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**BYLAWS**  
**AUGUST 2019**

# WEST END BAPTIST CHURCH BYLAWS

The bylaws as adopted by West End Baptist Church form the standing rules by which the church organizes and governs itself. The bylaws define church officers, church membership and the organization and structure of Ministry Service Groups and Councils. The bylaws form the standing rules of the government of West End Baptist Church until such time as they are modified by the congregation.

## ARTICLE I: NAME

The body will be known as **West End Baptist Church**, located at 6506 Boydton Plank Road, North Dinwiddie, Virginia 23803.

## ARTICLE II: OBJECTIVES

Our primary objective is to have consistent and maturing relationships with God and others demonstrated by reaching out missionally to our communities with expanding and effective ministries designed to meet the needs of people of all ages.

## ARTICLE III: MEMBERSHIP

**Article III, Section 1:** The membership of West End Baptist Church will consist of those persons whose names are now on the membership roll and other persons who meet membership requirements and are added at a later date.

### **Article III, Section 2: Additions to Membership**

- a) **By Baptism:** Any person professing faith in the Lord Jesus Christ will be considered a candidate for baptism following an affirmative vote of the majority of the members present at a regularly scheduled church service or meeting. After the pastor or his designee interviews the candidate, presents the aims and ideals of the church as expressed in the Church Covenant, and after baptism by immersion the candidate will become a member of West End Baptist Church.
- b) **By Letter:** Upon presentation of, or pending receipt of a letter, members of other Baptist churches of like faith and order may be received, following an affirmative vote of the majority of the members present at a regularly scheduled church service or meeting.
- c) **By Statement of Experience:** If a letter from an applicant's former church is not received, or if the former church will not grant a letter of transfer, the applicant may be accepted for membership by their statement of (1) faith in Jesus Christ and (2) their having been baptized as a believer. All applicants for membership may be received after an

affirmative vote of the majority of the members present at a regularly scheduled church service or meeting.

### **Article III, Section 3: Granting of Church Letters**

On request, any member will be granted a church letter for the purpose of uniting with another Baptist church. A member uniting with a church of another faith and order will be granted a statement of good standing and Christian character. Upon completion of this action, the member will be dropped from the membership rolls and added to the rolls as a former member.

### **Article III, Section 4: Moving Away or Becoming Inactive**

Membership in West End Baptist Church will be terminated if the church is informed that the member has united with another church and if membership in that church is confirmed by either the church or the member.

Inactive Members: All nonresident members who do not communicate with the church, and all resident members who for six months do not attend church or contribute to its support or show any interest will, unless good cause can be shown for such neglect, be automatically retired to an inactive roll. If, after an additional twelve month period, an inactive member does not make any contact with West End Baptist Church to discuss his or her membership, and after being unable to be visited by a member of the Deacon Council and receiving a letter of intention from the church, his or her name will be removed from the inactive roll and be placed on the former members roll.

### **Article III, Section 5: Church Discipline**

- a) Method and Spirit: Any member having cause for complaint against another must first seek to remove the complaint as directed in the 18<sup>th</sup> chapter of Matthew. If this is not sufficient, the complaint will be brought to the attention of the Deacon Council which may report its findings and recommend to the church such action as may seem wise and proper. All discipline will be formulated and carried out in the Spirit of Christ, in meekness, and in Godly fear.
- b) Exclusion: Upon recommendation of the Deacon Council and a majority vote of the church, a member guilty of conduct unbecoming his or her membership may be excluded from membership, provided at least three weeks' notice of such contemplated action has been given to such members (if he or she can be found) and opportunity given for defense or satisfactory explanation. No member will be excluded from the church without the privilege of a hearing in front of the church body at a called business meeting.

## ARTICLE IV: ORGANIZATION

### Article IV, Section 1: Officers

The officers of the church will be as follows: Pastor, Associate Pastors, and Minister/Director of Education, Children and Youth, Minister/Director of Music, Treasurer, Assistant Treasurer, Moderator, Vice Moderator, Clerk, Assistant Clerk and Parliamentarian. The Pastor, by virtue of office, shall be ex-officio of all councils and Ministry Service Groups. The Pastor is designated as the Church Administrator.

