

CONSTITUTION and BYLAWS

of

WALNUT HILLS BAPTIST CHURCH

WILLIAMSBURG, VIRGINIA

Revised October, 2008

Constitution

Walnut Hills Baptist Church Williamsburg, Virginia

Preamble

We, a fellowship of Christians, adopt this constitution for the expression of our shared beliefs and for the democratic governance of our body. Under the guidance of the Holy Spirit, this constitution guarantees the rights of all members to freely express their faith. It provides a description of the organizations created to accomplish the ministries of the church and guidelines and regulations for conducting the business of the church. We declare that this is our only objective in adopting this Constitution and these Bylaws.

Article I. Name

Walnut Hills Baptist Church is a non-profit organization located in Williamsburg, Virginia.

Article II. Nature

This is a local church known as the people of God, a body of Christ, a baptized community of the forgiven and forgiving, a fellowship of love, guided by the Holy Spirit in hearing and obeying the Word of God, and serving as our Lord's priests on behalf of others in a ministry of reconciliation.

Article III. Beliefs

These beliefs include, but are not limited to, the following:

We believe:

- there is only one living and true God, and He exists eternally in three persons, Father, Son and Holy Spirit.
- Jesus Christ is the eternal Son of God. He is God's only Son, conceived by the Holy Spirit and born of the Virgin Mary.
- the Holy Spirit reveals God in Christ to us, leads us to repentance and faith in Jesus Christ, is the power of God within believers that enables them to live for Christ, and leads believers in making wise choices.
- the Bible is the inspired and authoritative word of God.

- man was created by God in His own image. By his free choice, man ushered sin into the world. Therefore, all people inherit a nature and environment inclined toward sin.
- the mission of Christ to the world was to redeem sinful mankind. This was accomplished through His reconciling death on the cross for the sins of the world.
- mankind's salvation is by God's grace alone, through faith in Jesus Christ.
- Christ was resurrected from the grave and is alive today with the Father in heaven.
- a person, who is saved, by faith, will follow Jesus in believer's baptism by immersion to show his or her identification with, and in obedience to, Christ.
- the church is the Body of Christ and is commissioned by God to witness to His love throughout the world.
- all believers should actively unite with a local church for worship, service, fellowship and support of one another.

Article IV. Mission

Section 1: The mission of our church is to share the Good News of redemption through Jesus Christ with every person; to grow in Christian discipleship; and to minister to all in need in the name of our Lord.

Section 2: Our mission includes, but is not limited to, the following:

- advance and promote the worship of God as He is revealed in Jesus Christ.
- engage in, and promote, the study of the Holy Scripture; teach its meaning and train in living its message.
- advance the gospel of Jesus Christ in our community and around the world by preaching, evangelizing, teaching, supporting charitable missions and by administering the ordinances of the church.
- create disciples and promote the development of Christian fellowship.
- promote the highest standards of Christian living and stewardship.
- promote the biblical principles of justice and righteousness in personal, social, community and national life.

- organize and maintain Christian ministries including, but not limited to, preschools, relief programs, social services and other programs which will promote the religious principles set forth in this document.

Article V. Covenant

As a fellowship of Christians, all members of Walnut Hills Baptist Church do solemnly and joyfully enter into covenant with one another as brothers and sisters in Christ.

Through the help of God's Spirit, we promise to work together in Christian love for the growth of this church; to sustain its worship and ministries through our participation; to contribute cheerfully and regularly to the financial support of this church and, through it, to the community and the world.

We further agree to care for each other in joys and in sorrows, to sustain each other through prayers and deeds of kindness.

As individuals, we promise to be Christians wherever we are, living according to Jesus' ethics.

We agree that when we can no longer maintain the spirit of this covenant, or when we have moved from this area, we will unite with another church.

Article VI. Character of the Church: Summary

Section 1: Polity. The governance of this church is vested in its membership. It is subject to the control of no ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.

Section 2: Doctrine. This church looks to the scriptures as its authority in matters of faith and practice. Its understanding of Christian truths contained in the scriptures is in essential accord with the belief of the Baptist churches.

Section 3: Relationships. This church's anchor affiliation is with the Baptist General Association of Virginia, with other voluntary associations being the Baptist World Alliance, the Cooperative Baptist Fellowship, the Peninsula Baptist Association, and the Southern Baptist Convention. Affiliations may be changed if the church identifies such action as being helpful to fulfilling its mission.

