

CONSTITUTION and BY-LAWS
of
FRIENDSHIP BAPTIST CHURCH
REVISED MARCH, 2014

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COMMITTEES

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CONSTITUTION

NAME

The name of this body shall be Friendship Baptist Church of Chesterfield, Virginia.

PURPOSE

The purpose of this organization shall be to propagate among all people the gospel of Jesus Christ and to provide opportunities for worship, training, spiritual growth and service.

AFFILIATIONS

This church shall be affiliated with the Middle District Baptist Association, the Virginia Baptist General Association, the Southern Baptist Convention, and the Baptist World Alliance.

CHURCH COVENANT

Having been led, as we believe, by the spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, the Angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we move from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

BY-LAWS

CHURCH MEMBERSHIP

GENERAL

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, and who have been immersed in accordance with the example and command of the New Testament, and do otherwise accept and subscribe to the doctrines of the Holy Scriptures and practices of this church.

CANDIDACY

New members shall be received by affirmation of the members present upon presenting themselves at any worship service.

1. By profession of faith and for baptism according to policies of this church.
2. By transfer of letter from another Baptist Church.
3. Upon a statement of prior conversion experience and baptism by immersion as a believer in another church.
4. By proxy in extreme circumstances of physical inability to attend worship services.

Members of the church shall be expected to live and conduct themselves in keeping with the teaching of the Holy Scriptures and the principles set forth in the Church Covenant.

NEW MEMBER ORIENTATION

The names of new members shall be immediately referred to the New Member Committee, which shall carry out its responsibilities as discussed later in these By-Laws.

RIGHTS OF MEMBERS

1. Every member of the church (at age 15 and above) is entitled to vote at all elections and on all questions submitted to the church in conference, provided the member is present or provision has been made for absentee balloting.
2. Every member of the church is eligible for consideration by the membership as candidates for elective offices in the church.
3. Every member of the church may participate in the ordinances of the church as administered by the church.

TERMINATION OF MEMBERSHIP

Membership shall be terminated in the following ways: (1) death, (2) uniting with another Church, (3) personal written request by member, or (4) exclusion by action of this church.

DISCIPLINE

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and by the deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will best be served by the exclusion of the member, the church may take this action by a two-thirds vote of the members present at a meeting called for this purpose, and the church may proceed to declare the offender to be no longer in the membership of the church.

Any person whose membership has been terminated for any condition which has made it necessary for the church to exclude him, may, upon his request, be restored to membership upon evidence of his repentance and reformation, by a two-thirds vote of the members present at a meeting called for this purpose.

ORDINANCES

BAPTISM

A person who receives Jesus Christ as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

1. Baptism shall be by immersion in water, except in extenuating circumstances (example - serious heart condition or terminal illness. Such cases will be referred to the pastor and deacons for evaluation and they will make a recommendation to the church concerning membership.)
2. Baptism shall be administered by the pastor or whomever the church shall authorize.
3. Baptism shall be administered as an act of worship during any worship service.
4. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastor and/or staff and deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

THE LORD'S SUPPER

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

1. The Lord's Supper shall be observed monthly, preferably the first Sunday of the month, or as otherwise scheduled.
2. The Lord's Supper shall be observed in the morning or the evening worship service.
3. The Pastor and Deacons shall be responsible for the administration of the Lord's Supper (including for homebound members, where requested).
4. The Communion Committee shall be responsible for the physical preparations of the Lord's Supper.

CHURCH MEETINGS

REGULAR WORSHIP SERVICES

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for preaching, instruction, evangelism, and for the worship of Almighty God. These regularly scheduled services may be changed by vote of the church or by the pastor and the executive committee of the deacon body acting together. These worship services will be open for the entire membership of the church and for all people and shall be conducted under the direction of the pastor. During times of inclement weather, services may be canceled and an announcement made on local radio and TV stations. When the State Police and/or Highway Dept. request that all persons stay off of the highways, services are automatically canceled.

SPECIAL SERVICES

Revival services and any other church meetings which will be essential in the promotion of the objectives of the church shall be placed on the church calendar by vote of the church. There will be a minimum of one revival service held each calendar year.

REGULAR BUSINESS MEETINGS

Regular business meetings shall be held quarterly on the third Wednesday evening following the close of the quarter. If extenuating circumstances arise, the Deacon Body may change the meeting date.

1. In the absence of the Pastor, the Chairman of Deacons shall serve as moderator. In the event the Pastor and Chairman of Deacons are both absent, the Vice Chairman of the Deacons shall serve as moderator. Should the Pastor, Chairman and Vice Chairman of Deacons all be absent, the meeting shall be canceled and rescheduled.

2. It shall be the privilege of any member to present any item of business he desires, except recommendations for a Pastor, at any regular quarterly business meeting. Whenever possible, anticipated actions should be previously referred to the appropriate committee, Deacon or Moderator. However, this does not prevent direct transactions at the business meeting.
3. All organizations of the church shall make written reports at these meetings, and any other items of business deemed necessary may be transacted.

SPECIAL BUSINESS MEETINGS

A specially called business meeting may be held to consider special matters of significant nature. A one-week notice of the subject, date, time, and location must be given for the specially called business meeting unless extreme urgency renders such notice impracticable.

1. Special meetings for the transaction of business shall be called by a committee comprised of the Chairman and Vice Chairman of Deacons and the Pastor, or at the written request of ten (10) active members of the church in good standing.
2. The object of such meetings shall be stated at the time the called meeting is announced and no business other than that stated shall be transacted.
3. At all times, business shall be transacted in a democratic fashion, always allowing sufficient time for deliberation of business matters.

