

# Constitution & Bylaws

**Dale City Baptist Church**

3501 Dale Boulevard  
Woodbridge, Virginia 22193

Approved May 15, 2019

# Constitution

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# Bylaws

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# Constitution

## Preamble

We declare and establish this Constitution to preserve and secure the principles of our common Christian faith and to govern this body in an orderly and Biblical manner. This Constitution will seek to preserve the liberties of each individual member of Dale City Baptist Church and the freedom of action of this body with respect to its relation to other churches of like faith and order. It is the expressed will of the leadership and members of this church to be accountable to God and His Word, which is the ultimate guide for all principles and actions. This Constitution is an instrument to facilitate God's will for this local church and will never override or supersede the teachings of His Word.

## ARTICLE I

### NAME

The name of the church is Dale City Baptist Church. The church is located at 3501 Dale Boulevard, Woodbridge, Virginia 22193.

## ARTICLE II

### PURPOSE

The purpose of Dale City Baptist Church is to glorify God and God alone.

## ARTICLE III

### MISSION

The mission of our church is two-fold:

#### **Section 1 Evangelism**

We seek to reach non-believers with the gospel and encourage them to accept Jesus Christ as their Lord and Savior. We will also encourage them to become active participants in the local church, which is part of the body of Christ. We will share the Word of God with them, help them grow in their faith, and challenge them to discover their ministry and to honor God with their lives.

#### **Section 2 Discipleship**

We seek to build up the body of Christ by deepening the believer's personal relationship with God and with other believers. We will provide continuing instruction in the Word of God, offer encouragement for daily living and Christian service, and facilitate growth to spiritual maturity.

## ARTICLE IV

### OBJECTIVE

Our objective is to accomplish our mission by practicing the seven Biblical purposes of the New Testament Church.

#### **Section 1 Teaching**

We educate believers by imparting to them the knowledge of the Word of God. This educational process will use a variety of materials and methods that will assist believers in understanding the Word of God and in practicing it in

their daily lives. We believe that the Bible is relevant and sufficient for every generation; therefore, we will endeavor to teach the Word accurately and follow the Scriptures as our only rule of faith and practice.

## **Section 2 Worship**

We provide worship experiences that exalt God, celebrate the Deity of Jesus Christ and encourage believers to be devoted and obedient to God. We will endeavor to exalt God through worship in ways that honor Him. Our worship will be designed to encourage those attending to recognize God's presence in all areas and moments of their lives.<sup>2</sup>

## **Section 3 Evangelism**

We seek to introduce our Savior and Lord, Jesus Christ, to as many persons as possible, as the Holy Spirit leads, for the goal of leading them to salvation in Jesus Christ. We do this out of the love that God has given to us because we believe that those individuals who do not believe on the name of Jesus Christ are separated from God and destined to eternity in Hell.<sup>3</sup>

## **Section 4 Prayer**

We are to lift up confession, adoration, praise, thanksgiving, supplication and intercession to God on behalf of ourselves and our brothers and sisters in Christ. We believe prayer is Biblically practiced by praying to God the Father, through the Son, by the empowering of the Holy Spirit.<sup>4</sup>

## **Section 5 Fellowship**

We practice fellowship in unity with Christ through suffering,<sup>5</sup> in ministry,<sup>6</sup> in prayer,<sup>7</sup> and through celebration of the Lord's Supper, <sup>8</sup> as well as fellowship around meals.<sup>9</sup> Fellowship is a relationship among believers that expresses itself in our participation with Christ and one another in accomplishing God's will. This includes the idea that fellowship is not being together, it is doing God's will together.<sup>10</sup>

## **Section 6 Stewardship**

Spiritual stewardship is the giving of ourselves to others through our God-given time, spiritual gifts, talents and material possessions. We have the responsibility to use them for His glory<sup>11</sup> and to further His kingdom on the earth. We are to develop our spiritual gifts and talents to minister to the

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<sup>1</sup> 2 Timothy 3:16-17; Hebrews 4:12

<sup>2</sup> 1 Peter 2:9, John 4:23-24, Colossians 3:23, 1 Corinthians 10:31, 1 Timothy 2:10, 2 Peter 1:3; 3:11, Romans 12:1-2

<sup>3</sup> Matthew 28:18-20, 1 Timothy 2:4, Luke 19:10, John 3:17, 2 Peter 3:9

<sup>4</sup> Matthew 6:9-13, Exodus 17:8-13, Numbers 6:23, Job 42:8, Isaiah 62:6, Psalm 122:6, 1 Timothy 2:1, James 5:14, Colossians 1:11, Ephesians 3:16, Ephesians 6:18-20, Philippians 4:6-7