Bylaws

Walnut Hills Baptist Church Williamsburg, Virginia

Article I. Church Membership

Section 1: General. This is a sovereign and democratic Baptist church under the Lordship of Jesus Christ. The membership retains the exclusive right of self governance in all phases of the spiritual and temporal life of this church.

Section 2: Qualifications and Candidacy.

A. Individuals confessing Jesus Christ as Savior and Lord may offer themselves as candidates for membership in this church. The church will receive members by the following methods:

1. Profession of faith and subsequent baptism by immersion. If an individual is physically incapable of receiving baptism by immersion, the pastor will suggest an acceptable alternative.
2. Promise of a letter of recommendation from another Baptist church.
3. Statement of prior conversion experience and baptism by immersion in a Christian church.
4. Student affiliate membership, upon statement of present membership in another Christian church. Student members are not considered voting members of the church.

B. All candidates for membership are encouraged to participate in an orientation session explaining the mission, beliefs and expectations of Walnut Hills Baptist Church.

C. Candidates become members upon majority vote of the church membership at either a regular or called business meeting.

Section 3: Duties. All members of this church strive to become increasingly aware of their relationship to God through Jesus Christ, to sustain a vital, growing relationship with Him and to be used of God to bring others into this same relationship. Members work together in Christian love for the growth of this church in holiness, in knowledge and in mission. Members also support the worship and ministries of this church by participation, and contribute faithfully to the financial support of this church in order to minister to the community and the world.

Section 4: Rights of Members.

- A.** Except for student affiliate members, every member of the church who has reached the age of sixteen is entitled to vote in all elections and on all recommendations submitted to the church membership. Members must be in attendance to vote. No proxies or absentee ballots are allowed.
- B.** Every member of the church is accorded all the rights and privileges contained in these bylaws, including the right to attend and speak at Business Meetings.
- C.** Every member who has attained the age of sixteen is eligible for consideration by the membership as a candidate for elective offices in the church. Student affiliate members may be considered for election to church committees, but may not serve as chairperson.

Section 5: Transfer of Membership. By vote of the Church Council, membership may be transferred or terminated in the following ways:

- A.** By the request of a letter of recommendation from another church.
- B.** By request of the member that their names be removed from the membership roster of this church

Section 6: Discipline. This church is guided by New Testament principles in all disciplinary matters. Disciplinary action will be considered if the immoral or unchristian conduct of a member becomes an offense to the church and to its good name. The Senior Pastor, other members of the ministerial staff and the Deacons shall be available for counsel and guidance and shall seek to lead the member back to the Christian walk. All matters of discipline are referred to the Deacons for review and recommendation and, if all efforts for reconciliation are ineffective, they will recommend to the church a course of action concerning the member's continued relationship with Walnut Hills Baptist Church.

Section 7: Restoration. A person whose membership has been terminated because of some offense may, upon evidence of his repentance and reformation, regain that membership by a vote of the church.

Article II. Church Ministerial Staff, Officers and Supporting Staff

Section 1: Church Ministerial Staff. The ministerial staff of this church is the Senior Pastor, supporting ministerial staff and the Deacons.

A. Senior Pastor: The Senior Pastor holds the principal ministerial staff position in this church and is the leader of all pastoral ministries of the church.

1. Qualifications. The person selected and called by the church is an ordained Baptist minister and a graduate of an accredited theological seminary. The selection of a pastor is guided by the scriptural qualifications found in 1 Timothy 3:1-7.

2. Duties. The Senior Pastor prepares and delivers scripturally based sermons at scheduled worship services, leads midweek prayer services, and performs other duties consistent with his official job description. The Senior Pastor works with the church staff, the Church Council and the Deacons to: (a) lead the church in the achievement of its mission; (b) proclaim the gospel to all people and; (c) provide pastoral care for church members. The Senior Pastor may preside at business meetings in the event either the Moderator or Chairperson of Deacons is unavailable. In addition, he is an ex-officio member of all standing church committees.

3. Selection. A Senior Pastor is called and employed by the church when a candidate for the position is approved by three-fourth of the members present and voting, in a called business meeting. Notification of the meeting is given at least one week in advance of the scheduled date. A search committee recommends to the church a single candidate for the position of Senior Pastor, and no nominations may be made from the floor.

4. Term. The Senior Pastor is called by the church for an indefinite term. A thirty-day written notice of intent to terminate employment is required from either the church or the Senior Pastor.