QUORUM

A quorum for transacting business at any business meeting of the church shall consist of not less than twenty (20) members.

PARLIAMENTARY RULES

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

CHURCH OFFICERS

GENERAL

Officers of the church shall be as follows: Pastor, Deacons, Clerk, Treasurer, Auditors, Financial Secretary, Historian, Trustees, Sunday School Director, Director of the Woman's Missionary Union, Director of the Brotherhood, Director of Training and the Youth Director. With the exception of the Pastor, Trustees, Deacons and Youth Director, the above officers shall be elected annually on the recommendation of the Nominating Committee by a majority vote of the church membership present at a regular or special business meeting called for this purpose. A list of offices to be filled shall be made available to the church membership sufficiently in

advance of the election of officers to enable the membership to make suggestions to the Nominating Committee. No person shall serve as an officer of the church unless he is a member of the church. The President of the Woman's Missionary Union and the President of the Brotherhood shall be recommended to the Nominating Committee by those respective organizations. The above mentioned officers, with exception of the Pastor, Trustees, Youth Director, Sunday School Director and Director of Training, shall take office January 1st. The Sunday School Director and Director of Training shall take office September 1st.

PASTOR

The Pastor is responsible for leading the church to function as a New Testament Church. The Pastor will lead the congregation, the organizations, and the church staff to perform their tasks.

Pastor Search / Termination:

4. A Pastor shall be chosen and called by the church whenever a vacancy occurs. A Pastor Search Committee shall be recommended by the Deacons and elected by the church to seek a suitable Pastor. The Committee shall consist of at least one (1) representative from each program organization of the church. The Chairman will be elected within the Committee. All church members are encouraged to present their names for selection to this Committee. No commitment shall be made to a pastoral candidate other than that which is contained in the Constitution and By-Laws. Church members are encouraged to make recommendations to the Pastor Search Committee. This Committee will bring to the church for consideration only one candidate at a time.
5. The Pastor shall be elected and/or terminated by an affirmative vote of two-thirds of those members present at a meeting specifically called for such purpose, after at least one week's notice has been given to the membership.
6. The Pastor, thus elected, shall serve until the relationship is terminated at his request or at the request of the church, subject to a thirty (30) day notice by either party. Salary only will be paid during the interim period in the event of termination action by the church.

Duties:

The Pastor will minister to the spiritual needs of the church, preach the gospel at stated services of worship and administer the ordinances of the New Testament. He will watch over the members, visiting the sick and distressed and be otherwise responsible for leading the church to function as a New Testament church, and leading the congregation, the organizations and the church staff to perform their tasks. As leader of the church's pastoral ministries, he will work with the deacons and church staff to:

1. Lead the church in performing its tasks
2. Lead the church to engage in a fellowship of worship, witness, education, ministry and application
3. Proclaim the gospel to believers and nonbelievers

4. Care for the church's members and other persons in the community
5. He shall be the ex-officio member of all church bodies and committees for the purpose of offering advice and counsel.

Work Schedule:

The Pastor will be in the official church office Monday through Thursday, from 9:00 a.m. - 2:00 p.m., or on related pastoral business. The official church office will be located on church property. When out of the office on pastoral business, he will maintain periodic contact with the church office. Outside of these set hours and as needed, the Pastor is expected to be fulfilling other ministerial responsibilities, such as, but not limited to: visitation; counseling with the members; leading the church in planning; meeting with church committees; and leading the education of the church. The Pastor is required to be in attendance at all Sunday services, Church Leadership Council meetings, and at all scheduled services, except when he is on authorized absence.

Absences:

It is expected that there will be some absenteeism due to personal illness. All absenteeism lends itself to the disruption of normal work flow and should be avoided where possible.

Authorized absences are considered paid absences and are defined as time earned vacations; attendance at professional related conventions, seminars and workshops (up to seven calendar work days per calendar year); participation in outside revival services (up to two weeks per calendar year); personal illness; and the death of an immediate family member (up to five calendar work days per calendar year).

Unauthorized absences are absences incurred, other than those listed above, and no salary will be paid.

Vacation & Leave:

In recognition of the Pastor's service, the church provides him with annual paid vacations for the purpose of rest and relaxation away from the normal work environment. The Pastor will receive paid vacation based on service time culminating at the anniversary dates of his service (a Pastor's prior service time may also be considered). Records will be maintained by the Personnel Committee.

1 - 5 years	2 weeks
6 - 10 years	3 weeks
11 - 14 years	4 weeks
15 years +	5 weeks

1. Vacation must be taken within the year it is earned. The Pastor cannot take pay in lieu of earned vacation time. This time is necessary to relieve him of his duties and responsibilities as Pastor and allow him to rest and relax with his family.
2. At least one period of five consecutive work days must be taken, with the balance used as desired by the Pastor.
3. Prior to taking vacation or leave, the Pastor will give written and/or verbal notice to the Deacons, setting forth the time he will be absent from the church. Approval of this request will be based upon whether it conflicts with previously scheduled church events or other previously established plans of the pastoral staff.

4. If leave is requested for personal illness or a death in his immediate family, verbal notice to the Deacons is acceptable. Immediate family is defined as: wife, mother, father, brother, sister, daughter, son, grandparents, grandchildren, father-in-law, mother-in-law, daughter-in-law, or son-in-law.

Holidays:

The Pastor will be allowed to observe the following annual holidays: New Years Day, Presidents Day, Good Friday, Easter Monday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day. If any of the dates between December 25 and January 1 are taken, they are to be considered vacation days or can be taken without pay if timely written notice is provided to the Deacons. Should a selected holiday fall on a regularly scheduled day off, the Pastor should observe it on the following workday. If it occurs during a scheduled vacation period, it will not be charged as a vacation day. Any holiday not observed as prescribed is waived.

