

Procedure Guide

Revised and approved June 8, 2016; December 19, 2018

Board of Trustees

Purpose: In addition to their other duties specified herein, the Trustees shall also serve as the Directors of the Church. The terms “Directors” and “Trustees” shall be interpreted as the context of these Bylaws shall require.

Membership: There shall be 5 (five) Trustees, each of whom shall serve as a member of the Board of Directors for a term of 4 (four) years. Trustees and their successors shall be elected each year as appropriate at the annual meeting of the Church for a term of service beginning January 1 of the next succeeding year. One Trustee will rotate off at the end of his/her term, and his/her successor shall be elected by majority vote of the Church membership at the annual meeting of the Church the year his/her term expires. Trustees shall be at least 25 (twenty-five) years of age and have been members of the congregation not less than 5 (five) years. Trustees must remain members of the Church in good standing during their elected term.

Responsibilities:

1. Serve as the legal representatives of the Church. All legal documents shall require two signatures. Documents must be signed by either the Chairman or Vice-Chairman and the Secretary or Assistant Secretary.
2. Examine insurance policies, legal contracts, and operating policies, and advise the congregation as to their appropriateness and legal standing.
3. Execute all contracts (except office maintenance agreements, which are signed by the Office Administrator), deeds, mortgages or other instruments when authorized to do so by the Church in business meetings.
4. Administer the legal affairs of the Church as required by law for non-profit corporations as described in IRS regulations for 501(3)(c) and the laws of the Commonwealth of Virginia.
5. Call and preside at the annual meeting of the Church in December of each year.
6. When the term of a Director is to expire, the Nominating Committee shall nominate candidates for election by the membership. In the event a vacancy shall occur on the Board of Directors during a term, the name(s) of candidate(s) to fill the vacancy shall be submitted within (30) thirty days by the Nominating Committee. A special meeting of the membership of the Church shall then be called within (7) seven days in order that a replacement Director can be elected by the membership to serve the remaining portion of the vacated term.
7. The position of Moderator and Vice Moderator will be held by Trustees. These will be elected by and from the Trustee Board.
8. Work with the Church Council to suggest and recommend updates and revisions to this Procedure Guide.

Duties:

1. **Chairman of the Board:** It shall be the duty of the Chairman to preside at all meetings of the Board of Directors at which he/she is present; to call special meetings of the Board whenever he/she may think such meetings necessary, or as requested to do in accordance with these By-laws; to sign all contracts, leases, mortgages, deeds, conveyances and other documents on behalf of the Church.

He/she shall use reasonable efforts to see that all corporate officers of the Church perform their duties faithfully and shall have general supervision and direction of the legal affairs of the Church. He/she shall submit a report to the annual meeting of the Church which shall review the operation of the Church for the preceding fiscal year and contain such recommendations as he/she may deem proper.

2. **Vice Chair:** In the absence or disability of the Chair, a Vice Chair may perform any or all of the duties of the Chair.
3. **Secretary:** The Secretary shall have the powers granted him/her under these Bylaws and shall either issue or instruct that another officer issue the calls for meetings of the Church or of the Directors when properly authorized; shall oversee the delivery of notice of such meetings to the members of the Church or to the Directors; shall see that full and accurate minutes are kept of all meetings of the Directors. He/she shall sign such instruments as require his/her signature and shall make such reports and perform such other duties as are incidental to this office or may be required of him/her by the Board of Directors.
4. **Assistant Secretary:** In the absence or disability of the Secretary, an Assistant Secretary shall perform any or all of the duties of the Secretary.
5. One member of the Trustees will serve as a check signer for the church (in addition to the Chair of the Finance Committee and the Church Treasurer.)

Moderator

Purpose: To preside over all business meetings of the Church.

Responsibilities:

1. Preside over all Church meetings.
2. Appoint a Parliamentarian, if needed.
3. Notify the Church of the date, time, and agenda of all meetings.
4. Have the Clerk record the minutes of all business meetings of the Church, including regular business meetings and special called meetings. Should the Church Clerk not be available, a substitute will be appointed by the Moderator.
5. Likewise, should neither the Moderator nor Vice-Moderator be available, the Moderator may select in advance an individual to serve as temporary Moderator.

Vice Moderator

Serve at the pleasure of the Trustees, or in the absence of the Moderator, perform the responsibilities of the Moderator.

Church Staff

Ordained Staff: Ordained clergy shall be chosen and called by the church whenever a need exists. In the event of a vacancy, the Church Council, in consultation with the Nominating Committee, shall nominate a Search Committee, subject to ratification by the membership at a Special Business Meeting called for that purpose. The

committee shall consist of at least five members of the church, representing as far as is practical, the principal age and interest groups within the church.