B. Supporting Ministerial Staff: Supporting ministerial staff are called and employed as the church determines the need for such positions. When a ministerial staff position has been approved by the church, a job description is written by the Personnel Committee. A search committee is then formed by the Deacons and elected by the church. Selection and term will be the same as described for the Senior Pastor.

C. Deacons: Deacons are to serve with the Senior Pastor and supporting ministerial staff in performing these pastoral ministries: (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to all people, and (3) caring for church members and other persons in the community.

1. Qualifications. In the nomination of Deacons, the church is guided by the scriptural qualifications in Acts 6 and 1 Timothy 3. Persons elected as Deacons must have been church members for at least one (1) year.

2. Duties. Deacons visit church members: to encourage them in Christian worship, service and stewardship; and to offer support to them in times of crises. Deacons support and participate in the worship and ministries of the church and endeavor to promote harmony and a spirit of cooperation among the members. They are responsible for serving communion and, in the temporary absence of the Senior Pastor, are responsible for all scheduled services. In any period when the church is without a Senior Pastor, the Deacons arrange for an interim minister and promptly nominate to the church a search committee.

3. Election. Each year the church nominates and elects church members to fill vacant positions for the upcoming year. Deacons are generally elected to three year terms, but may be elected to fill an unexpired term. The nomination and election process is coordinated by the Deacon Election Committee. Names of potentially qualified candidates submitted by the church membership are screened and the required number is presented to the church, by secret ballot, for a vote in the October Business Meeting. Nominees receiving a majority of votes from those present and voting are elected and assume office in January.

4. Deacon Installation and Ordination. A service is held to install newly-elected Deacons and to ordain any not previously ordained.

Section 2: Church Officers. The officers of this church are the Trustees, Moderator, Clerk, Financial Secretary, Information Technology Manager, Wedding Coordinator and the Associational Representative. Only church members may serve as officers of the church. All church officers except the Trustees are nominated by the Nominating Committee and elected by the church membership in a business meeting.

A. Trustees:

1. Purpose. Trustees are church members who are authorized to act for, and on behalf of, this church, as provided by law and by the specific action of the church membership. There are currently three Trustees.

2. Qualifications. A Trustee must have served a three-year term as a Deacon and be generally knowledgeable in the affairs of the church.

3. Duties. Upon a specific vote of the church in a business meeting authorizing each action, any of the Trustees are authorized and empowered to transfer, convey, endorse, sell, assign, set over and deliver any and all shares of stock, bonds, debentures, notes, subscription warrants, stock purchase warrants, evidences of indebtedness, or other securities now or hereafter owned by Walnut Hills Baptist Church.

The Trustees are also responsible for conducting an annual review of the church's insurance coverage and any other duties that the Church Council may assign to them.

4. Election and Term of Service. Trustees are elected to serve a six year term of office and must remain an active member of Walnut Hills Baptist Church during that time. The Deacons nominate candidates for election by the church membership when vacancies occur. If, in the judgment of the Deacons, a trustee has become incapacitated, is inactive, or is otherwise no longer qualified to serve, they recommend a replacement to the church membership.

B. Church Moderator:

1. Purpose. The church Moderator presides at church business meetings and serves as Chairperson of the Church Council.

2. Qualifications. The Moderator must be a church member in good standing and must not be an active Deacon while serving as moderator.

3. Duties.

a. As Chairperson of the Church Council, the Moderator works closely with the Senior Pastor to lead the Church Council in performing its tasks. If the Moderator is unable to attend a Church Council meeting, he/she appoints another Church Council member to fulfill his/her duties.

b. When presiding at church business meetings, the Moderator coordinates with the Senior Pastor in planning the agendas, evaluating the meetings and ensuring follow-up on actions approved by the church membership. In the event of absence of the Moderator or during meetings when there could potentially be a conflict of interest, either the Chairperson of the Deacons or the Senior Pastor can act as Moderator.

4. Election. Each year the Church Council recommends to the Nominating Committee a candidate to be elected at the July Business Meeting and to assume office the following October 1st. If the Moderator is unable to complete the full term of office, either the Chairperson of the Deacons or the Senior Pastor serves in this capacity until a replacement has been elected by the church membership.

C. Clerk: The Clerk to keeps an accurate record of the business transacted by

the church at its regular and special business meetings. The Clerk also keeps an accurate register of the members, with the dates of both joining and leaving the church, along with baptisms and deaths. The Clerk sends notification of previous membership to other churches when such notification letters have been requested and authorized by the Church Council, preserves all communications and written official reports, and gives notice of meetings when required.