DEACONS

Number:

It is desirable that there shall be one (1) Deacon for a maximum of every fifteen (15) resident, active church families. There shall be a minimum of twelve (12) Deacons serving at any given time.

Election:

Deacons shall be elected at a regular business meeting of the church by majority vote of the members present. For the selection of a Deacon, a Deacon Selection Committee shall be convened composed of the Chairman of the Deacon Body and the director of each program organization (Sunday School, Church Training, Music, WMU and Brotherhood).

In order to be eligible for election, a nominee must have previously served at least twelve (12) months as an active, resident church member. All persons so nominated will be interviewed and counseled by this Deacon Selection Committee for the purpose of explaining the duties and responsibilities of deacons and to determine whether the respective nominees will serve if elected. The Deacon Selection Committee will present to the church for election only the names of persons so nominated and agreeing to commit themselves to service as Deacons.

Term:

The Deacons shall serve a three year term, on a rotation basis, commencing on January 1st. The election shall be held sufficiently in advance of this date to permit the new Deacons to assume their duties on that date. In the case of death or removal or incapacity to serve, the church may elect a Deacon to fill the unexpired term. After serving a term of three years, a Deacon shall be eligible for re-election only after the lapse of at least one year. There is no obligation to constitute as an active Deacon a person who comes to the church from another church where he served as Deacon. The Deacon Body shall elect its own chairman.

Duty:

In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be servants of the church. The task of the Deacon is to serve with the Pastor and staff in performing pastoral ministries, proclaim the gospel to believers and nonbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks. When the church is without a Pastor, it shall be the duty of the Deacons to see that the regular program is carried out, and during such times the Chairman of the Deacon Body shall give (or cause to be given) general direction of the work of the church.

Meetings:

The Deacons shall hold regular meetings each month at a time to be determined by themselves. Special meetings may be called by the Chairman or upon written request of five (5) Deacons. The business to be transacted, as well as the time and date, must be stated in the written request of the five (5) Deacons.

Officers:

The officers of the Deacons shall be the Chairman, Vice Chairman and Clerk/Treasurer. All will be elected by a majority vote of the Deacons present at the Deacons' Meeting. The Chairman and Vice Chairman shall not succeed themselves, but shall be eligible for election again after the expiration of one year. The Chairman shall not be elected as Vice Chairman following his term as Chairman, but shall be eligible for election to this office after the expiration of one year.

Honorary Deacon:

Upon the recommendation of the Deacon Body the church may elect any Deacon to an Honorary Deaconship, which office he may hold for life. An Honorary Deacon shall enjoy all the rights and privileges of a Deacon except the privilege of voting in the Deacons' Meeting.

MODERATOR

The following persons may serve as Moderator: the Pastor, the Chairman of the Deacons, and the Vice Chairman of the Deacons. In the absence of all three, the meeting will be canceled and rescheduled.

CLERK

The Church Clerk shall be nominated by the Nominating Committee and elected by the church annually. The Clerk shall keep, in a suitable book, a record of all the actions of the church, except as otherwise herein provided. The Clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of Baptisms. The Clerk shall issue letters of dismissal, preserve on file all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated in these by-laws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office. The Clerk shall turn over a copy of the minutes of the church for each calendar year to the Historian, who shall take the proper steps to preserve them in accordance with the duties of the Historian.

TREASURER

The Treasurer shall be nominated by the Nominating Committee and elected by the church annually. The Treasurer shall not serve on the Tellers Committee nor as an Auditor. The Treasurer shall not serve as Chairman of the Budget/Finance Committee. The Treasurer or the Assistant to the Treasurer shall attend all Budget/Finance Committee meetings with all supporting documentation and reports necessary to facilitate development of budget criteria for the church.

It shall be the duty of the Treasurer to receive, preserve, and payout, upon receipt of bills approved and signed by authorized personnel, all monies, or things of value paid or given to the church; keeping at all times an itemized account of all receipts and disbursements. The Assistant to the Treasurer shall be authorized to make payments of bills and sign checks in the event the treasurer is not able to carry out his responsibilities.

It shall be the duty of the Treasurer to render to the church, at each regular business meeting, an itemized report of the receipts and disbursements of the preceding period. The Treasurer shall be bonded by a reputable bonding agent. The amount of bond shall be established on recommendation of the Bonding Agent and on approval of the Trustees.

[side note – new job description written up in Oct. 2005 for Treasurer. Also, two additional check signers were approved.]

AUDITORS

There shall be two (2) or more Auditors, who shall be nominated by the Nominating Committee and elected by the church annually. They shall elect their own Chairman. The Auditors shall audit the Treasurer's books annually and render a written report of such audit to the church. Upon election of a new Treasurer, the Auditors shall take immediate possession of the Treasurer's records, checkbooks and other related material for an immediate audit. If the need arises, an outside audit may be requested by a majority vote of church members.

FINANCIAL SECRETARY

The Financial Secretary shall be nominated by the Nominating Committee and elected by the church annually. The Financial Secretary shall keep an accurate record of all monies contributed through offering envelopes to the church. The Financial Secretary shall see that financial statements are prepared and mailed to all church members at least quarterly. The final statement of the year shall include a record of all contributions for the calendar year and shall be mailed as soon as possible following the last Sunday in the year.

