

King's Grant Baptist Church

Changes ratified by vote on 8-30-15

Constitution

We declare and establish this Constitution for the preservation and security of our faith, and to ensure that this body may be governed in an orderly manner. This Constitution will preserve the liberties of each individual member of this Church and the freedom of action of this body in its relation to other churches.

ARTICLE I. Name

This body shall be known as King's Grant Baptist Church of Virginia Beach, Virginia.

ARTICLE II. Statement of Faith

We believe that there is one, and only one, true and living God. He subsists in three persons: the Father, the Son and the Holy Spirit.

We believe that the Scriptures of the Old and New Testaments are the Word of God, given by inspiration, and are the only rule of faith and practice.

We believe that the Lord Jesus is the head of the Church, which is to be composed of all true disciples, and in Him is vested all power for its government.

We believe that the local church is a congregation of baptized believers voluntarily united for the purpose of worshipping God and promoting the cause of the Gospel.

We believe that the ordinances required of the Church are those of Baptism and the Lord's Supper.

ARTICLE III. Covenant

As we trust we have been brought by Divine Grace to embrace the Lord Jesus Christ, and by the influence of His Spirit to give ourselves up to Him, so we do now solemnly covenant with each other that, God enabling us, we will:

- walk together in brotherly love;
- exercise a Christian care and watchfulness over each other, and faithfully warn, rebuke, and admonish one another as the case shall require;
- not forsake the assembling of ourselves together, nor omit the great duty of prayer, both for ourselves and for others;
- participate in each other's joys, and endeavor, with tenderness and sympathy, to bear each other's burdens and sorrows;
- earnestly endeavor to bring up such as may be under our care in the nurture and admonition of the Lord;
- seek Divine aid to enable us to walk circumspectly and watchfully in the world, denying ungodliness and every worldly lust;
- strive together for the support of a faithful evangelical ministry among us;
- endeavor by example and effort to win souls to Christ;
- through life, amidst evil report and good report, seek to live to the glory of Him who hath called us out of darkness into His marvelous light.

“May the God of peace, who through the blood of the eternal covenant brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing his will, and may he work in us what is pleasing to him, through Jesus Christ, to whom be glory for ever and ever. Amen.” Hebrews 13:20-21 (NIV)

ARTICLE IV. Character of the Church

Section 1

Polity

The government of this church is vested in this body of baptized believers. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as practical, King's Grant Baptist Church will cooperate with and support:

- The Bridge Network of Churches
- Baptist General Association of Virginia
- Southern Baptist Convention
- Cooperative Baptist Fellowship
- Baptist World Alliance

Section 2

Doctrine

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth is as contained therein.

ARTICLE V. Membership

Section 1

Admission into Membership

Persons may be admitted into membership by:

1. Baptism: Persons professing faith in the Lord Jesus may be received after being immersed in accordance with our Savior's command.
2. Letter: Immersed members of other Baptist churches of like faith and order may be admitted after receipt of a letter of transfer.
3. Experience: Immersed members of any other church may be received without a church letter, upon a statement of their belief in Jesus Christ as their Lord and Savior.
4. Restoration after having been removed from the rolls.

Section 2

Acknowledgment of Membership

Persons shall be received into the church membership by a majority of the church membership present and voting.

Section 3

Duties of Members

Every member is expected to be faithful in all duties essential to the Christian life, and also to attend the services of this church, give regularly to its support and causes, and share in its organized work.

Section 4

Privileges of Members

All members of the church shall have equal rights and privileges in all church matters and may speak and vote (except those under sixteen (16) years of age) upon all questions during business meetings.

Section 5

Termination of Membership

Membership shall be terminated in the following ways:

1. Death
2. Transfer to another Baptist church.
3. Affiliation with a church of another faith or denomination.
4. Exclusion by action of this church. (Should a member's deportment become offensive to the church by reason of immoral or unchristian conduct, the member shall be counseled by the pastor and/or deacons according to the Scriptural teachings of Matthew 18: 15-17).
5. Removal from rolls upon receipt of request from member.

Article VI. Officers

Section 1

Church Officers

The Church Officers shall be members and shall consist of a Pastor, Ministerial Staff, Deacons, Trustees, Treasurer, Assistant Treasurer, Church Clerk, Director(s) and Division Directors of the Sunday School, and Director of Discipleship Ministry, all of whom shall be elected by the church.

