a resources file, and providing this information to the Nominating Committee.
4. Encourage participation in WBC activities.
5. In consultation with the Pastor and Clerk, review WBC's membership roll annually.
6. Oversee hospitality ministries and social functions.

### **C. Membership:**

The Congregational Care Council (Deacons) shall have ten (10) members as follows: the council chairperson, hospitality coordinator, member resources coordinator, memorials coordinator, new members coordinator, and five (5) congregational care coordinators.

### **D. Assigned Ministry Coordinators:**

#### **1. Hospitality Coordinator:**

This coordinator shall:

- a. Coordinate regular and special social and/or fellowship occasions and traditional dinners.
- b. Place these functions on the WBC calendar and work with the Communications Coordinator to promote them to WBC membership.

#### **2. Membership Resources Coordinator:**

This coordinator shall:

- a. Help to promote opportunities for members to serve and be served.
- b. Maintain a plan for helping members discern their spiritual gifts.
- c. Assist the Pastoral staff, in creating and holding new member orientation sessions.
- d. Maintain a membership resources file.
- e. In consultation with the Pastor and Clerk, annually review membership rolls.

#### **3. Memorials Coordinator:**

This coordinator shall:

- a. Promote and supervise a program whereby memorial gifts can be made to WBC, seeing that all donors receive prompt and appropriate thanks and that

the WBC membership is promptly and appropriately informed of such gifts by publication in the WBC newsletter.

- b. Maintain a "Book of Memorials" in which all memorial gifts shall be recorded.
- c. Develop and administer policies and procedures for use of the Memorial Garden. Maintain interment records in perpetuity with duplicate records in two locations. The physical condition of the Garden will be overseen by the Building and Grounds Coordinator.
- d. Administer memorial funds for appropriate memorials, with the approval of the LC. Any memorials costing more than \$2500 must be brought to the WBC membership for approval at a regular or special business meeting. Quarterly reports of all funds expended shall be presented in the Book of Reports.

#### **4. New Members Coordinator:**

This coordinator shall:

- a. Maintain a plan for contact with and recruitment of local visitors.
- b. Develop and maintain an effective plan for reaching the local community with the mission and ministries of WBC, in coordination with the Pastor staff and Communications Coordinator.

#### **5. Congregational Care Coordinators:**

These coordinators shall:

- a. With support from other Congregational Care Coordinators, oversee a support ministry, in collaboration with the appropriate Pastoral staff, for members and friends to receive needed care.
- b. Maintain communication with and offer care and concern to all active members and friends in the WBC family.
- c. Visit members as needed.
- d. Respond to families experiencing major life events such as birth, death, or severe illness.
- e. Identify prayer needs and communicate these as appropriate to the Pastoral staff.

### **Article X: Mission Council**

#### **A. Purpose:**

The purpose of the Mission Council is to lead WBC in responding graciously to Christ's teaching and example, developing and overseeing an on-going ministry of social justice and advocacy to WBC, the community, and beyond, challenging and encouraging people to greater participation in God's mission.

#### **B. Duties and Responsibilities:**

- 1. Become knowledgeable about local, state, national, and international mission needs.
- 2. Explore, advise, and recommend to WBC regarding current mission partnerships and potential relationships that will expand WBC's capacity and efficiency for missions to the local community and beyond.

3. Plan and coordinate WBC outreach activities.
4. Encourage WBC members to become involved in mission activities.
5. Offer mission awareness and education for all ages.
6. Allocate a percentage of unified receipts and other special mission offerings to mission endeavors, and report the allocation plan in the Book of Reports.
7. Help administer WBC's Benevolence Fund, including developing and maintaining policies and procedures for providing and reporting urgent requests for financial assistance.

**C. Membership:**

The Mission Council shall have 5 members as follows: the council chairperson, local mission coordinator, regional and state mission coordinator, national and international mission coordinator, mission awareness coordinator.

**D. Assigned Ministry Coordinators:**

**1. Local Mission Coordinator:**

This coordinator shall:

- a. Be aware of mission needs and opportunities for service within the Williamsburg community and greater Peninsula.
- b. Plan, coordinate, and evaluate mission activities at the local community.
- c. Serve as a resource for all age groups in promoting mission activities in the local community.

**2. Regional and State Mission Coordinator:**

This coordinator shall:

- a. Be aware of mission needs and opportunities for service within the region and the State.
- b. Plan, coordinate and evaluate mission activities within the region and the State of Virginia.
- c. Promote involvement of all age groups in mission and social justice activities in the region and the State.

**3. National and International Mission Coordinator:**

This coordinator shall:

- a. Be aware of mission needs and opportunities for service at the national and international levels.
- b. Plan, coordinate and evaluate mission activities at the national and international levels.
- c. Promote involvement of all age groups in mission and social justice activities at the national and international levels.

**4. Mission Awareness Education Coordinator:**

This coordinator shall:

- a. Plan, coordinate, and evaluate a mission awareness education program.
- b. Prepare mission awareness education materials for WBC and the broader community as relevant.

- c. Serve as resource for and liaison between Mission Council and other Councils involved in mission awareness education (e.g. Christian Education Council).

## **Article XI: Worship Council**

### **A. Purpose:**

It shall be the purpose of The Worship Council to make worship central to WBC life by assisting in the planning of regular and special worship services in consultation with the Pastoral and Ministry staff, and by coordinating preparation of the sanctuary for all services.