Non-ordained staff: The church shall employ non-ordained staff members as necessary and appropriate to assist the ordained clergy and the lay organization in carrying forward the work of the church. Candidates for such employment shall be presented to the church by the Personnel Committee as provided in their organization descriptions. All non-ordained staff members report administratively to the Pastor.

Lay Organization

It is the intention of this Church to utilize the talents of all the members and regular attendees in the ministry of the Church. With the exception of the Standing Committees (with fixed numbers of members), lay organizations shall actively encourage involvement of others in their ministries, and may enlist additional members as needed without the approval of the Church Council or the vote of the Church. Non-elected members do not have to be Church members but should be at least regular attendees.

Church Council:

The Church Council's responsibility is to assist with and coordinate the ministries of the Church, with membership and duties as further described under the "Councils" section of this Procedure Guide.

Nomination and Election:

The Church Council shall nominate to the Church candidates for the Nominating Committee, who shall in turn nominate candidates for election to all other elected lay positions. All nominees must be members of the Church. The Moderator shall in every instance entertain nominations from the floor. All nominees must be members of the Church in good standing.

No two persons from the same immediate household may serve as elected members of the same Standing Committee. No Church staff or their immediate family members may be elected to a Standing Committee, as a Corporate Director, or to a committee selected to call ordained clergy or other staff positions.

Should a member elected to a position fail to fulfill the duties for which elected, after being contacted to determine if the failure to perform is without just cause, the office may be declared vacant, and another member elected to serve.

Organization Structures:

Standing Committees (Deacons, Facilities, Personnel, Nominating, Finance) are comprised of elected members only, but they may enlist help for special projects or services without vote of the Church.

The Lay Ministries have a core of leaders elected for terms as described in the organization descriptions and are to involve other Church members and regular attendees in their respective ministries.

All Church organizations shall have a chair, vice-chair, and secretary as a minimum number of officers.

A quorum for voting purposes shall be 50 (fifty) percent of the committee membership.

The pastor or his designee will be non-voting members of all committees or teams.

All representatives of lay ministry, standing committees, councils and other church offices shall be elected at the annual meeting of the church for a term of service beginning January 1 of the next succeeding year.

Reports:

All committees, organizations and teams shall report to the Church at each regular business meeting. Minutes of all meetings of the committees, organizations and teams must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Finances:

All organizations funded through the annual budget will be responsible for establishing an annual ministry plan and communicate their plan, with their request for funding, to the Finance Committee. Should the Finance Committee find it is unable to fund the full financial request, the request should be returned to the organization with suggested adjustments. All groups will be allowed to manage the amount budgeted to their area of ministry, adjusting within their area as needs so determine.

Standing Committees

Deacon Team

Purpose: The Deacons provide spiritual and practical ministry to Northside Church members and their families.

Membership: There shall be one Deacon serving for every 15 resident households. Individuals serving as Deacons will be nominated by the current Deacon Body. Prior to being nominated or elected by the Deacon Body, each individual will be interviewed by the Pastor and a Deacon to determine the individual's qualifications and willingness to serve if elected. Individuals nominated who have not been previously ordained by this Church as a Deacon will require approval by a majority vote of the congregation at a regular business meeting. Once an individual has been approved by the congregation, he/she shall serve as Deacon upon election by the then current Deacon Body. Deacons will serve 4 (four) year terms with 1/4 (one-fourth) being selected each year. Deacons may not succeed themselves. The Deacon Body will elect their own officers.

Responsibilities:

1. Provide ministry to the Church members and families of the congregation in times of celebration and need, either through individual Deacon relationships, or through various care groups.
2. At his request, assist the Pastor in securing pulpit supply when the Pastor is unavailable to fill the pulpit.
3. Select at least three persons from the diaconate to serve as an Interim Pastor Search Committee should the Pastor position become vacant.
4. Request funding from the church budget for the various Deacon ministries.
5. Develop guidelines for distributing benevolent funds from the fellowship fund when and where needs are determined. The Pastor and chair of Deacons will approve expenditures from the Fellowship Fund.
6. In support of our Church Covenant, promote the spirit of cooperation and peace within our Church.