HISTORIAN

The Historian shall be nominated by the Nominating Committee and elected by the church annually. The Historian shall take the necessary steps to preserve all important records of the church. The Historian shall keep an accurate and up-to-date record of all activities of historical interest and shall periodically consolidate this data into a revised printed history of the church. The Historian shall also maintain permanent records of both the Treasurer and the Church Clerk.

TRUSTEES

Trustees shall be nominated by the Nominating Committee, elected by the church, and, subsequently, appointed by the Clerk of the Circuit Court to serve for an indefinite period. There shall be five (5) Trustees. In the case of death, removal or incapacity to serve, the church will elect a new Trustee. The Trustees may elect their own chairman. The chairman has no more authority than any other Trustee, nor can he make decisions alone on behalf of the Trustees. The Trustees shall hold in trust all property belonging to the church, taking all necessary measures for its protection. The Trustees shall have charge of the insurance on all church property. They shall have no power to buy, sell, trade, mortgage, lease, or transfer any property without the specific vote of the church authorizing such action. It shall be the function of the Trustees to affix their signatures to legal documents involving the purchase, sale, mortgage, lease or rental of church property, and other legal documents where signatures of trustees are required.

SUNDAY SCHOOL OFFICERS

The Director of the Sunday School shall be nominated by the Nominating Committee and elected by the church annually, sufficiently in advance to assist the Nominating Committee in the nomination of all other officers and teachers of Sunday School. All general and departmental officers and teachers shall be members of this church and elected by the church. The Sunday School Director shall be the general administrative officer of the Sunday School and shall direct its work. He shall make a written report of the Sunday School to the church at the quarterly business meetings.

WOMEN'S MINISTRY

The Director of the Women's Ministry/WMU shall be nominated by the Nominating Committee and elected by the church annually. The tasks of the Women's Ministry shall be to teach missions, engage in mission action, support world missions through praying and giving, provide and interpret information regarding the work of the church and the denomination.

BROTHERHOOD

The Director of the Brotherhood shall be nominated by the Nominating Committee and elected by the church annually. The task of the Brotherhood shall be to teach missions, engage in mission action, support world missions through praying and giving, provide and interpret information regarding the work of the church and the denomination.

DIRECTOR OF CHURCH TRAINING

The Director of Church Training shall be nominated by the Nominating Committee and elected by the church annually. He shall assist the pastor and the organizational leaders in establishing training courses as necessary for all organizations of the church. The Director of Church Training shall assist in the selection of appropriate literature and materials used for training and endeavor to prevent repetition of courses unless sufficient time has elapsed to warrant review of the course. He shall assure that accurate attendance records are maintained and other requirements are met to qualify students to receive due credit and awards and submit formal reports to the appropriate board or office for recording such credit.

CHURCH STAFF

GENERAL

This church shall employ such staff members as needed. When hiring staff members, the Personnel Committee shall notify the church family of their prospective candidate for hire as soon as possible following their decision, but no later than two (2) weeks prior to the Business Meeting for which this position will be voted upon. Such notification may take the form of written notice in the Sunday bulletin. A job description shall be written when the need for staff members is determined. Vocational staff members, other than the Pastor, shall be recommended to the church by the Personnel Committee and employed by church action. Any church staff member teaching doctrine shall be a Southern Baptist and any full time church staff member teaching doctrine shall be a member of this church.

CHURCH STAFF

Church staff members are employed on a permanent basis, unless otherwise specified, and are expected to serve in a competent manner until resignation or removal by the church, subject to a two (2) week notice being given. Vocational staff members and employees shall serve under the supervision of the Pastor. Ministerial staff (Youth Director, Music Director, & Church Organist) may or may not be members of Friendship Baptist Church. Support staff (Church Secretary & Church Custodian) may not be members of Friendship Baptist Church.

See the “PERSONNEL POLICY MANUAL” for staff and employee job descriptions, and personnel benefits and expectations.

COMMITTEES

GENERAL QUALIFICATIONS

1. All persons serving on Church Committees shall be active members of Friendship Baptist Church. No couples may serve together on any committee.
2. The Nominating Committee will select, enlist and present to the church for election, persons serving on the Administrative, Standing, Service and Special Committees and the Organizational and Age Group Councils. Such recommendations shall be made prior to October 1st, as committees shall serve based on a calendar year.
3. No one person may serve on more than one Administrative Committee at one time. Nor shall one person serve on more than three Administrative, Standing or Service Committees at one time. The Chairman of Deacons may not serve as Chairperson of any Administrative Committee during his term.
4. No Administrative committee Chairperson may succeed themselves without a lapse of at least one year.
5. A Chairperson has no more authority than any other member of a Committee, nor may he make decisions alone on behalf of the Committee.
6. Where necessary, the Pastor or Nominating Committee may name a Chairperson Pro-tem in order to call an initial committee meeting; at such time the committee will then elect their Chairperson.
7. All Administrative Committees (Nominating, Personnel and Budget/Finance/Stewardship) shall consist of at least two (2) representatives from each program organization of the church. Each program organization shall submit recommendations to the Nominating Committee, who will in turn make nominations to the church membership for election.
8. All Administrative Committees (Nominating, Personnel and Budget/Finance/Stewardship) shall serve a three (3) year term, on a rotation basis. After completion of an elected term of service, a committee member may be eligible for re-election to that committee only after a lapse of at least one year. Unless otherwise stated, all other committees shall serve a one year term.
9. The Pastor is an Ex-Officio member of all committees.

10. All church committees are expected to be filled committees (they may be filled but currently inactive).
11. All church committees are expected to expand their knowledge and understanding of committee responsibilities.