<sup>5</sup> Acts 4:23; 5:41

<sup>6</sup> Acts 4:31

<sup>7</sup> Acts 2:14; 4:31; 12:5,12; 13:3; 16:25

<sup>8</sup> Acts 2:14, 1 Corinthians 11:23-34

<sup>9</sup> Acts 2:46

<sup>10</sup> Romans 12:5, 10, 16; 13:8; 14:13, 19; 15:5, 7, 14; Ephesians 4:2, 15, 16; 5:2; Philippians 2:1-4; 1 John 1:3-4

<sup>11</sup> 1 Corinthians 12:4-7

body of Christ.<sup>12</sup> An important aspect of our stewardship is giving back to God part of the blessings He has given us.<sup>13</sup> A good steward of material treasures recognizes that they belong to God and treats them as being entrusted to him.

## **Section 7 Service**

The local church is to be dedicated to service to God and others. We seek to exercise our spiritual gifts by ministering to one another <sup>14</sup>giving to the needs of others, <sup>15</sup> showing mercy, <sup>16</sup>and helping others. <sup>17</sup> Serving God includes caring for those with special needs within the church.

# **ARTICLE V**

## **DOCTRINAL STATEMENT**<sup>18</sup>

The Church voluntarily bands together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. We further affirm the following beliefs:

### **Section 1 *The Bible***

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

### **Section 2 God**

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence and obedience. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### **A. God the Father**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ.

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<sup>12</sup> Ephesians 4:16

<sup>13</sup> 1 Timothy 6:17

<sup>14</sup> Romans 12:3-8, 1 Corinthians 12, Ephesians 4:8-13

<sup>15</sup> Romans 12:8

<sup>16</sup> Romans 12:8

<sup>17</sup> 1 Corinthians 12:28

<sup>18</sup> The text of sections 1 through 7 is reprinted, in whole or in part, from the 2000 Baptist Faith and Message, except as indicated by italics.

## **B. God the Son**

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

## **C. God the Holy Spirit**

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism and service.

## **Section 3 Man**

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by His Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

## **Section 4 The Family**

God has ordained family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption.

A. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for the intimate companionship, the channel of sexual expression according to Biblical standards, and the means for procreation of the human race.

B. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

C. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children

spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on Biblical truth. Children are to honor and obey their parents.

## **Section 5 Salvation**

Salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

B. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

C. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

D. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

E. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

## **Section 6 The Ordinances of the Church**

We believe that Baptism and the Lord's Supper are the only Biblical ordinances established by God for a New Testament church. Participation in these ordinances symbolizes our union with Christ and gives testimony to what He has accomplished for us by His death, burial and resurrection. Participation in these ordinances does not bring salvation.

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

B. The Lord's Supper - The Lord's Supper is a symbolic act of obedience whereby members of the church, through the partaking of the bread and fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming. We believe in Open Communion, whereby any Christian believer in fellowship may participate, regardless of whether the participant is a member of Dale City Baptist Church.<sup>19</sup>

## **Section 7 Last Things**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in heaven with the Lord.

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<sup>19</sup> Matthew 26:26-30, 28:1, 8-20; Romans 6:3-4; 1 Corinthians 11:23-28; Titus 3:4-7; Ephesians 2:8-9, Acts 4:12

## **ARTICLE VI**

### **MEMBERSHIP RESPONSIBILITIES**

We as members of Dale City Baptist Church, having made profession of faith in the Lord Jesus Christ and has been spiritually baptized, do solemnly pledge before God as enabled by His Holy Spirit to: live our lives under the Lordship of Jesus Christ in every area; accept the Word of God as our authority for faith and everyday living; follow and be equipped for service by the church leadership as they are led by the Holy Spirit and the teachings of the Word of God; and maintain the unity of the Body by acting in love toward other members and finding our places of service within this part of the body of Christ.

## **ARTICLE VII**

### **AMENDMENTS**

The Constitution may be amended at any regular business meeting or special meeting called for that purpose. The church membership shall be given at least one month's advance notice of the date, time and location of such meeting. Further, copies of the proposed amendments shall be made available to members at the Sunday morning worship services for four consecutive weeks prior to the meeting. An affirmative vote of three-quarters (3/4) majority of votes cast shall be required to approve any amendments.