Section 2

Election of Officers

All stated officers of the church except the Pastor, Ministerial Staff, Deacons and Trustees shall be elected annually for a term of one year.

Section 3

The Pastor

1. Election of Pastor: The Pastor shall be selected and called by the church whenever a vacancy occurs. The election shall take place at a special business meeting. A Pastor Search Committee shall bring to the consideration of the church only one candidate at a time, and their recommendation shall constitute a nomination. Election shall be by private ballot. A three-fourths vote of those members present and voting shall be necessary to elect. The Pastor thus elected shall, if he accepts the election and call, serve indefinitely at the will of the church, or until the relationship is terminated by mutual consent. Both the pastor and the church shall seek at all times to follow the will of God and the leadership of the Holy Spirit.

2. Should any circumstances arise that would make it necessary for the church to seek to relieve the pastor, the matter shall be brought to the attention of the church at a business meeting, and shall be required to lay on the table for a period of at least thirty days.
3. Should a termination occur, the pastor should be compensated with at least one (1) month's salary.
4. The pastor is a non-voting member of all committees and organizations of the church, with the exception of the Personnel Committee where he participates except in matters relating to the office and duties of the Pastor. He serves as Chairman of the Church Council and as Moderator of all Church business meetings.

Section 4

Ministerial Staff

The area of responsibility shall be defined by the office description at the time of their call. They shall serve in harmony with, and support of, the Pastor and the church. They shall serve indefinitely at the will of the church, or until the relationship is terminated by mutual consent. Ministerial Staff shall serve as non-voting members of committees related to their area of responsibility and to such committees as they may be assigned. They shall serve as members of the Church Council.

Section 5

Deacons

1. The Deacons shall have general oversight in the spiritual matters of the church, assist with the communion service, visit the sick, and relieve the distressed as far as is in their power.
2. The Deacons shall assist with matters involving the orderly operation of the church not specifically herein designated to other officers or committees.
3. The term of office for the Deacons shall be three (3) years with one-third of the total number elected each year at the August business meeting. A Deacon may hold office no longer than one three-year term. After a lapse of at least one (1) year, a deacon may be re-elected for additional terms. The number of Deacons shall be determined by the ratio of one (1) Deacon for every twenty-five (25) resident members.
4. The Deacons shall annually elect among themselves a Chairman, Vice-chairman, Secretary, Representative to the Finance Committee, Representative to the Personnel Committee, and such other officers as are necessary to function properly.

Section 6

Trustees

1. The church shall have not less than three (3) Trustees, elected by the church and properly qualified before the court. Their term shall be for life or until removal or resignation. These Trustees shall act as the legal representatives of the church as a corporate body. They will hold title to the church property, but shall have no power to buy, sell, mortgage, lease or transfer any property without the specific vote of the church authorizing such action, and shall execute all required documents as directed by the church. They shall have no policy-making power.
2. The Trustees shall elect such officers among themselves as are necessary.

Section 7

Director(s) and Division Directors of the Sunday School

The election of the Director(s) of the Sunday School shall be held at the June business meeting. Once elected, the Director(s) shall work with the Nominating Committee for selection of all workers within the Sunday School with nominations being presented at the August business meeting. Any person elected to a teaching responsibility shall be a member of King's Grant Baptist Church, shall have demonstrated faithful attendance and the spiritual qualities befitting a church leader, and shall accept the responsibilities of teaching spiritual character by example. No member who is absent at the time of election may be placed in nomination unless that member has been personally contacted.

The Sunday School Director(s) shall work with the Division Directors in every phase of Sunday School to increase its effectiveness and scope in the teaching of the Bible, including the appointment of necessary committees or teams. The Director(s) shall serve as a member of the Finance Committee and the Church Council.

Division Directors shall work with the Sunday School Director for enlisting and securing teachers and volunteers in their departments help communicate overall Sunday School goals, objectives and events to their department volunteers, and provide department specific training during each Sunday School Training event.

Section 8

Director of Discipleship Ministry

The election of the Director of Discipleship Ministry shall be held at the June business meeting. Once elected, the Director shall work with the Discipleship Ministry Team for selection of all workers within the discipleship program. Any person selected to a teaching responsibility shall be a member of King's Grant Baptist Church, shall have demonstrated faithful attendance and the spiritual qualities befitting a church leader, and shall accept the responsibilities of teaching spiritual character by example.