The Clerk is a non-voting member of the Church Council. In that capacity, the Clerk attends Church Council meetings and assists the Moderator with associated administrative tasks (e.g., preparing agendas, distributing meeting materials, recording minutes).

The Clerk reviews the membership roll annually to:

- Identify members who have moved from the community and place these names on the inactive, non-resident membership roll.
- Identify resident members who have not participated in the life of the church during a period of at least three years and place these names on the inactive resident/non-resident membership roll.
- Determine at the beginning of each church year the number of active resident members. This number shall be used to determine the quorum for the upcoming church year.
- Prepare the annual letter to the Peninsula Baptist Association, maintains a current copy of the Church Constitution and Bylaws, and ensures that copies are maintained in the church office.

D. Financial Secretary: The Financial Secretary keeps accurate records of the gifts of members of the church and submits periodic statements to contributors and to the Treasurer. The Financial Secretary ensures the confidentiality of all contribution records and reports, complies with all IRS regulations and monitors the eventual destruction of this data.

E. Information Technology (IT) Manager: The IT Manager is responsible for coordinating the acquisition and maintenance of all information technology equipment and software for the church. The IT Manager works with the church staff and other church organizations to provide IT support for church ministries on an as needed basis and is responsible for the development and maintenance of the church web site. The IT Manager delegates responsibility to other members of the IT Team as necessary.

F. Wedding Coordinator: The Wedding Coordinator guides couples who have

chosen to be married at Walnut Hills Baptist Church through the entire planning process. The Wedding Coordinator approves requests for use of the church for weddings. In the absence of a Wedding Coordinator, the Pastor approves the requests. The Church Council is responsible for selecting the person(s) filling this position, subject to a vote of the church membership.

G. Associational Representative: A lay representative to the Executive Committee of the Peninsula Baptist Association is elected annually by the church and becomes a voting member of that Committee, serving as a liaison between the church and the Association.

Section 3: Supporting Staff. Non-ministerial staff members, including the Treasurer, Assistant Treasurer, and Learning Center employees, are employed as required by the church. New staff positions are recommended by the Personnel Committee, reviewed by the Church Council, and approved by the church membership.

Article III. Church Program Organizations

The church maintains programs of Bible teaching; church member training, church leader training; new member orientation; mission education, action and support; and music education and training. All organizations related to the church programs are under church control and all program activities are subject to church coordination and approval. The program organization directors are church members and, unless otherwise noted, are elected annually by vote of the church membership. All program organization members are, unless otherwise noted, elected to three-year terms and are able to serve multiple terms.

Section 1: Audio/Visual Team. The Audio/Visual Team operates and maintains the sanctuary and Hospitality Center sound systems and the associated audiovisual equipment for all church services and other special functions; records (audio and/or visual) sermons and other special programs as required; coordinates with the Library/Media Center for the copying and distribution of recorded programs; and serves as custodian of all audiovisual and video equipment belonging to the church.

Section 2: Baptist Men. The Baptist Men is the organization for mission education, mission action, and mission support for men, young men and boys. Membership is open to all men in the church.

Section 3: Bible Study/Sunday School. Bible Study/Sunday School is the basic organization for the Sunday morning Bible teaching program of the church. The Director serves as the coordinator of all Bible Study/Sunday School activities and advises the Nominating Committee in the nomination of teachers and other workers required to provide effective classes for all age groups and other special groups in the church population.

Section 4: Church Music Team. The Church Music Team provides music education and training for all age groups and provides music performances for church worship services and special events. The music program is normally headed by the Minister of Music. In the absence of a Minister of Music, the Music Committee secures music leaders and musicians to implement an effective music program for the church.

Section 5: Discipleship Development Team. The Discipleship Development Team provides study and training programs to augment those provided by the Bible Study/Sunday School organization and the various missions' organizations. It works with the Minister of Education to provide new member orientation and with both the Minister of Education and the Moderator to provide leadership training. This team also plans and coordinates educational opportunities relating to spiritual formation, Christian theology, Christian ethics, Christian history and Baptist life.