ADMINISTRATIVE COMMITTEES

BUDGET / FINANCE / STEWARDSHIP COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a three year, rotating term, January through December. The committee shall consist of at least two (2) representatives from each program organization of the church. The Chairman will be elected within the committee. The Treasurer shall serve as a permanent member, without voting privileges. In the absence of the Treasurer, the Assistant to the Treasurer serves as a non-voting member of the committee.

Duties:

1. Meets as frequently as necessary to conduct the financial business of the church in a prompt and efficient manner, but no less than once per quarter.
2. Manages the finances of the church, prepares an annual budget, and provides guidance to the church in fund-raising.
3. Prepares and presents the proposed annual budget to church members for review fourteen calendar days prior to the October business meeting of the current calendar year.
4. Works with the staff and committee chairpersons (no sooner than the end of the 2nd quarter but prior to August 1st) in developing their annual budget requests. Budget requests are to be submitted to the Budget/Finance/Stewardship Committee by August 1st.
5. Advise all staff and department chairpersons at least once a quarter as to the status of their annual budget allocation.
6. Review all new proposals for additional expenditures that exceed the established departmental budgeted funds, and when necessary bring to the church for resolution. Under an emergency situation, a committee may make a one time expenditure of \$50.00 or less which will exceed their annual budget, without prior approval from the Budget/Finance /Stewardship Committee.

NOMINATING COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a three year, rotating term, January through December. The committee shall consist of at least two (2) representatives from each program organization of the church. The Chairman will be elected within the committee.

Duties:

1. The Nominating Committee shall be elected sufficiently in advance to make Sunday School Officer nominations prior to their installation on September 1st.
2. The committee shall make nominations for all other officers of the church and its organizations prior to their installation on January 1st.
3. Select, interview, and enlist church program organization leaders, church committee members, and general church officers.
4. Approve volunteer workers before they are invited to serve in church-elected leadership positions.
5. Distribute church leadership resources according to priority needs.
6. Assist church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations.
7. Present all volunteer workers to the church for election.
8. Nominate “special committees” as requested or assigned by the church.

PERSONNEL COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a three year, rotating term, January through December. The committee shall consist of at least two (2) representatives from each program organization of the church. The Chairman will be elected within the committee.

Duties:

1. To assist the church in matters related to employee personnel administration.
2. Work with the Pastor in determining the need for additional staff positions.
3. Prepare and update, as necessary, job descriptions for all employed personnel.
4. Prepare and maintain a Personnel Policy Manual related to church employed personnel.
5. Work with the Pastor in locating and interviewing, and recommending to the church, new employed personnel according to established church policy and staff criteria.
6. Develop and recommend a salaries schedule and benefits plan for employed personnel.
7. Develop and recommend church policies and procedures for employed personnel administration.
8. Counsels each staff member at least once a year concerning performance, duties, working conditions, equipment, compensation, vacation, and other related matters.
9. Shows willingness to listen and be sympathetic to the needs of church personnel and to demonstrate understanding and acceptance for those to whom they are responsible. Loyalty, trust and confidence is assured to encourage staff members to share openly with the committee about their concerns and needs.
10. When necessary, recommends termination of employed administrative personnel to the church for appropriate action.

STANDING COMMITTEES

TELLERS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least four (4) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in the receipt, counting, and depositing of funds received in the services of the church.
2. Meet as soon as practicable to count the receipts and contributions.
3. Open all envelopes and verify the name and amount of each envelope.
4. Prepare a summary of the receipts and provide a copy for the church office.
5. Deliver envelopes to the Financial Secretary for posting. If the Financial Secretary is not available for such delivery, then the envelopes are to be locked in a file in the church office.
6. Prepare and deposit all monies in the approved bank. At least two (2) committee members will go together to make such bank deposits.
7. Security and confidentiality are to be observed at all times.

USHERS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least four (4) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in the orderly receiving and seating of all people attending the services of the church.
2. Provide "Visitor Packets" to all guests as directed by the Pastor or worship leader.
3. Assist visitors in the location of rest rooms, nursery, kitchen, parking, printed materials, and special seating requests.
4. Responsible for the comfort of all those present.
5. Make sure that the foyer areas are clean and that any furniture is properly arranged prior to each service.
6. Provide each person a Sunday bulletin and other printed materials for that Sunday.
7. Provide at least one Usher at each entrance to the Worship Center.

SERVICE COMMITTEES

AUDIO / VISUAL COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. Oversees, selects and operates the audio/visual equipment to meet the needs of the church.
2. Appoints experienced persons to set-up and/or operate church equipment.
3. Selects, purchases and oversees the maintenance of all audio/visual equipment.
4. Sets up a microphone at the podium for all church and business meetings.
5. Prepares an annual budget and submits it to the Budget/Finance/Stewardship Committee.

BAPTISM COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members, two men and one woman. The Chairman will be elected within the committee.

Duties:

1. See that all necessary baptismal facilities and equipment are available and in order prior to each baptismal service.
2. Check the pool for proper water-filling and water temperature.
3. Meet with baptism candidates at the appointed time and show them to their dressing rooms. See that each candidate has proper robe, towels, handkerchief, and dry clothing.
4. Assist candidates into and out of the pool and to their dressing rooms. Remain until the candidates are dressed and ready to return to the worship service.

BENEVOLENCE COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. Assist the Pastor and church in meeting the needs of church members in personal crisis and emergency situations.

2. This committee shall investigate such emergency cases carefully and confidentially. Assistance will be made where appropriate, subject to availability of funds and supplies.
3. Set up and maintain a confidential file for all cases where assistance is granted.
4. All requests for assistance from non-members will be directed to the Chesterfield County Agency - CCHASM for assistance.