### Article IV, Section 2: Trustees

The Trustees will be the custodians of the properties owned by West End Baptist Church. These properties are to include real estate (land and building), personal tangible properties, trust funds, stocks, and bonds. Trustees will serve on a non-rotating basis.

Qualifications of Trustees: In order to be nominated as a Trustee of the Church, the individual will meet all of the qualifications necessary to serve as a Deacon. In addition to meeting the above qualifications, the individual will be a member of the church not less than five years prior to becoming a Trustee. The individual will have the qualities that demonstrate the ability to give leadership and guidance in the supervision and ownership of all types of assets held by the church.

Election of Trustees: There will be a minimum of three and a maximum of five members to serve as trustees of West End Baptist Church. The Trustees actively serving will recommend individual names of members to serve as trustees to the deacon body for approval. Upon approval by the deacon body, the member or members will be recommended by the deacons to the church, in a business session, for church approval. Once approved by the church and appointed by the Dinwiddie County Circuit Court Judge, the trustee or trustees will serve until replaced by the church. If the deacons feel it necessary to remove a trustee, they will recommend the removal to the church, in a regular or special called business session, for church action. If the church votes for removal, the Dinwiddie County Circuit Court judge will be notified that the individual is no longer a trustee of West End Baptist Church.

Responsibilities of Trustees: Whenever there is a capital improvement to be made, the proposal will be submitted by the appropriate Ministry Service Group or council to the church for approval. After having been approved by the church, all contracts involving the procurement of property and/or services will be submitted to the Trustees for signing.

The Trustees will be the mediating agent of the church on all official and legal matters between Church and State.

The Trustees will manage all property transactions for the church as authorized by the church in a regular or called business meeting.

When the church becomes an heir to any legacy, gift, contribution, or trust fund, the Trustees will receive, deposit and manage the gift.

The Trustees will sign deeds, stock transfers, bank notes, contracts and mortgages for the church.

The Trustees are to be involved in all legal matters concerning the current and future well-being of the church. If there are concerns that are detrimental to the well-being of the church, these will be brought to the church's attention in a regular or called business meeting for the action of the church.

The Church Administrator, or acting administrator, is the liaison between the Church and Trustees. He is to keep all parties informed regarding the work of the Trustees.

### **Article IV, Section 3: Councils**

There will be a Church Council and a Deacon Council.

#### **a. Church Council**

##### **Purpose**

The Church Council will act as the coordinating, evaluating and advisory body representing church program organizations, councils and Ministry Service Groups. It is responsible for coordinating activities into one harmonious and annual program. The Church Council will meet quarterly in order to prepare for the quarterly business meetings.

##### **Membership**

The Church Council is composed of the Coordinators and Facilitators of the Ministry Service Groups, the Deacon Chairperson and representatives from Endowment and the Trustees. The presiding officer is the pastor or a designee and is responsible for convening meetings.

#### **b. Deacon Council**

##### **Purpose**

The purpose of the Deacon Council is to discharge faithfully the duties of deacons of a New Testament Church as set forth in Acts 6: 1-7, and I Timothy 3:8-13. In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the church. Their task is to serve with the pastor and staff in performing the pastoral ministries tasks of (1) leading the church in the achievement of its mission, (2) proclaiming the gospel to believers and unbelievers, and (3) caring for the church's members and other persons in the community.

##### **Membership**

The Deacon Council shall consist of all deacons elected by West End Baptist Church, including active, reserve, and deacon emeriti.

## **Article IV, Section 4: Ministry Service Groups**

Programs and activities of the Church will be guided by six Ministry Service Groups: Missions and Outreach, Worship, Education and Discipleship, Member Services, Administration, and Ministry Placement. Each group will have a Coordinator selected from the Facilitators in the group. The Coordinator calls meetings and provides general leadership for the group. Facilitators will serve at the pleasure of the church with no specified term limits. (Tasks and responsibilities groups are detailed in the Church Policies and Procedures.)

Any Ministry Service Group (MSG) that does not comply with the requirements of this article may be voted into inactive status by the Church Council. A MSG that is inactive will not be staffed by the Ministry Placement Team in the next list of nominees to the church. Any inactive group may be reactivated by the Church Council as needed.