# Bylaws

## ARTICLE I

### **MEMBERSHIP**

#### **Section 1. General**

Dale City Baptist Church is a local, autonomous Baptist Church in submission to the authority and Lordship of Jesus Christ. The membership retains the right of exclusive self-government in all phases of the spiritual and temporal life of the church, independent of any denominational or ecclesiastical government. The membership reserves the exclusive right to decide who may be a member of the church, and the conditions of such membership.

#### **Section 2. Candidacy**

Membership in this church is open to all those who:

- A. Profess faith in Jesus Christ.
- B. Present a letter of transfer from a church of like faith and doctrine.
- C. Make a statement of having had a genuine conversion experience and having been scripturally baptized, when a letter of transfer is not obtainable.

A person must be scripturally baptized to become a member of the church. Should there be any dissent or unusual circumstance to question approval of any candidate for membership, the matter will be referred to the Pastor and Elders for resolution.

#### **Section 3. Privileges of Membership**

Each member of the church shall be entitled to:

- A. Participate in the Lord's Supper, subject to Biblical mandate and teaching.
- B. Serve in church ministries and positions of leadership, subject to Biblical instruction and guidelines and fulfilling Biblical qualifications.
- C. Vote at all business meetings, if the member is 16 years of age or older.

#### **Section 4. Discipline**

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any member who becomes a liability to the general welfare of the church or disruptive to the church ministry or fellowship. The Pastor, Elders, and Deacons will be available for counsel and guidance. The attitude of members toward one another should be governed by grace and guided by concern for redemption rather than punishment.

#### **Section 5. Termination of Membership**

The following circumstances shall be acceptable causes for terminating an individual's membership in this church:

- A. Death of the member.
- B. Request for a letter transferring membership to another church.
- C. Membership in another church or affiliation with another denomination.
- D. Demonstrating lack of support or interest by non-attendance or non-participation in the on-going services and ministry of the church over a period of one year. Termination shall be by the Pastor and Elders in consultation with the Deacons.
- E. Exclusion by action of this church. Should a member become an offense to the church and its good name by engaging in immoral or non-Christian conduct or by bringing reproach to the name of Christ, faithful efforts shall be made to bring the member to repentance and amendment in accordance with **Matthew 18:16-17**. If such efforts prove unsuccessful, the individual's membership may be terminated by the Pastor and Elders in

consultation with the Deacons. A spirit of Christian kindness and forbearance shall pervade all such proceedings.

## **ARTICLE II**

### **CHURCH LEADERSHIP**

These officers shall perform the duties prescribed by these Bylaws, the Personnel Policy Manual, and the parliamentary authority adopted by the church in Article VIII.

The church recognizes that circumstances may arise that require immediate attention and for which timely resolution in a manner otherwise set forth in these Bylaws may not be feasible. Therefore, the Pastor and Elders, without further consultation and at their sole discretion, shall have the authority to institute and enforce policies, direct specific actions, and take any other measures deemed necessary to adequately address such situations.

#### **Section 1. Pastor**

The Pastor shall be a duly licensed and ordained minister who meets Biblical qualifications. He will be responsible for leading the church to function as outlined in 1 Timothy 3:1-7, Titus 1:5-9, Acts 20:28, and 1 Peter 5:1-4. His duties include shepherding the flock of God, proclaiming the gospel of Jesus Christ, preaching the Biblical revelations, engaging in pastoral care ministries, providing administrative leadership, and supervising the paid staff.

#### **Section 2. Ministerial Staff**

Based on the needs of the Church, additional ministerial staff may be called, as recommended by the Pastor, Elders, and Personnel Committee and approved by the membership at a business meeting. Job descriptions for such offices shall be developed by the Personnel Committee in consultation with the Pastor and Elders and presented to the membership for approval at a business meeting. Prospective candidates will meet with the Personnel Committee and Pastor or Elders to reach a tentative agreement regarding salary, benefits, and any other arrangements relating to the office prior to any meeting of the church held for the purpose of considering the candidate.

The candidate will be presented to the Church and to any organizations or programs of the church which are directly affected by the candidate's ministry prior to being voted on by the church. The candidate may also be requested to perform in activities that will aid the church in making an informed decision concerning the vote on said candidate. The election of the candidate will take place at a special meeting called for that purpose. Election will be by ballot, an affirmative vote of three-fourths being necessary for approval. Employed staff will serve until his relinquishment or the Church's declaration as herein provided terminates the relationship.