BUILDING & GROUNDS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least four (4) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in the prideful care and appearance of the buildings and grounds.
2. Supervise the opening and closing of all buildings.
3. Authorize the use of the church building & grounds, after consulting the church calendar.
4. See to the adequate lighting of buildings, grounds, and parking areas and the security of the property during its use.
5. Assist the staff in providing maximum use of activity, worship, and educational space.
6. Work with the proper personnel in the upkeep, maintenance, and general appearance of the yards, hedges, flower areas, trees, and parking areas.
7. Make recommendations for the contracting of work to be done on the facilities.
8. Conduct an annual evaluation of the buildings to determine areas of improvement, maintenance, painting.
9. Assist the staff in making necessary changes and improvements to rooms, hallways, departments, offices, rest rooms, and child care areas.
10. Conduct an annual evaluation of the interior of the facilities to include paint, carpet, floor care, window treatment, lighting, and overall appearance.
11. Make recommendations to the Budget/Finance/Stewardship Committee for expenses that relate to the maintenance, upkeep, and utilities for the church facilities.
12. Assist the church in the supervision of custodial personnel.

CHURCH COUNCIL COMMITTEE

The Church Council shall be composed of the pastor, chairman of Deacons, Sunday School Director, Church Training Director, W.M.U. Director, Brotherhood Director and all paid educational staff, and the heads of any other organizations of the church which may be formed.

This council shall meet at least once each quarter and coordinate the program and work of the church. It shall publish a calendar of activities for the guidance of all organizations of the church and establish aims of the organizations.

COMMUNION COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least two (2) members. The Chairman will be elected within the committee.

Duties:

1. To assist the Pastor and Deacons in preparing for and administering the ordinance of the Lord's Supper.
2. See that all necessary communion equipment and materials are available and in order prior to each observance of the ordinance.
3. See that all equipment is gathered, cleaned, and stored after each observance of the ordinance.

CONSTITUTION & BY-LAWS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a three year rotating term, January through December. The committee shall consist of at least one (1) representative from each program organization of the church. The Chairman will be elected within the committee.

Duties:

1. Annually review the constitution & by-laws of the church for ongoing validity.
2. The By-Laws shall be adopted, changed, canceled or amended by a two-thirds majority vote of those present at any regular or special meeting called for this purpose after the following provisions have been made:
 - The proposed modifications, etc. shall have been duly presented to the church at a regular or called business meeting.
 - The membership shall be notified by letter stating the proposed modifications, etc.
 - The proposed modifications, etc. shall be tabled for thirty days after notification before action can be taken.
3. The Clerk shall promptly show all such changes and shall retain an amended copy of these By-Laws.
4. The church office shall take the proper steps to see that all members have copies of the By-Laws.

DRAMATICS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least two (2) members. The Chairman will be elected within the committee.

Duties:

1. Shall be responsible for storage, maintenance and issuance of all costumes, props and materials related to all plays and pageants for special events of the church. Any requests for assistance must be submitted in writing to the Dramatics Committee at least thirty (30) days prior to event.
2. Shall be responsible for approving and directing all plays and/or dramatic productions.

EVANGELISTIC / OUTREACH COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least one (1) representative from each program organization of the church. The Chairman will be elected within the committee.

Duties:

1. To assist the church in its mission to “Reach the Lost” and to “Disciple the Saved”.
2. Lead the church membership to discover “Prospective Members”.
3. See that each and every visitor who attends the worship services or Sunday School is contacted in writing.
4. Provide opportunities for evangelistic visitation.
5. Maintain an active “prospect file”.
6. Assist in the planning of Revival Services for the church.
7. Secure Evangelists and Musicians for Revival Services.
8. Provide guidance and training to members in order to effectively reach others for Jesus.
9. Provides a framework for promoting church-wide involvement in performing proper contacts and visitation to members of the community who are not on the church membership rolls.
10. Performs outreach contacts weekly through visitation and/or phone calls to determine the needs of homebound members and those members away from home.

FIRST-AID COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. It shall be the responsibility of this committee to maintain a first-aid kits and to keep an up-to-date log on the location of the kits.

2. First-aid equipment and supplies shall not be removed from the church without the approval of the committee chairman.

FLOWER / SANCTUARY COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in providing attractive floral arrangements for the services of the church.
2. Suggest and recommend procedures for securing, arranging and disposal of flowers for church services.
3. Make suggestions and recommendations related to providing flowers for sick and bereaved members.
4. The committee shall see to the disposal of flowers following the last service of the day. Flowers may be taken to shut-in members, hospitals, families or discarded.
5. Provide flowers or floral arrangements for special events, to include anniversaries, births, graduations, revivals and other church events.
6. Check the general appearance of the Sanctuary prior to each service to assure that there are hymnals, envelopes, and pew pencils; that appropriate lights and candles are taken care of ; and that the Sanctuary is ready to receive those attending the services.
7. After all services, check the Sanctuary for old bulletins, trash, and overall neatness.

HOSPITALITY COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

8. To plan church-wide socials and receptions.
9. To assist the church in providing opportunities to recognize and celebrate special events in the church (i.e., long term wedding anniversaries, staff anniversaries, church-wide celebrations).
10. Provide two (2) or more greeters at the main entrances to the Worship Center for worship services and special events.
11. Work with the Pastor and staff in making arrangements for guests of the church.
12. Formulate a list of those members who would serve as Church Host/Hostess for weddings held at the church and provide such list to the Building and Grounds Committee.
13. Notify Building and Grounds Committee of scheduled events so the church is unlocked and ready to receive church personnel and guests.