Leadership for this organization is provided by the Adult Christian Education Team, in coordination with the Minister of Education. The Directors of the Baptist Men, Bible Study/Sunday School and WMU are ex-officio members. The Adult Christian Education Team works with the Minister of Education to: 1) provide input and feedback for the ongoing development of a balanced program that addresses the needs and interests of members; 2) plan, coordinate, implement and evaluate educational experiences designed to address those needs and interests; 3) help identify, enlist and train leaders for the various classes and small groups

Section 6: Learning Center. The Learning Center is a Christian preschool ministry of the church. The staff of the Learning Center, including its Director, is employed by the Personnel Committee upon recommendation of the Learning Center Committee. The Learning Center Director has the necessary education and credentials to achieve and maintain an accredited program in Christian preschool education. The Director is a member of the church, unless no qualified member of the church is available.

Section 7: Library/Media Center. The Library/Media Center is a resource ministry of the church, providing church educational and instructional materials and having responsibility for collecting and archiving articles of historical importance in the life of the church. The Library/Media Center Director has the necessary education and/or experience to organize and direct an effective resource ministry, and to coordinate operations with the Library/Media Committee.

Section 8: Missions and Evangelism Council. The Missions and Evangelism Council strives to coordinate church wide missions and evangelism activities. Working with church leaders, other church mission's organizations, and the ministerial staff, the council takes the lead in identifying both physical and spiritual needs and ways that individuals, groups, and/or the entire church can respond to those needs.

The Council receives, reviews and approves church-wide missions and evangelism projects that involve financial and human resource allocations from the church. If the projects involve donations/fundraising and/or expenditure of money from the church budget, other than those from the Council's approved budget, they are submitted to the Church Council for approval.

Becoming a member of the Missions Council is by interest in, and passion for, an area of mission's involvement rather than by nomination or as a result of involvement in another group. The number of members is intentionally fluid and open to additions as missions and ministries develop. A normal term is one year, but a Council member may serve for additional years if so desired. A member may also join the Council during a period when he or she is in charge of a specific missions-related project. Each year, the Missions and Evangelism Council recommends its Director to the Nominating Committee for election by the church membership.

Section 9: Woman's Missionary Union. The Woman's Missionary Union is the mission education and action organization for women, young women, girls and preschool children. Its task is to teach missions; engage in mission action; recommend mission projects; support world missions through praying and giving; and provide and interpret information to the congregation regarding the mission work of the church and the Baptist denomination. Membership is open to all women in the church.

Article IV. Church Committees

Section 1: Committee Election and Responsibilities.

A. Establishment of Committees. The church establishes such committees as may be necessary to efficiently carry on the various program and ministries of the church. Committee membership is open to all active members, affiliate members and to nonmembers with the approval of the Church Council.

1. Standing Committees. These are listed in Article IV, Section 2.

2. Special Committees.

a. Search Committees. When it is necessary to seek a candidate to fill a ministerial position, a committee is nominated by the Deacons and elected by the church membership to seek a qualified candidate. The committee consists of seven members, at least three of whom are Deacons and at least two of whom are women. The committee selects its own chairperson who serves until a candidate is successfully elected to the vacant position.

b. Deacon Election Committee. This committee consists of the Senior Pastor and the Deacon and Nominating Committee Chairpersons. The Committee is responsible for coordinating the nominations and the election of Deacons by secret ballot in a church business meeting.

c. Ad Hoc Committees. These committees are formed by the Church Council and/or the church membership to address special needs, activities or issues. These committees cease to exist when the purpose for which they have been created has been accomplished.

B. Committee Meetings, Actions and Responsibility. In addition to the general duties proscribed for each of the individual committees, as delineated in the Walnut Hills Baptist Church Operating Procedures and Administrative Policies Manual, it is the responsibility of the committee chairpersons to have meetings of the committee as needed in order to accomplish the work of the committee. Chairpersons are encouraged to conduct discussions and exchange information by email in order to minimize the number of face-to-face meetings required. Recommendations from committees are approved by their current members prior to being submitted to the Church Council, the Deacons, the Stewardship Committee or the church membership.

C. Terms of Service and Composition of Committee. All standing committees operate on a three-year rotating principle. Members are allowed to serve consecutive terms at the discretion of the Nominating Committee. This allows for more flexibility (e.g., when other volunteers cannot be found) and for more efficient utilization of the talents and abilities of church members. Each committee consists of at least three members, and each committee elects its own chairperson annually.

Section 2: Committee Description and Duties. Committees are classified in five categories: Administrative, Worship Support, Education, Ministry and Fellowship.