All members of the congregation should be committed to the promotion of the spirit of cooperation and peace within our Church. In order to achieve this, our beliefs, thoughts, and actions should be based on the teachings of Christ and GOD's word which has been presented to us through the Bible. We should also be led by the Holy Spirit. Our dealings with others in the Church setting should be self-apparent; however, we should remember that:

- A. We believe that GOD has placed the shepherding of HIS flock into the hands of our Pastor, who has been called and appointed by the Holy Spirit. We all need to honor, encourage, and support our Pastor. [Hebrews 13:17 “Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.”]
 - B. Disagreements with other members of the Church should be resolved based upon Matthew Chapter 18, Verses 15-17. [¹⁵“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. ¹⁶But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ ¹⁷If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”] If a matter relating to a conflict or disagreement needs to be brought before the Church, come to a Deacon, and identify the issue. This issue may need to be discussed further with all the Deacons.
 - C. A critical or divisive spirit is not a part of the Christian Walk. Proverbs 6:16-19 lists seven things God detests. Included in that list is “a person who stirs up conflict in the community.” As Paul writes in Ephesians 4:29, [“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”]
7. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all deacons’ meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Facilities Team

Purpose: To assist the Church through the management of all physical facilities (buildings, furnishings, vehicles, and grounds).

Membership: There will be 4 (four) persons elected to serve a 4 (four) year term. Those elected will select and recruit coordinators for the operation of the vehicles, kitchen, and furnishings/decorating, who will be members of the team.

Responsibilities:

1. To coordinate the maintenance and safe operations of all facilities of the Church.
2. To review as needed the policies related to the use of facilities, equipment and properties by Church members, organizations, and outside groups.
3. Maintain a written and, if possible, a video inventory of all Church property and equipment including (to the best extent possible) the quantity, location, and value of items. The inventory should be updated every three years. Other individuals, including the Office Administrator, may be recruited to help with this project.
4. Regularly inspect all buildings, grounds, and equipment to insure the properties are suitable and safe for operations.
5. Develop a schedule for regular maintenance and/or replacement of buildings and equipment.
6. Recommend to the Finance Committee required funding for the operation and maintenance of the buildings, properties, and grounds.
7. Select a Decorating Coordinator, and in consultation with them, approve all redecorating, painting, and furnishings of rooms and building.

8. Select a Hospitality Coordinator to have general supervision of and oversee the use and care of the kitchen, kitchen supplies and equipment.
9. In consultation with the Personnel Committee, make employment recommendations related to custodial personnel.
10. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all team meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Personnel Committee

Purpose: To assist the Church in matters pertaining to employed personnel relationships and administration.

Membership: There will be 3 (three) members elected to serve a 3 (three) year term.

Responsibilities:

1. Maintain the Personnel Manual and all job descriptions and operating procedures relating to the church staff.
2. Evaluate the Pastor annually by August 31st. Review and sign staff evaluations completed by the Pastor; assisting the Pastor with staff evaluations as requested. Perform an annual evaluation of *the* workload of staff.
3. Make employment recommendations to the Church regarding support and secretarial staff, either full- or part-time. In consultation with the Facilities Team, make employment recommendations related to custodial personnel.
4. Serve as liaisons between the staff and the congregation, sharing congregational concerns with the staff and staff concerns with the congregation.
5. Encourage the staff in ministry; recognize staff employment anniversaries, birthdays, and other special events; and encourage the congregation to pray for the staff.
6. Recommend compensation adjustments and prepare an annual budget concerning these and other staff-related costs to the Finance Committee.
7. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all committee meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Finance Committee

Purpose: To assist the Church in the budgeting and financial management of funds entrusted to the Church.

Membership: There will be 3 (three) members elected to serve a 3 (three) year term. The Treasurer and Assistant Treasurer will also serve as members.

Responsibilities:

1. Assist Church organizations in developing an annual budget for Church adoption. Refer to the “Finances” section of this Procedure Guide for more detail.
2. Develop guidelines for soliciting, receiving, and using funds designated to non-budget accounts, including memorials and honoraria, but not including endowment accounts.
3. Appoint a Teller Chairman and consult with the Teller Team to assure that they are adequately staffed to fulfill their duties of receiving, counting, and depositing all funds. Work with the Teller Team to fill vacant positions as needed per the Financial Policies and Guidelines.
4. Approve all fundraising activities, special offerings, and designated gifts according to established guidelines.
5. Provide educational opportunities to assist individuals and the congregation to develop as good stewards of God’s possessions.
6. Review and monitor the monthly financial statements prepared by the church’s Office Administrator.
7. Select the financial institutions for the safe deposit and management of financial assets. In addition to the Treasurer and a member of the Trustees, the chair will serve as a signatory of bank accounts.
8. Provide for an annual overview of the Church finances and procedures, by a qualified outside accountant, to the extent considered necessary by a majority of the committee.
9. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all meetings of the committee must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Nominating Committee

Purpose: To prepare and submit a slate of nominees for all elective offices (except the Nominating Committee) to the Church two weeks prior to the elections at the annual December business meeting. Additionally, once advised of such, fill any vacancies occurring during the year within 45 days; the exception is that vacancies among the Trustees are to be filled within 30 days. The Pastor, and Committee and Team Chairs shall act in an advisory capacity and assist the Nominating Committee in identifying candidates for nominations for their ministries or areas of responsibility.