WEDDING GUIDELINES

At Friendship Baptist Church, the wedding ceremony is joyous, sacred, and of great spiritual significance. Marriage is a holy covenant, a solemn agreement made by a man and a woman with each other and with God. Marriage is an institution that is to be entered into with the understanding of how it is defined by God, the One who created marriage. We affirm the sanctity of the intimacy within marriage, and we affirm the spiritual and biblical foundation of the institution of marriage. With this in mind, wedding ceremonies at Friendship will be within the biblical standards of one man and one woman.

All couples contemplating use of the facilities of Friendship Baptist Church are reminded that these buildings have been dedicated to the service of God. All of the plans relating to the ceremony should reflect this and be a joy to you.

Procedures

Please call the church office, (804) 276-5803, as soon as possible in advance of your wedding date to reserve the facilities and the services of our Pastor (if requested). The facilities will be reserved upon receipt of the completed Information Sheet for Weddings, and a security deposit of \$200.00 by check (made payable to Friendship Baptist Church). No deposit is required for church members. As relating to these Wedding Guidelines, "Church Members" shall consist of Church and Sunday School members who have actively participated (either physically and/or financially) in the ministry of Friendship Baptist Church during the past two (2) years; their children and grandchildren.

No Sunday weddings or multiple weddings on the same day will be permitted.

Wedding fees and available services are listed below. The balance of the deposit and all fees for requested services must be in the church office or delivered to the Church Host/Hostess no later than one month prior to the ceremony (one week prior to ceremony for members). Fees for facilities rental should be made payable to Friendship Baptist Church. Fees for professional services should be made payable to the person providing the professional service.

- **Rental of Facilities** (rehearsal and ceremony)
 - Sanctuary: \$300.00; no fee for members
 - Fellowship Hall: \$150.00; no fee for membersThis fee includes one hour rehearsal time and three hours total for wedding and reception. Extension of use time must be approved by the Building and Grounds Committee. While tables are provided in the Fellowship Hall, all table coverings and kitchen accessories must be furnished by the wedding party.
- **Pastor** (rehearsal and ceremony)

There will be an officiating fee set by the Pastor for non-members. An honorarium for the Pastor is appropriate for members.
- **Custodian** (non-optional)
 - Sanctuary: \$100.00; members and non-members.
 - Fellowship Hall \$100.00; members and non-members.
- **Church Host/Hostess** (non-optional)

\$100.00; members and non-members.

- **Professional Wedding Staff**
Fees for the professional wedding staff are normally not set by the church. Please keep in mind that most weddings will involve a rehearsal and the wedding ceremony, requiring a minimum of two meetings and /or services with the wedding party. The Instrumentalist has to be pre-approved by the church staff. If provided by the church, the rate is non-optional. If needed, the Sound Technician will be provided by the church and the rate is non-optional. Suggested fees are listed below:

Instrumentalist	\$85.00
Soloist	\$50.00
Sound Technician	\$100.00
Wedding Director/Coordinator	\$100.00

- **Equipment Available**
See attached “Information Sheet for Weddings” for list of equipment included with rental of facilities.

PROTECTION OF THE CHURCH

A Christ-Like Image: Building, Grounds and Ceremony

- **Approval of the Ceremony**
If anyone other than our Pastor will be officiating at your wedding, a copy of the ceremony must be submitted to our Pastor for approval no later than one month prior to your wedding date. Our Pastor will also set up date(s) for counseling when you request his services at your wedding. If someone other than our Pastor will be officiating, he will want to extend a courtesy invitation to the pastor of your choice. It is the responsibility of the wedding party to secure a marriage license and to have such license to the Pastor prior to the ceremony, or the wedding ceremony will not be conducted.
- **Approval of Music**
Our Music Director is available for consultation on music for your wedding. Music selections must be submitted to the Music Director for approval no later than one month prior to your wedding date. A list of available soloists, pianists, and other instrumentalists may be obtained from the Music Director.
- **Photography**
Flash photography will be at the discretion of the presiding Pastor. Pictures may be taken of the bridal party prior to or following the ceremony. Stationary video taping of the ceremony from the rear of the sanctuary is acceptable.
- **Audio Tapes**
Audio taping of your wedding ceremony is permitted.
- **Decorations**
The church may be opened by the Church Host/Hostess two hours prior to the ceremony and 30 minutes prior to the rehearsal. Florists must contact the Church Host/Hostess for a time to decorate. No decorations may be attached to the walls, furniture, or carpets (see Church Hostess for proper placement of bows for reserved seating). The candelabra and unity candle shall have plastic sheets (4 ft x 4 ft) placed beneath to prevent wax dripping on carpets. Only silk flower petals may be used by the flower girl. **For non-members, there will be no moving of sanctuary furniture except two communion chairs. For members only, furniture may be moved at the**

request of the wedding party. The furniture must be moved and subsequently replaced by the wedding party, under supervision of the Church Host/Hostess. The wedding party and/or florist are responsible for the removal of all decorations and personal property prior to leaving the church after the ceremony. The Bride's room (2-3 yr room) and Groom's room (choir room) must be restored to original order following the ceremony.

- **Appropriate Behavior**

The use of alcoholic beverages is not permitted on the premises. No smoking will be permitted within the church buildings nor at the front entrance of the church. The throwing of rice or confetti is not permitted inside or outside of the church buildings. Birdseed may be thrown outside of church buildings. All paper or other "dressing up" of the wedding car must be provided by the wedding party and cleaned up by the wedding party.