A. Administrative Committees.

1. Nominating Committee

a. Membership. All general church officers and directors are ex-officio members of the Nominating Committee and participate as requested by the committee, providing input and recommendations concerning potential candidates. Each year, the Church Council nominates two (2) candidates to fill the vacancies on the Nominating Committee.

b. Duties. Each year, the Nominating Committee nominates one person for each standing committee vacancy, with the exception of the Deacons, who are nominated as specified in Article II, Section 1.C(3) and the Trustees, who are nominated as specified in Article II, Section 2.A(4). In this process, the Nominating Committee strives to avoid obvious conflicts of interest situations involving spouses and/or other family members (e.g., not appointing someone to the Personnel Committee if his/her spouse is a staff member). Nominations are normally presented for election at the October business meeting and are effective the following January.

2. Buildings and Grounds Committee. The Building and Grounds Committee is responsible for the proper care, maintenance and security of the church property and the oversight of any minor modifications and/or remodeling. The committee is also responsible for the supervision of contract maintenance and custodial personnel and/or their associated services.

3. Stewardship / Finance Committee.

a. The Stewardship / Finance Committee establishes and administers the financial policies of the church.

b. The committee arranges for the church's financial records to be reviewed annually and for the results to be reported to the church membership at the third quarterly business meeting after the beginning of the fiscal year.

c. The committee prayerfully promotes stewardship throughout the church, conducts an annual stewardship emphasis, monitors church giving, and provides additional stewardship emphasis, as required, during the church year.

d. The committee drafts an annual budget under the plan known as the “Unified Budget”, making provision for all current expenses, benevolent and Mission contributions, capital improvements and other items as required. The committee submits this draft budget to the church for adoption before the end of the fiscal year.

e. The Church Treasurer and/or Assistant Treasurer serve as ex- officio members of this committee.

4. Personnel Committee. The Personnel Committee develops and maintains job descriptions for all ministerial staff and salaried employees and recommends to the Stewardship / Finance Committee all pay policies, salaries and fringe benefits. The Personnel Committee has the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services are generally in consultation with the supervising committee/staff members and the Church Council. At least one member of the Personnel Committee is involved in the interviewing of all prospective staff members.

5. Memorial Committee. The Memorial Committee decides what items will be memorialized and ensures that donations toward such items are appropriately handled and acknowledged. They are also responsible for the maintenance of a Memorial Book, the Memorial Plaque case and individual memorial plaques. The location and/or relocation of memorial items or plaques is approved by the Church Council.

6. Publicity Committee. The Publicity Committee is responsible for informing the church and the community regarding church programs through direct mail, posters, brochures, special promotional materials, newspapers, radio, television, and other media. In addition, this committee supports other committees involved with specific publicity tasks.

7. Tellers Committee. The Tellers Committee takes custody of, counts, and subsequently deposits, all monies received at church meetings, including revivals. Tellers work in teams of no fewer than two to count the offerings and segregate designated sums from the regular offering, following rules approved by the Stewardship / Finance Committee for handling offerings. The tellers are bonded in an amount determined by the Stewardship / Finance Committee.

8. Endowment Fund Trustees. The Endowment Fund Trustees are responsible for receiving and managing contributions, gifts, grants, devices, bequests, and other transfers made to The Endowment Trust of Walnut Hills Baptist Church of Williamsburg and for maintaining those gifts, or the proceeds thereof, in several funds as they may establish from time to time.

B. Worship Support Committees.

1. Baptismal Committee. The Baptismal Committee assists the Senior Pastor and baptismal candidates in the administration of the ordinance of baptism. In addition, the Committee is responsible for preparing the baptistery and for the on-going care of the baptismal robes.

2. Communion Committee. The Communion Committee prepares communion, cleans up after the service, maintains all equipment and linens, and purchases necessary supplies.

3. Flower Committee. The Flower Committee furnishes flowers for the church sanctuary as required. The committee also decorates the church during holiday seasons such as Easter and Christmas. It maintains a flower calendar and solicits donors who may wish to memorialize family members and friends and/or commemorate special occasions. It provides appropriate flowers for funerals of church members and their immediate families. The committee also ensures that notice is placed in the church bulletin recognizing the donors and the occasion or persons commemorated.

4. Music Committee. The Music Committee, in conjunction with the Minister of Music, oversees the music programs and activities of the church. They prepare a budget; recommend policies needed to implement an effective music program; acquire, manage, and maintain all musical instruments, hymnals, vestments and other supplies; recommend the employment of other persons to assist in the music programs and activities; evaluate the overall music program of the church at least once a year; and, they are available as a resource in worship planning and evaluation. When the Minister of Music position is vacant, this committee assists the Personnel Committee in securing interim music leaders.