Membership: There will be 3 (three) members elected to serve a 3 (three) year term.

Responsibilities:

1. Be familiar with descriptions and responsibilities of the various Church elective positions. Be familiar with Church members, their experiences, abilities, and qualifications to serve the Church.
2. Assure that as close a match as possible is made between elective position responsibilities and the members’ abilities and passions. As is reasonably possible, work to ensure that terms of service for those on the same team or committee end in consecutive years.
3. Assure that a reasonable cross-section of Church members is nominated to serve, and that new members are considered for positions commensurate with their experience and capabilities.
4. Assist the Church Council (as mentioned under “Church Staff: Ordained Clergy”) in securing Search Committees as needed.

5. Refer to additional information under the “Nomination and Election” section of this Procedure Guide.
6. All correspondence and/or discussions regarding nominees will remain confidential.
7. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting, if needed. Minutes of all Committee meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Lay Ministries

Missions Team

Purpose: Lead the Church to fulfill its mission responsibilities locally and around the world.

Membership: Five persons will be elected to serve a 3 (three) year term for the purpose of visioning, managing and resourcing mission and outreach endeavors. The team will recruit and select persons to coordinate and staff all Church mission projects.

Responsibilities:

1. Take mission fundraising projects to the Finance Committee for approval. Determine mission offering goals, and the distribution of all funds designated for mission causes.
2. Enlist coordinators for the various mission projects of the Church and assist project coordinators in enlisting volunteers for the various projects.
3. Encourage mission involvement by the congregation. Select materials for and provide educational events and opportunities that focus on regular mission emphases and offerings supported by the Church. Coordinate the placement of special offering envelopes and materials in pew racks with the Worship Team.
4. Recommend to the Finance Committee adequate funding to cover the expenses of mission and outreach projects and organizations. Determine special mission offering goals and communicate to the congregation and church staff.
5. Assist the staff and congregation by making known to the community the life and ministry of the Church.
6. Follow the Missions Team Guidelines, kept on file and reviewed/updated by the team as appropriate, for monetary responsibilities and rules for mission trips.
7. Develop partnerships with other groups, churches, and agencies providing opportunities of involvement in association, state, national and international mission endeavors.
8. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all team meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Worship Team

Purpose: Assist the Pastor by providing guidance and coordination to enhance individual and corporate worship.

Membership: There will be 4 (four) team members will be elected to serve a 4 (four) year term.

Responsibilities:

1. The team will enlist and train persons to operate the sound, lighting and video equipment for all worship services and special events, and to provide for the maintenance and proper functioning of the technological equipment used by the Church.
2. Encourage the Church in supporting and providing a variety of worship opportunities and recommend to the staff ways for improving the worship experience.
3. Provide and store sanctuary worship aids. Regularly maintain supplies in the pew racks.
4. Assist the church staff in selecting and training wedding consultants to work with couples in the planning and performance of wedding ceremonies in compliance with the Church's wedding policy.
5. Select and train individuals to assist in worship as worship readers, and other ways of participation in worship.
6. Assist the Director of Music Ministries in the maintenance and care of all musical instruments and equipment.
7. Prepare and present to the Finance Committee, adequate budget requests in all matters pertaining to worship and technology. Work with staff and other leaders in appropriating budgeted funds allocated for worship.
8. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all team meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Christian Education Team

Purpose: Assist the congregation and leadership in developing a plan for a morning Sunday School program and ongoing and special Bible studies. Provide opportunities of study and training in Christian discipleship and growth.

Membership: There will be 3 (three) members elected to serve a 3 (three) year term.

Responsibilities:

1. Coordinate the ongoing Bible study program on Sunday morning and/or at other times as directed by the Church.
2. Assist staff members in the selection of curriculum and leaders for small group and church-wide Bible studies and discipleship programs related to Christian faith and growth.
3. Work with staff members to select and train leaders and workers for Bible studies, discipleship programs, and other special events related to Bible study.