### **a. Missions and Outreach**

Purpose – Provide opportunity for the congregation and community to form relationships and accomplish the Mission of God in our community and in the world. We will be the hands and feet of Christ as we share the Gospel in word and acts of service.

Functions of the group include Evangelism, Mission, Benevolence and Yard Sale.

### **b. Worship**

Purpose – Provide opportunities for communal worship that help members and guests experience the presence of God.

Functions include Music; Lord's Supper and Baptism; Greeters; Ushers; Flower, House and Decorating; Audio Visual; and Extended Session.

### **c. Education and Discipleship**

Purpose – In coordination with church staff, provide Christian education opportunities that strengthen and support the discipleship of participants in our faith community.

Functions include Spiritual Gifts Engagement, Sunday School, Youth and Children, VBS/Summer Camp and Wednesday night programs.

### **d. Member Services**

Purpose – Provide ministry and services to the congregation, to invite and incorporate each individual into the life and work of the church and provide a healthy model for fellowship, community, service, and rest.

Functions include New Members, Senior Adults, Fellowship, Food Services, Transportation, Nursery/Childcare, and Bereavement.

**e. Administrative Services**

Purpose – Seek to steward our human, physical, and monetary resources with care and integrity so as to support our leadership and congregation with the resources required to accomplish our mission.

Functions include Personnel, Stewardship, Property and Space, Info Tech/Web site/Facebook and Wedding Coordination.

As the designated Church Administrator, the Senior Pastor will coordinate this program of the church.

**f. Ministry Placement Team**

Purpose – Seek individuals gifted and willing to serve in the needed ministry areas.

Membership - The team is recommended to the church by the Church Council at the April business meeting. The team will include the coordinator from each Ministry Service Group and additional members as deemed necessary.

Function – Present a list of nominees for Facilitators and Church officers to the church at the July business meeting.

**Article IV, Section 5: Nominations and Elections**

Biannual nominations for the MSG Facilitators and Church Officers will be the responsibility of the Ministry Placement Team. Any member of the church may present nominations as desired. Nominations will be made only with the consent of the nominee. The nominee who receives the highest number of votes will be elected to the position for which he or she was nominated. The MSG Coordinators/Facilitators may appoint an individual to fill a vacated position and recommend such appointment to the church at the next scheduled business meeting. No family member of a salaried employee will serve on a MSG that could result in a conflict of interest. No one will be nominated to any position without assurance of a positive correlation among his/her spiritual gifts, temperament profile, and the functions of the position to which he or she has been nominated.

**Article IV, Section 6: Terms of Elective Offices**

Deacons, Trustees and Ministry Service Group Facilitators will serve at the pleasure of the church without specified terms of service. The Church Council, the Administrative Services Group or the Ministry Placement Team may recommend changes to these leadership positions as needed.

## **Article IV, Section 7: Church Year**

West End Baptist Church observes two (2) types of church years:

- a. A fiscal year begins January 1 and ends December 31.
- b. A Christian education year begins September 1 and ends August 31.

Ministry Service Groups, Church Council and Deacon Council will observe the Christian education year, September – August.

## **Article IV, Section 8: Pastoral/Staff Relations**

The Pastor will be called or the relationship dissolved at a called business meeting by a three-fourths vote of the membership present, provided written notice (i.e. bulletin) of such proposed action has been given to the membership. In the event the church should ask for the Pastor's resignation, his/her services will be terminated immediately.

If the Pastor voluntarily resigns for the purpose of answering another call or to retire from the ministry, there is no guaranteed severance pay.

Regardless of the circumstances of separation, any severance pay must be presented to the church for approval prior to making any commitment to the departing minister.

Any support staff may be terminated by the Church Administrator and the Personnel Facilitator in consultation with the Administrative Ministry Group. The justification for this action will be reported to the church.

## **ARTICLE V: ORDINANCES AND MEETINGS**

### **Article V, Section 1: Lord's Supper**

The Lord's Supper will be observed on a regular basis at the call of the Deacon Council or Church Council.

### **Article V, Section 2: Baptism**

Baptismal services will be conducted as often as necessary by the Pastor or Associate Pastors, assisted by the Baptism Facilitator and other members of the Member Services Group as needed. The Pastor or a staff member assigned by the pastor will meet with candidates for information and preparation for baptism prior to the time they are to be baptized.