The Pastor will provide general direction, counsel, and encouragement to assist each member in the accomplishment of assigned responsibilities. The Pastor, Elders, and the Personnel Committee will evaluate the performance of the ministerial staff in consultation with appropriate ministry teams or committees.

#### **Section 3. Elders**

The Elders must meet specific Biblical qualifications as stated in 1 Timothy 3:1-7 and Titus 1:5-9. The Elders are to minister in humility as shepherds of the flock of God as directed in Acts 20:28 and 1 Peter 5:1-4. Elders are to lead and serve by their example of Christ-likeness, demonstrating the fruit of the Spirit.

The Church may call Elders as nominated by the Pastor and Elders and confirmed by the membership. Nominees for Elder shall be presented to the congregation for approval at a business meeting for which at least one week's notice has been given by including such notice in the church bulletin and oral announcements at the Sunday morning worship services. Voting shall be by ballot, with an affirmative vote of three-fourths required for approval.

The Elders shall be responsible for: proclaiming the gospel of Jesus Christ; teaching Biblical revelations; ministering to and caring for the members of the church; guiding church programs and organizational leaders in planning, coordinating and evaluating a comprehensive ministry of Christian doctrine.

#### **Section 4. Deacons**

The Deacons shall be servant leaders of the church, exemplifying and upholding the highest standards of character and conduct as outlined in Acts 6:3 and 1 Timothy 3:8-13. Candidates for Deacon shall be nominated by the Pastor and Elders in accordance with the policies and procedures established by the Pastor, Elders and Deacons. Approval by the church membership shall take place at a business meeting. In addition to witnessing and encouraging members to minister to one another, the Deacons shall support the church's ministries and programs and assist the Pastor and Elders in developing and implementing a care program for the members.

A Deacon may serve for a period of three consecutive terms. Upon completion of a 3-term period, a Deacon will be given the opportunity to step aside from active Deacon Ministry for a 1-year term, following which he will be permitted to re-engage in active Deacon service by informing the Elders or Chairman of the Deacons of his intent to reactivate himself.

However, upon completion of a three-term period, a Deacon shall be permitted to remain in active status as long as he: 1) annually indicates his desire and commitment to serve, 2) is regular in attendance at the Deacons' meetings, and 3) is active in participating in the Deacon ministry.

## **Section 5. Trustees**

At least three (3) Trustees shall be nominated by the Pastor and Elders and approved by the membership to act for the church in legal matters. The Trustees shall hold the church property and the corporate name of the church. Upon specific vote by the church approving each action, they shall have the authority to buy, sell, mortgage, lease, or transfer any church property. When a Trustee signature(s) is required, any or all may sign legal documents involving properties of the church or legal relationships entered into by the church.

One of the Trustees shall be designated to review all contracts entered into by the church. Any of the other Trustees may assume this role if the designee is unavailable to review a contract within the required time frame.

Each of the Trustees will be a signatory on any financial accounts maintained by the church and shall be authorized to sign checks in situations that cannot wait until the Treasurer is available to do so.

# **ARTICLE III**

## **SUPPORT STAFF**

The members filling the positions of service described in this Article shall perform the duties prescribed by these Bylaws, the Personnel Policy Manual, and the parliamentary authority adopted by the church in Article VIII. Job descriptions listing the specific duties of each Support Staff position shall be developed by the Personnel Committee in consultation with the Pastor and Elders and approved by the church at a business meeting. The Pastor and Elders, in conjunction with the Personnel Committee, may submit nominations for paid support staff positions to the membership for approval at a business meeting and may likewise recommend terminating the employment thereof.

### **Paid Staff**

#### **Section 1. Secretary**

The Secretary performs general administrative tasks in support of the church staff and ministries under the supervision of the Pastor or designated supervisor.

### **Volunteer**

#### **Section 2. Clerk**

The church Clerk is responsible for all records and communications related to membership in the church.

#### **Section 3. Treasurer**

The church Treasurer is responsible for the proper accounting and disbursement of church funds in accordance with the financial control policies established by the church.

## **Section 4. Financial Secretary**

The Financial Secretary is responsible for maintaining accurate records of individual member contributions.

## **Section 5. Moderator**

A Moderator and alternate(s) may be designated, as nominated by the Pastor and Elders and confirmed by the membership at a business meeting. The Moderator's primary duty is to serve as the presiding officer at church business meetings. He shall also provide interpretations and guidance on any church matters to which the parliamentary authority adopted in Article VIII apply. In the absence of a designated Moderator, the Pastor or Elders may appoint another member to preside at a meeting.