4. In the absence of a staff member whose focus is such, enlist a volunteer (with the advice of the Pastor) to be the Team Leader of the Vacation Bible School Program.
5. Maintain Sunday School attendance records.
6. Recommend to the Finance Committee annually the funding needed to provide for the educational and discipleship needs of the church.
7. Order and distribute materials and supplies for Sunday School classes.
8. Appoint a volunteer to organize and maintain the church library, in an effort to make current materials, books, videos, etc., available to the church membership.
9. Elect a chair, vice-chair, and secretary as a minimum number of officers. Report to the Church at each regular business meeting. Minutes of all Committee meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Councils

Church Council

Purpose: To assist with and coordinate the ministries of the Church and oversee the long-range planning and visioning processes.

Membership: The Church Council is composed of the ministry leaders, chair of ministry teams (Missions, Worship and Christian Education), chair of Deacons, chair of Facilities, chair of Finance Committee, chair of Personnel Committee, Treasurer, and Moderator (who also serves as a Trustee). The Pastor or his designee will serve as chair; a vice-chair and secretary will be elected by the Council.

Responsibilities:

1. Coordinate the ongoing ministries of the Church.
2. Oversee the initiating of phases of long-range planning and Church vision.
3. Assist in recruiting volunteers for team projects.
4. Assist the Nominating Committee (as mentioned under “Church Staff: Ordained Clergy”) in securing search committees as needed.
5. Select individuals for any vacancies that occur on the Nominating Committee with 45 days of being notified of such.
6. Work with the Finance Committee in developing long-range funding for ministries.
7. Keep the Bylaws and Procedure Guide current by recommending changes when necessary.
8. Minutes of all Church Council meetings must be routinely copied to the Church office, with copies available to Church members upon request. Matters of confidence should not be included in the public records.

Other Councils

Church staff and organizational leaders are encouraged to form councils to serve as support and advice related to their areas of ministry.

Other Church Offices

Members filling the following offices are elected annually but may be re-elected indefinitely for consecutive terms of office. The position of Church Moderator and Vice Moderator will be held by Trustees. These will be elected by and from the Trustee Board.

Clerk

Purpose: Maintain the official active Church records.

Responsibilities:

1. Record the minutes of all Church meetings and promptly file written reports presented at business meetings with the church office.
2. Sign and verify membership documents as needed.
3. Correspond with the local, state, and regional denominational offices, as appropriate, in providing names of meeting delegates, attendees, etc., or other matters of church business as requested.
4. Should the Clerk be unable to attend a business meeting, he/she is to inform the Moderator as soon as possible so that a replacement may be secured.

Treasurer

Purpose: The Treasurer is responsible for overseeing the recording of receipts and disbursements of all funds consistent with the financial policies of the Church.

Responsibilities:

1. Serve as a member of the Finance Committee.
2. Prepare a financial report to be presented to the Finance Committee at all regular meetings, and to the Church at each of its regular business meetings.
3. Work with the Finance Committee in establishing and updating financial policies and accounting procedures.
4. Serve as a signatory on all bank accounts.

Assistant Treasurer

Purpose: To serve as Treasurer should the elected Treasurer be unavailable to fulfill his/her responsibilities.

Responsibilities:

1. Assist with the duties of the Treasurer, as necessary.
2. Review and reconcile the monthly bank statements and monitor checks for irregularities.
3. Assume other duties assigned by the Treasurer or Finance Committee.

Historian

Purpose: To preserve the continuing historical records of the Church.

Responsibilities:

1. Record the historical events of the Church.
2. At least annually submit a written report to the congregation summarizing events from the previous year.
3. Assist any committees or groups preparing celebrations which might benefit from the use of historical records.
4. Provide for the safe storage of historical records and artifacts in the Church, making them available for members to see and appreciate.
5. Work with the Virginia Baptist Historical Society to provide long-term storage of historical artifacts.

Dover Baptist Association Executive Committee Representative

The Church will elect members to serve on the Associational Executive Committee of the Dover Baptist Association as defined by the organizational guide of the Association.

Denominational Representatives

Representatives to affiliated Church bodies will be elected based on the guidelines established by the affiliate bodies (Associational, State, and National Conventions).

Ad Hoc Committees

As the need arises, the Church may elect ad hoc committees. These committees may be nominated by the Church Council, appointed by the Moderator, or elected in any other manner the Church deems appropriate. Persons serving as members of special committees may also serve as members of other elected positions. Ad hoc committees are elected for the duration of their assigned task. Recommendations to establish such committees should include their size, method of election and their assigned task.

Amendments to the Procedure Guide

Proposed amendments to the Procedure Guide shall be reviewed by the Church Council for presentation to the church membership. Amendments will be presented to the congregation for consideration at a regular business meeting or a special meeting called for that purpose. Any changes require an affirmative vote of a majority of persons voting. Position titles referred to within the Church may be updated as the need arises without a vote by the Church membership.