5. Ushers Committee. The Ushers Committee consists of as many members as are needed to staff church services and meetings. Ushers assist in both traffic control and in parking. They also provide assistance to those needing help entering and exiting the sanctuary. They receive the offering and attempt to prevent interruptions and distractions during church services.

C. Education Committees.

1. Learning Center Committee. The Learning Center Committee is responsible for the Learning Center ministry and its associated Christian preschool. The members of this committee include the Minister of Education, a representative of the Personnel Committee, and a rotating at-large member who serves as chairperson. In addition, the Director of the Learning Center is an ex-officio member of the committee. The committee is responsible for making recommendations concerning the hiring/firing of preschool teachers, overseeing all aspects of operations of the Learning Center ministry and the preschool and recommending Learning Center policies to the church.

2. Library/Media Committee. The Library/Media Committee is responsible for the church Library/Media Center and the archiving of information pertaining to the history and growth of the church. The Director of the Library/Media Center chairs this committee. The committee (a) selects, purchases, catalogs and distributes church educational and instructional materials; (b) staffs and maintains the church library; (c) coordinates announcements for bulletin boards and special media displays; (d) provides information to church leaders on the availability and use of special educational materials. The historical/archival responsibilities include the collection of information (e.g., records, documents, pictures, sound recordings and video recordings) and articles of historical importance in the life of the church. The committee also works with the Church Clerk to capture and preserve important records (e.g., the church minute books).

3. Nursery/Preschool Coordinating Committee. The Nursery/Preschool Committee arranges for childcare (nursery through pre-K) during all worship services, scheduled church meetings and for other activities when requested by recognized church organizations. The committee coordinates all activities of the nursery/preschool department. It recommends nursery/preschool policy and posts this guidance in prominent places. It purchases equipment, supplies and snacks for the preschool. The committee also helps coordinate the use of the preschool facilities.

4. Vacation Bible School Committee. The Vacation Bible School Committee works with the Minister of Youth and Children to coordinate and direct the annual Vacation Bible School.

D. Ministry Committees.

1. Children's Ministry Committee. The Children's Ministry Committee works with the Minister of Youth and Children to coordinate the Children's ministry of the church in order to nurture our children in evangelism, fellowship, ministry, discipleship and worship.

2. Inreach Ministries Committee. The Inreach Ministries Committee serves to motivate and prepare each church member for greater participation in, and commitment to, the total life of the church. The committee is sympathetic to the crises and needs in the lives of church members. It also serves as the coordinator of ministries to church families in times of illness and/or death of family members.

3. Mission Benevolence Committee. The Mission Benevolence Committee Administers funds the church budgets for benevolent purposes. They respond to emergency requests both from church members and church facility walk-ins.

4. Outreach Committee. The Outreach Committee coordinates the contact of, and communications with, visitors and guests to the church, provides visitation training and conduct surveys from time to time to locate unchurched families for visitation.

5. Senior Adult Ministries Committee. The Senior Adult Ministries Committee oversees and plans an effective ministry to senior adults. It looks at senior adult needs in our church and community and works to develop activities and programs to be incorporated into the church program.

6. Student Ministries Committee. The Student Ministries Committee oversees an effective ministry to both those students at the College of William and Mary who worship with us and to student members of the church who are studying at other institutions.

7. Youth Ministries Committee. The Youth Ministries Committee works with the Minister of Youth to coordinate the youth ministry of the church. In the absence of a Minister of Youth, the committee is responsible for the youth program. Members of this committee include at least one member from the youth groups, at least one parent of a youth group member, and a youth Bible Study teacher.

E. Fellowship Committees.

Hospitality Committee. The Hospitality Committee is responsible for coordinating and/or supplementing all church-wide social functions (i.e., dinners and receptions), including preparing the Wednesday night suppers. It is also responsible for all kitchen equipment and supplies and policies regarding use of the kitchen. The committee is responsible for planning and/or coordinating the hospitality efforts (e.g., lodging and transportation) of the church for visiting pastors, speakers, and musicians.

Article V. Church Council

The Church Council is responsible for coordinating program plans for organizations, committees and supporting ministries and for preparing and maintaining an up-to-date Church Operating Procedures Manual. It leads in developing the goals and objectives for both near-term and long-term planning, and provides guidance in the allocation of resources.