# **ARTICLE IV**

## **COMMITTEES AND TEAMS**

In order for the Church to fulfill its mission as set forth in the Constitution and address the ongoing needs of the church body, standing and special committees may be formed as recommended by the Pastor or Elders and approved by the membership at a business meeting. Committees so established shall be responsible for selecting their officers and developing general policies, operating procedures and budgets, under the guidance of the Pastor or Elders to perform the role for which they were formed. When a standing committee is deemed no longer necessary or feasible, the Pastor or Elders may recommend to the church that it be discontinued. A special committee shall be disbanded when the task for which it was assembled is completed.

### **Standing Committees**

#### **Section 1. Properties Committee**

The Properties Committee shall consist of a minimum of five (5) members. The Committee will assist the church in the care of all properties and buildings and recommend the acquisition of property as needed. Specific responsibilities are to:

- A. Develop and present an annual budget.
- B. Recommend policies regarding the use of space, equipment and properties.
- C. Recommend and maintain furnishings for programs and activities.

#### **Section 2. Personnel Committee**

The Personnel Committee shall consist of a minimum of five (5) members, consisting of at minimum, one Elder, one Deacon, two (2) women, all elected annually. Each member may serve for a period of three (3) consecutive terms. The Committee shall develop and implement policies concerning church staff. Specific responsibilities are to:

- A. Develop a Personnel Policy Manual setting forth: job descriptions for each staff position; policies and procedures for the administration of pay and benefits; and other policies and instructions necessary for the oversight and support of the church's pastoral and support staff.
- B. Evaluate the job descriptions and personnel policies on an ongoing basis to ensure that they meet the current and anticipated needs of the church and provide for an adequate level of accountability.
- C. Maintain personnel files and associated records for all salaried pastoral and support staff.
- D. Interview and recommend candidates for staff positions

### **Special Committees**

#### **Section 1. Pastor Search Committee (PSC)**

Whenever a vacancy occurs, a Pastor Search Committee shall be appointed by the church. Its recommendation constitutes a nomination. The PSC shall develop policies and procedures by which it will operate and present them to the church for

approval at a business meeting. Any church member may recommend potential candidates to the PSC for consideration according to the policy established by the church.

The PSC shall present to the church for approval only one name at a time at a special business meeting for which at least one week's notice has been given. Voting on the candidate shall be by written ballot with an affirmative vote of three-fourths required for approval. The Pastor, thus elected, shall serve until his request or the church's request terminates the relationship.

## **Section 2. Church Ministry Teams**

In order for the Church to fulfill its mission as set forth in the Constitution and address the ongoing needs of the church body, the Pastor and Elders may, at their sole discretion, direct the formation of either permanent or temporary ministry teams. Teams so established shall be responsible for selecting their officers and developing general operating procedures, under the guidance of the Pastor or Elders, to perform the role for which they were formed. When deemed no longer necessary or feasible, the Pastor or Elders, likewise, may disband a ministry team.

# **ARTICLE V**

## **PROGRAMS**

To further achieve the church's objective, programs may be established, as approved by the church, for the training and education of the members and as an outreach to the community. All programs will support the work of the church and denominational groups with which the congregation cooperates in mission and ministry efforts. Program leaders shall be nominated by the Pastor and Elders and approved by the church.

# **ARTICLE VI**

## **ORDINANCES**

### **Section 1. Baptism**

The church will receive for baptism any person who has received Jesus Christ as Savior and Lord by personal faith. The Pastor or whomever the Elders authorize will administer the baptism by immersion in water. Baptism may be administered during any worship service.

### **Section 2. The Lord's Supper**

The church will observe the Lord's Supper as led by the Holy Spirit and scheduled by the Pastor and Elders. The Lord's Supper will be administered by the Pastor or whomever the Pastor or Elders authorize.

# **ARTICLE VII**

## **MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the congregation shall be held on the third Wednesday of February, May, August and November unless otherwise ordered by the Elders.

### **Section 2. Special Meetings**

Special meetings may be called by the Pastor or Elders for matters that require action by the congregation prior to the next regular meeting. The date, time, place, and purpose of the meeting shall be stated in the call. Unless otherwise specified in these Bylaws, at least two week's previous notice shall be given for any special meeting. Previous notice shall be given by printing the call of the meeting in the church bulletin and by oral announcements at the Sunday morning worship services for the prescribed number of weeks.