The Director of Discipleship Ministry shall plan, promote and implement an active Adult discipleship program. The Director shall work with the Discipleship Ministry Team for the selection of all classes and teachers in the Discipleship Ministry, and shall serve as a member of the Church Council.

Section 9

Church Clerk

The church shall elect a clerk who shall keep a record of the actions of the church. The Clerk is responsible for keeping a register of the names of the members, dates of receptions, and record of baptisms, dismissals, or death, and issuing letters of dismissal as voted by the church. The Clerk shall preserve on file all communications and official reports and give notice of all meetings when notice is necessary. At the August business meeting, the Clerk shall present a resume of the work of the church. All church records are church property and shall be filed in the church office. The Clerk shall serve as a member of the History Committee and as Secretary on the Church Council.

Section 10

Church Treasurer and Assistant Treasurer

The Treasurer shall pay all bills of the church authorized by the church budget or the Finance Committee. The Treasurer shall receipt all monies for deposit to the church account, keep a true and faithful account of all monies received and disbursed, and report the same to the church at the quarterly business meetings. The Treasurer shall make regular reports to the Finance Committee. The Assistant Treasurer shall act in the Treasurer's absence.

Section 11

Church Council

The Church Council shall be composed of the Pastor, Chairman and Vice-Chairman of the Deacons, Church Clerk, Sunday School Director(s), Director of Discipleship Ministry, and Ministerial Staff. The Council shall meet to unify and coordinate the work of the church. The Council shall review an annual church calendar and shall recommend scheduling of activities and programs not included in the calendar. The Council shall act in an advisory capacity only, making its recommendations to the church staff and, when appropriate, to the church. The Pastor shall serve as the Chairman and Church Clerk as Secretary.

Section 12

Vacancies

Should any vacancy occur in any elective office, it shall be the duty of the church to fill the vacancy for the unexpired portion of the term.

BY-LAWS

ARTICLE I. Committees

Section 1

Standing Committees

The Standing Committees of this Church shall be as follows:

Auditing	Kitchen/Social	Recreation
Baptismal	Library	Senior Citizens
Building and Grounds	Long Range Planning	Stewardship
Bus Ministry	Lord's Supper	Tellers
Constitution and By-Laws	Missions	Ushering
Columbarium	Music	Welcoming
Finance	Nominating	Youth Advisory
Flower	Nursery	
History	Personnel	

All Standing Committee members shall be elected at the August business meeting for a term of one (1) year and a member shall not hold office for more than five (5) years in succession. No more than 50% of the Committee shall rotate during any year.

1. The Auditing Committee shall consist of not less than three (3) members and shall audit the Treasurer's books of all organizations of the church as of the close of the church fiscal year, September 30. The condition of the books shall be reported to the church at the December business meeting.
2. The Baptismal Committee shall consist of not less than two (2) members per Worship Service and shall make plans for the observance of the ordinance, care for all vestments and garments, and aid the candidates in their preparation for the ordinance.
3. The Building and Grounds Committee shall consist of not less than five (5) members and shall be responsible for the adequate and attractive maintenance of the church buildings, grounds, and facilities. The Committee shall also be responsible for the purchase, care, use and maintenance of equipment and supplies. The Committee shall elect one (1) representative to serve as a member of the Finance Committee.
4. The Bus Ministry Committee shall consist of not less than three (3) members and shall be responsible for establishing policy for the use and maintenance of church vehicles. The Committee shall enlist and train drivers for the vehicles and oversee the operation of the vehicles to carry out the bus ministry.
5. The Columbarium Committee shall consist of not less than (3) members. The Committee shall be responsible for the day to day operation of the Columbarium. The Committee shall also review applications for the purchase and transfer of Columbarium niches and determine whether any such applications are appropriate for approval pursuant to the existing criteria. The Committee shall also administer the Columbarium Perpetual Fund and review and revise the Columbarium policies from time to time, as advisable or necessary. The Committee shall otherwise act as more specifically set forth in the Columbarium Policies, Rules and Regulations adopted by the Church.
6. The Constitution and By-Laws Committee shall consist of not less than three (3) members and shall review periodically and as necessary the existing Constitution and By-laws. The Committee shall review any suggested changes and recommend any changes it deems necessary to meet the needs of the church.
7. The Finance Committee shall consist of: Church Treasurer; Sunday School Director(s); one representative each from the Trustees, the Deacons, and the Building and Grounds Committee; and two (2) members from the congregation at large to be nominated by the Nominating Committee. The representatives from the Trustees, Deacons, and Building and Grounds Committee shall be selected as the respective organizations deem appropriate. The Chairman of the Finance Committee shall be nominated by the Nominating Committee. The Committee shall elect one (1) representative to serve as a member of the Stewardship Committee.