The Church Council reviews input from church organizations/committees regarding the use of personnel, program schedules, and funds, the use of facilities and other resources, and implements a course of action within guidelines approved by the church.

The members of the Church Council are the Senior Pastor; Church Moderator; Chairpersons of the Deacons, Personnel Committee, Stewardship / Finance Committee, Buildings and Grounds Committee, Trustees; and three at large members. The at large members are selected by the Nominating Committee and elected to serve three year terms.

The Church Council meets at least monthly, and requests attendance and/or input from the supporting ministries and committees as needed. Church Council meetings are open, and members of the congregation are welcome.

Article VI. Worship and Ordinances

Section 1: Worship. Regular meetings for worship are held on Sundays and on Wednesdays. A service may be canceled by the Senior Pastor, in consultation with the Chairperson of the Deacons or by vote of the congregation.

Section 2: Baptism. A baptismal service is scheduled without undue delay for those individuals who have made a profession of faith in Jesus Christ as Savior.

Section 3: Communion. Communion is observed monthly.

Article VII. Meetings

Section 1: Business Meetings. Regular meetings for the transaction of business are held during the first month of each quarter. The Senior Pastor and Church Moderator may change or cancel business meeting by giving notice the preceding Sunday.

Section 2: Called Business Meetings. Special Business Meetings can be called by the Senior Pastor, Church Moderator, and/or the Deacons, either on their own or when petitioned, in writing, by at least twelve voting members of the church. At least one public notice must be given at least a week in advance of such meetings.

Section 3: Presiding Officer. The Church Moderator presides at all business meetings. In the absence or the inability of the Church Moderator to preside, the Chairperson of the Deacons, the Senior Pastor or other ministerial staff member may preside. In the event that none of these is present or able to preside, a presiding officer is chosen by the assembled church members.

Section 4: Quorum. Ten (10) percent of the active resident membership sixteen (16) years of age and older constitutes a quorum for the transaction of business at any regular or special meeting. At a meeting during which the election of a new ministerial staff member is being considered, a quorum of at least twenty-five (25) percent of the active resident membership is required.

Section 5: Parliamentary Procedure. Business Meetings are conducted using Robert's Rules of Order as a general guide.

Section 6: Other Meetings. With the exception of Church Council approved activities of the children's mission organization, youth programs, and/or special training sessions, no meetings or activities of any kind are held on the church premises during the progress of any regular church service. Revivals, study courses, etc., are held at times scheduled by the Church Council. Any schedule changes require approval by the Senior Pastor or the Church Council. No secular meetings are held on the church premises without permission of the Church Council.

Article VIII. General or Miscellaneous Provisions

Section 1: System of Finance. The system of finance used by the church is an annual “Unified Budget” in conjunction with special budgets for capital expenditures and designated missions. The unified budget includes expenditures for normal church operations, salaried personnel, church organizations, committees, and payments to church-approved missions’ organizations. Budgets for capital expenditures and designated missions may also be supported by church-approved fund raising programs.

All weekly offerings are applied to the unified budget, to church-approved special budgets for capital projects, and/or to designated accounts previously approved by the Stewardship / Finance Committee.

Section 2: Designated Gifts. Donors wishing to make designated gifts will be encouraged not to place restrictions on the use of the gift. Donors preferring to designate a specific use will be encouraged to designate an existing account already approved by the Finance Committee. Designations to other than previously approved funds will be referred to the Finance Committee, which will either create a new designated account and accept the gift or return the gift to the donor(s).

Section 3: Benevolent Offerings and Fund Raising Campaigns. Either the Church Council or Deacons may authorize the collection of benevolent offerings. Fund raising campaigns require the approval of the Church Council.

Article IX. Adoption and Amendment of this Constitution

Section 1: Amendments. The Constitution and Bylaws may be altered or amended by a two-thirds vote of the members present and voting at any business meeting, provided that notification is given to the church membership at the immediately preceding business meeting.

Section 2: Records. A copy of the Constitution and Bylaws is kept by the Church Clerk and another copy is kept in the church office.

Section 3: Distribution. A copy of the Constitution and Bylaws is available to every church member.

Section 4: Additional Documentation. The Constitution and Bylaws are amplified in the Walnut Hills Operating Procedures and Administrative Policies Manual, a document that is available to those wishing to view it.. The Operating Procedures and Administrative Policies Manual provides a more detailed look at church organizations and committee responsibilities and does not conflict with nor contradict the Constitution and Bylaws.