### **Section 3. Quorum**

The quorum shall be twenty (20) members eligible to vote. The Secretary shall document the presence of a quorum by recording the names of those members in attendance. The list of members present at each meeting shall be attached to the minutes.

### **Section 4. Voting**

Members 16 years of age and older shall be entitled to vote on all questions at church business meetings. In accordance with a fundamental principle of parliamentary law, members must be present at such meetings in order to vote. These Bylaws make no provision for absentee balloting or proxy voting in any form, without exception.

### **Section 5. Minutes**

Minutes documenting the business transacted at a meeting shall be recorded by the Secretary, verified for accuracy and completeness by the Moderator, and maintained by the Secretary in the church office.

## **ARTICLE VIII**

### **INDEMNIFICATION AND ELIMINATION OF LIABILITY**

To the fullest extent allowed by the Virginia Nonstock Corporation Act in force on the date of these Bylaws, the Church shall indemnify against liability and advance reasonable expenses to any individual who was, is, or is threatened to be named a defendant or respondent in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, because he is or was an Elder, or while an Elder, is or was serving at the Church's request as an elder, director, officer, partner, trustee, employee, or agent of another corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise. The Church may (but shall not be required to) indemnify, and advance reasonable expenses to a Deacon, officer, employee, or agent of the Church who is not an Elder to the same extent as if he were an Elder. As authorized by the Virginia Nonstock Corporation Act, the provisions of this Article are in addition to and not in limitation of the specific powers of a church to indemnify agents set forth therein.

## **ARTICLE IX**

### **DISSOLUTION**

#### **Section 1. Right to Dissolve**

A resolution for dissolution may be initiated by a two-thirds vote of the Elders. The Church membership must be given at least 30 days advance notice of a special meeting to vote on the question of dissolution. Dissolution of the Church shall only be authorized if there is a three-fourths vote by the members of the church in favor of dissolution.

#### **Section 2. Disposition of Assets upon Dissolution**

If the Church dissolves or ceases to function as a church, then, after the satisfaction of all obligations, debts, and liabilities of the Church, all of the assets of the Church, including its personal and real property, appurtenances, and effects, shall inure to the benefit of, and become the property of, the Southern Baptist Convention of Virginia if the Southern Baptist Convention of Virginia, at the time, exists and is willing and able to accept the assets of the Church under the conditions of Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE X**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* govern this assembly in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

## **Special Rules of Order**

The following special rules governing church business meetings are adopted as a reflection of the unique personality and requirements of this church. They are intended to encourage maximum participation by the members and promote a free and open exchange of ideas and information.

A. The Moderator shall be granted the latitude to employ the parliamentary procedures and devices found in Robert's Rules of Order in a manner that facilitates the expeditious and orderly disposition of motions and other business conducted at church business meetings. Any authority exercised in this regard shall not infringe on the rights of either the majority or the minority inherent in the Rules.

B. A committee chairman who makes a motion on behalf of the committee shall be permitted to initiate the discussion period and preside over any ensuing debate, without the requirement for the Moderator to restate the question.

C. The Moderator may treat as a motion of General Consent a debatable motion that does not elicit any opposing arguments or discussion and which appears to reflect general agreement among the members. In addition to the right of any member to object to a motion of General Consent and thereby require a formal vote, members may request clarification or reconsideration of the Moderator's decision by raising a Point of Order.

D. Although it is parliamentary custom for the members of an assembly to address only the chair, or to address each other through the chair, a less stringent level of formality shall be observed so that members shall be permitted to address each other directly in open discussion. The Moderator shall ensure that all discussions are conducted in an orderly manner and, if deemed necessary, may require members to be formally recognized and assigned the floor before speaking.

E. Except in the case of extraordinary legal considerations, the normal parliamentary practice of formally approving the minutes of the previous meeting will not be followed. However, the Moderator shall ensure that members are advised of the availability of the minutes of any meeting for their review.

## **ARTICLE XI**

### **AMENDMENTS**

These Bylaws may be amended at any regular business meeting by a two-thirds vote. Extensive changes must be submitted in writing to the Elders for review in sufficient time to make the proposed amendments available to the congregation at least two weeks prior to the meeting.

### **Relationships**

While autonomous in its own affairs, DCBC is formally affiliated with the Southern Baptist Convention and the Southern Baptist Convention of Virginia. DCBC is open to cooperation with other Baptist churches, Christian organizations, and other bodies insofar as such cooperation does not compromise the operation and Doctrinal stance of DCBC.