It shall be the duty of this committee to prepare and submit a church budget to the church at the August business meeting. The Committee shall administer all monies contributed for the support of the church in accordance with the budget. The Committee shall receive all gifts/properties donated to the church and shall make recommendations concerning their use/disposal. All requests for special offerings and non-budgeted expenditures and other matters pertaining to the finances of the church shall be presented to this Committee for consideration and recommendation to the church. The committee shall recommend priorities, if and when necessary. The Committee shall organize and elect appropriate officers other than the Chairman. Attendance of five (5) members shall constitute a quorum for conducting business.

8. The Flower Committee shall consist of at least one (1) member and shall be responsible for providing flowers for the Sunday church services.

9. The History Committee shall consist of not less than four (4) members, one of them being the Church Clerk, and shall preserve and use the historical records of the church. The Committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.
10. The Kitchen/Social Committee shall consist of not less than six (6) members: The Committee shall establish all policies for the use of the kitchen, oversee the use of the kitchen, see that the kitchen and its equipment are maintained in a sanitary condition and working order, and order necessary supplies. The Committee is responsible for prepared meals and general oversight of all socials, parties and picnics of the church. The chairperson of this Committee shall be nominated by the Nominating Committee.
11. The Library Committee shall consist of not less than four (4) members. The duties of the Committee shall be to establish library rules and hours, to select and purchase suitable books and audio-visual aids, and to assist members in obtaining materials and using the library.
12. The Long Range Planning Committee shall consist of the Chairman of the Trustees, Chairman of the Deacons, Chairman of the Finance Committee, Church Treasurer, Chairman of the Personnel Committee and not less than three (3) members to be elected from the congregation at large. The Committee shall evaluate the needs of the church and make recommendations to the church as to the improvements required to meet these needs. All estimates of costs and proposed plans of financing the above shall be presented to the church as a joint recommendation with the Finance Committee.
13. The Lord's Supper Committee shall consist of not less than four (4) members and shall make preparation for the observance of the ordinance and shall care for the equipment.
14. The Missions Committee shall consist of not less than six (6) members. The committee shall investigate, recommend, and coordinate mission projects of the church.
15. The Music Committee shall consist of not less than five (5) members: the President of the Sanctuary Choir, at least one (1) other member who is currently participating in the music ministry, and no less than three (3) members from the congregation at large. The Committee shall assist in the promotion of the music ministry of the church. It shall be responsible for the selection and purchase of musical equipment as directed by the church and shall control the use of the equipment and the maintenance thereof.
16. The Nominating Committee shall consist of seven (7) members from the congregation at large. The Committee shall nominate candidates for all standing committees and shall nominate all elected officers, except as provided in Article VI, Section 2, of the Constitution. The Committee shall present the nominations at the appropriate business meeting.

It is the responsibility of the Nominating Committee to contact all prospective nominees. The Committee shall also suggest nominees to fill vacancies during the church year. No more than four (4) members shall succeed themselves. No member shall serve more than two (2) successive terms.
17. The Nursery Committee shall consist of not less than five (5) members: the Sunday School Preschool Director, a Sunday School Preschool Teacher, and at least one (1) Nursery Coordinator for each Sunday Worship Service. Coordinators are responsible for staffing and implementing the established nursery policies. The Nursery Committee's responsibilities shall include developing the nursery policies and purchasing needed equipment upon receiving approval from the Finance Committee. The Committee shall elect one representative to the Day School Committee.
18. The Personnel Committee shall be composed of not less than seven (7) members: one (1) representative from the deacons and six (6) members from the congregation at large. Additional members may be selected to maintain a ratio of one (1) committee member to 150 church members.