### **Article V, Section 3: Business Meetings**

Quarterly business meetings will be held on the fourth Wednesday evening of January, April, July, and October. Reports from program organizations, councils, and Ministry Service Groups

will be presented at all quarterly business meetings. A copy of all reports will be available for the Church Clerk to include in the minutes for the meeting. Additional meetings may be called by the Pastor, Deacon Council, or the Church Moderator to consider matters which require immediate attention.

At business meetings, the most current edition of Robert's Rules of Order will serve as the parliamentary authority for general usage; however, these rules may be set aside by two-thirds majority of those members present and voting. This motion takes precedence over any motions or matters on the floor at the time it is made.

#### **Article V, Section 4: Quorum and Notice of Meetings**

All members present and voting will constitute a quorum. At meetings for business such as calling a Pastor, sale or purchase of property, amending the constitution or bylaws, or borrowing of funds exceeding \$10,000.00, a quorum will be those members present and voting provided three (3) successive weeks' notice of the proposed action(s) has been published in the church bulletin and announcement made of the meeting at a regular Sunday morning church service.

### **ARTICLE VI: RESPONSIBILITIES OF STAFF AND OFFICERS**

#### **Article VI, Section 1: Ministerial and Support Staff**

The responsibilities and employment conditions of ministerial and support staffs are listed in the Policies and Procedures of West End Baptist Church as revised and adopted by the congregation. Additional requirements may be in the letter of call for ministers.

#### **Article VI, Section 2: Clerk**

The clerk will record and preserve minutes of church business meetings. Minutes of all business meetings will be read for approval at the next regular business meeting. With input from the Church Treasurer and Church Secretary, complete statistical reports for the church and association. Review and sign transfer of letter requests.

#### **Article VI, Section 3: Assistant Clerk**

The Assistant Clerk will perform all responsibilities of the Clerk in his or her absence and assist the Clerk in such matters as may be assigned by the Clerk.

#### **Article VI, Section 4: Treasurer**

The work of the Church Treasurer will involve three areas: receiving, accounting and disbursing of funds. The Treasurer will:

- a. Counsel with the Church Stewardship Facilitator and the Administrative Ministry Group to develop and recommend budgets, policies and procedures for the proper receiving, accounting and disbursing of church monies.

- b. Record financial contributions made by those using the church envelope system and provide an annual statement of giving for contributions totaling \$250 or more. Annual statements for amounts less than \$250 will be provided upon request.
- c. Ensure the maintenance of appropriate records of the receipt and distribution of all funds. The Treasurer will ensure that adequate records are kept of all funds and that financial accounting and reporting will be made to the congregation, at least at each quarterly business meeting.
- d. Be authorized to sign checks in accordance with policies and procedures established by the Church Stewardship Facilitator and the Administrative Service Group.
- e. Serve as a member of the Administrative Services Group.
- f. Make quarterly financial reports to the congregation.

**Article VI, Section 5: Assistant Treasurer**

The Assistant Treasurer will render such assistance to the Treasurer as the latter may require. In the absence or incapacitation of the Church Treasurer, the Assistant Treasurer will assume the duties of the Treasurer until the Treasurer may resume his/her duties or a new Treasurer is elected.

**Article VI, Section 6: Moderator**

The Moderator will be the presiding officer at all church business meetings of the church. The Moderator will be an ex-officio member of all Ministry Service Groups.

**Article VI, Section 7: Vice-Moderator**

The Vice-Moderator will assist the Moderator in the discharge of his or her duties, and act during the Moderator's absence or incapacity.

**Article VI, Section 8: Parliamentarian**

The Parliamentarian assists the Moderator in managing business meetings, advising on parliamentary procedures based on Robert's Rules of Order. The Parliamentarian insures that proposed actions are consistent with the church's Constitution, By-laws, and Policies and Procedures.

**ARTICLE VII: AMENDMENTS**

The By-Laws may be amended at any regular or called business meeting by a two-thirds vote of all members present and voting, provided that three (3) successive weeks' notice of the proposed action(s) has been published in the church bulletin and announcement made of the meeting at a regular Sunday morning church service.