### **B. Duties and Responsibilities:**

1. Assist in worship planning in consultation with the Pastor.
2. Evaluate and ensure the integrity of WBC worship services.
3. Maintain policies and procedures, in consultation with the Pastor and the Administration Council (see Bylaws VII.D.1), for use of WBC facilities for weddings, receptions, funerals, and other worship events.
4. Support the work of the Wedding Coordinators and other such persons assisting with sanctuary events.
5. Collaborate with the Pastor to arrange for replacements during absences and obtain pulpit supply during a pastoral vacancy.

### **C. Membership:**

The Worship Council shall have 5 members as follows: the council chairperson, music coordinator, audio/visual coordinator, usher coordinator, and seasons coordinator.

### **D. Meetings:**

The Worship Council shall have regularly scheduled monthly meetings and other meetings when called by the Chairperson.

### **E. Assigned Ministry Coordinators:**

#### **1. Music Coordinator:**

This coordinator shall:

- a. Lead the strategic planning, implementation and evaluation of the WBC music program.
- b. Consult with the Personnel Coordinator on the recruitment and selection of staff for the music program.
- c. Have responsibility for WBC choir robes, hymnals, and musical instruments and make provisions for the supply, care, maintenance, and repair of these items.

#### **2. Audio/Visual Coordinator:**

This coordinator shall:

- a. Maintain and operate the sanctuary sound system and all associated audio/visual equipment as required for all WBC services and other special programs.
- b. Record sermons and other special programs as required.

- c. Coordinate with the Congregational Care Council (Deacons) the copying and distribution of recorded programs.
- d. Serve as custodian of all audio/visual equipment belonging to WBC and provide equipment to meetings as required.

### **3. Usher Coordinator:**

This coordinator shall:

- a. Enlist, train, schedule, and supervise ushers for all regular worship services and other services as required.
- b. Be responsible for the comfort of WBC worshipers and guests as well as the prevention of interruptions and distractions during WBC services.
- c. Provide training in appropriate safety procedures.
- d. Collect offerings during WBC services.
- e. In consultation with the Pastor, enlist, schedule, and train participants to prepare and serve the elements for the observance of The Lord's Supper.
- f. Assist the Pastor and candidates in administration of the sacrament of baptism, including preparation of the baptistery and care of the robes.
- g. In consultation with the Building & Grounds Coordinator, coordinate opening and lock-up responsibilities for WBC services and other events.

### **4. Liturgical Seasons Coordinator:**

This coordinator shall:

- a. In consultation with the Pastoral and Ministry staff, plan and implement annual WBC celebrations of Lent, Easter, Advent, Christmas, and other celebrations.
- b. Advise the Communications Coordinator of celebration schedules.
- c. Maintain suitable floral and other decorations for worship services.
- d. Recruit, train, schedule and oversee acolyte participation during regular and special services.
- e. Make provisions for the supply, care, maintenance, and repair of acolyte robes.
- f. Coordinate distribution of floral arrangements after services.

## APPENDIX I

### NUMBER OF ELECTED POSITIONS

<u>POSITION</u>	<u>No. of Elected Positions</u>	<u>Term Limits Years</u>
<b><u>Officers</u></b>		
Trustees	5	5
Moderator	1	3
Treasurer	1	3
Clerk	1	5
<b><u>Leadership Council</u></b>		
Communications Coordinator	1	1
Nominating Committee	5	3
<b><u>Administration Council</u></b>		
Chairperson	1	3
Building & Grounds Coordinator	1	3
Personnel Coordinator	1	3
Treasurer	(officer – see above)	
Deputy Treasurer	1	3
<b><u>Christian Education Council</u></b>		
Chairperson	1	1
Children & Youth Coordinator	1	1
College & Career Coordinator	1	1
Adult Learning Coordinator	1	1
Educational Resources Coordinator	1	1
<b><u>Congregational Care Council (Deacons)</u></b>		
Chairperson	1	1
Hospitality Coordinator	1	1
Member Resources Coordinator	1	1
Memorials Coordinator	1	1
New Members Coordinator	1	1
Congregation Care Coordinator	5	1
<b><u>Mission Council</u></b>		
Chairperson	1	1
Regional & State Mission Coordinator	1	1
Local and Individual Mission Coordinator	1	1
Mission Awareness Ed. Coordinator	1	1
Natl. & Intl. Mission Coordinator	1	1
<b><u>Worship Council</u></b>		
Chairperson	1	1
Music Coordinator	1	1
Audio/Visual Coordinator	1	1
Usher Coordinator	1	1
Liturgical Seasons Coordinator	1	1
<b>TOTAL ELECTED POSITIONS</b>	<b>43</b>	

## APPENDIX II

### DOCUMENTS MAP

#### Trustees

Constitution & Bylaws  
Endowment Documents

#### Pastoral Staff

Pastor/Church Covenant  
Ordination Process

#### Office Staff

WBC Calendar  
Book of Reports  
Spire Newsletter

#### Leadership Council

LC Policies & Procedures  
Communications Strategy  
Official WBC Membership Roll  
Annual Vision Statement

#### Administration Council

Financial Policies & Procedures  
Personnel Manual  
Building & Grounds Manual

#### Christian Education Council

CEC Policies & Procedures  
Child Safety Policy  
WBC Histories

#### Congregational Care (Deacons)

CCC Policies & Procedures  
WBC Directory  
WBC Asset Map (gifts & talents)  
New Member Packet  
Book of Memorials

#### Mission Council

MC Policies & Procedures  
Mission Partner List  
Benevolence Policy

#### Worship Council

WC Policies & Procedures  
Worship Calendar

# APPEDIX III: CHURCH ORGANIZATION

## WILLIAMSBURG BAPTIST CHURCH MEMBERSHIP