The Personnel Committee shall assist the church in matters relating to personnel. It shall counsel with the pastor, staff, and other employees to encourage and support effective communication and good relationships between the pastor, staff, employees and church. The Personnel Committee shall recommend to the Church all Ministerial Staff, with the exception of the Pastor, and shall have the authority to hire all other employees.

19. The Recreation Committee shall be composed of not less than three (3) members. It shall be the responsibility of this Committee to administer the recreation program of the church, furnish the church with schedules of planned activities and purchase and maintain equipment needed for the purpose.
20. The Senior Citizens Committee shall consist of not less than five (5) members. The purpose of the committee is to recognize the senior members of the church and solicit their participation in regular and special activities. The Committee is responsible for conducting planned programs for the Senior Citizens on a periodic basis.
21. The Stewardship Committee shall consist of not less than four (4) members: one representative from the Finance Committee and at least three (3) members from the congregation at large. The purpose of this Committee shall be to communicate to the membership their financial stewardship responsibilities and to emphasize Christian responsibilities relating to time and talents. The Committee shall promote support for the annual budget of the church.
22. The Tellers Committee shall consist of not less than three (3) members. The Chairman shall be designated by the Nominating Committee. The Committee shall be responsible for securing, training and scheduling of Tellers to count all money received by the church and to deposit same in the proper bank.
24. The Ushering Committee shall consist of not less than two (2) members (at least one (1) coordinator for each Worship Service). The Chairman shall be designated by the Nominating Committee. The Committee shall be responsible for securing, training, and scheduling of ushers to serve at the Sunday Worship Services and extend the welcome of the church to all visitors and guests. The ushers shall perform all duties during the services as may be requested by the Pastor.
25. The Welcoming Committee shall consist of not less than three (3) members who will be responsible for securing, training and scheduling volunteers to greet and welcome members and visitors as they arrive for services and events, and to direct visitors to the appropriate locations or to other appropriate personnel (ie. Ministerial staff, Sunday School Director, usher, etc.)
26. The Youth Advisory Committee shall consist of not less than nine (9) members. The Committee shall provide leadership, establish guidelines and assist the professional staff in developing an effective program for fostering Christian growth among the youth of the church.

Section 2

Pastor Search Committee

1. Whenever a vacancy occurs or the church has been notified in writing of an impending vacancy, the Nominating Committee shall nominate for election by the church membership, a committee of seven (7) members who are representative of the congregation.
2. Whenever a vacancy occurs the Pastor Search Committee shall supply the pulpit of the church, until a new pastor is called, with a speaker or speakers who are in harmony with the Statement of Faith and the Covenant.
3. The Finance Committee shall provide budgetary funds for necessary expenses in connection with securing a pastor.
4. The Pastor Search Committee shall search for a pastor. The presentation of a candidate to the membership constitutes a nomination.

Section 3

Other Committees

The church may create other committees as needed without constitutional amendment.

ARTICLE II. Meetings

Section 1

Regular Business Meetings

The church year ends September 30. The quarterly business meetings shall be held the first (1st) Sunday of March, June and December and the last Sunday of August. The presentation of the budget and the recommendations of the Nominating Committee for the approaching year shall be made at the August business meeting. The Church Clerk shall present the annual report of the church at the December business meeting.

Section 2

Special Business Meetings

Special business meetings may be called by the pastor, a majority of deacons, or a quorum of members, after one week's notice.

Section 3

Quorum

Attendance of 25 active church members shall constitute a quorum for any business meeting of the church.

Section 4

The Lord's Supper

The ordinance of the Lord's Supper shall be observed by the church on the first Sunday of each month, or at such times as the deacons may determine.

ARTICLE III. Meeting Procedure

Section 1

Moderator

1. The Pastor of the church shall act as Moderator of all church business meetings, or in his absence, the Chairman of the Deacons, or in the absence of both, the Clerk shall call the church to order and an acting Moderator shall be elected to chair that meeting.
2. The Moderator shall conduct the meeting in accordance with Robert's Rules of Order, Revised.

Section 2

Procedure in Regular Business Meetings

1. Prayer
2. Minutes of previous meetings-
3. Old Business
4. Treasurer's Report
5. Reports and recommendations (voted individually as presented) from organizations and Committees-
6. New Business
7. Adjournment with prayer

ARTICLE IV. Amendments

The Constitution and By-Laws may be amended by two-thirds vote of the members present at any business meeting, provided one month's notice has been given in writing to the membership.