The bride and groom are responsible for ensuring that these policies are followed.

INFORMATION SHEET FOR WEDDINGS
Friendship Baptist Church

Name of Bride _____ FBC Member _____ Family? ___Yes ___ No
 Address _____
 Home Phone _____ Work Phone _____
 Church Member's Name (if Bride is not Member) _____
 Church Member's Home Phone _____ Work Phone _____

Name of Groom _____ FBC Member _____ Family? ___Yes ___ No
 Home Phone _____ Work Phone _____

Date of Wedding _____ Time _____
 Date of Rehearsal _____ Time _____
 (Rehearsal required)

Name of Wedding Director _____ Home Phone _____
 NOTE: The position of Wedding Director must be filled by you, preferably by a knowledgeable and experienced Wedding Director. No Church representative will be available to take charge of your wedding and give instructions to your party prior to your actual wedding. However, if you cannot obtain the services of an experienced Wedding Director, one can be provided for you at an additional cost of \$100.00.

PLEASE CHECK THE FOLLOWING EQUIPMENT YOU WILL BE REQUESTING:

- ___ Organ / Piano
- ___ Sound System w/Technician
- ___ Pair of Candelabra; 7" stick requires seven candles each
- ___ Pair of Candle Lighters
- ___ Would you like to donate flowers for Sunday services?

Checklist for Bride and Church Hostess

Your Church Host/Hostess _____ Phone _____
 Approximate number of Guests expected _____
 Name of Florist _____ Phone _____
 Date Florist will decorate _____
 Name of Custodian _____ Phone _____
 Name of Pianist _____ Phone _____
 Name of Instrumentalist _____ Phone _____
 Name of Soloist _____ Phone _____

NOTE: The Wedding Party is responsible for contacting all participants involved in the Wedding; to include, if required, the florist, musicians, sound technician, custodian, etc. A list of available musicians may be obtained from the Church Music Director.

I have read and understand the Wedding Guidelines, Protection of the Church, and Information Sheet for Weddings as adopted by Friendship Baptist Church.

Signature

KITCHEN COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least five (5) members. The Chairman will be elected within the committee.

Duties:

1. Plans for the purchase, preparation and serving of food for church fellowships.
2. Arranges for tables and chairs to be set up and taken down, and for appropriate room and table decorations.
3. Sets prices for non-covered dish meals when the budget does not cover the food costs.
4. Develop and recommend policies for the use of the kitchen and food service equipment.
5. Maintain an inventory of paper goods, flatware, pots, pans, equipment and service pieces.
6. Recruits members to cleanup after church-wide dinners, etc.
7. Reports to the church quarterly.
8. Plans an annual budget and submits it to the Budget/Finance/Stewardship Committee.

LIBRARY COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least two (2) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in providing an adequate, current, and usable library of books, materials, audio cassettes, video cassettes, and the latest audio and video equipment.
2. Provide information about materials on hand and events to take place.
3. Inventory and maintain a library of audio and video tapes and equipment.
4. Develop and recommend policies for the use of the Library and the equipment maintained.
5. Provide adequate selections of library books for all ages of the church membership.

MUSIC COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a three year, rotating term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in developing a total program of Music Education, Music Appreciation, and Musical Expression.
2. Assist the Music Director in the Ministry of Music.

3. Provide for the adequate purchase, use, and storage of music used by the different choral and instrumental groups.
4. Assist the Music Director in preparing the annual budget and submits to the Budget/ Finance/Stewardship Committee.
5. Make recommendations to the church as to the purchase/maintenance of musical instruments, equipment and supplies.

NEW MEMBERS COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least one (1) representative from each program organization of the church. The Chairman will be elected within the committee.

Duties:

1. Committee shall assure that all new members are welcomed into the church and are invited to become a part of applicable organizations.
2. New members coming into the church shall be furnished a current copy of the Constitution and By-Laws of the church.
3. See that all new members are visited during the week after acceptance into the church by at least one committee member and one member from an appropriate Sunday School class.
4. A New Members Class shall be held periodically in cooperation with the Church Training.
5. The committee shall take all steps deemed advisable to see that new members feel at home and that they are encouraged to take advantage of every opportunity which enables one to grow in Christlike life.

PRESCHOOL COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. This committee shall consist of at least two (2) members. The Chairman will be elected within the committee.

Duties:

1. The chairman shall meet with the Church Council on a schedule established by the council to discuss yearly objectives and the effectiveness of its policies.
2. Manages a system for assigning team workers on a rotation basis.
3. Secures volunteer workers to serve during Sunday morning services, Sunday evening services, Wednesday evening services and special services as required.
4. Submits a list of workers to the church office on a quarterly basis to be published in the bulletin and newsletter.

5. Contacts workers to remind them of the date, time and department in which they are scheduled to serve.
6. Reports to the church quarterly.
7. Submits an annual budget to the Budget/Finance/Stewardship Committee.

RECREATION COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least two (2) members. The Chairman will be elected within the committee.

Duties:

1. To assist the church in providing a well rounded program of Christian recreation for the members of the church and their guests.
2. To recommend the involvement and funding of recreation programs and equipment.
3. Encourage the participation of church members in recreation and sports events and programs.
4. Oversee the purchase, use, and upkeep of recreation equipment and supplies.
5. Develop a comprehensive program of Christian recreation to meet the needs of the church and to provide a means to reach the community.
6. Reports to the church quarterly.
7. Submits an annual budget to the Budget/Finance/Stewardship Committee.

TRANSPORTATION COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves a one year term, January through December. The committee shall consist of at least three (3) members. The Chairman will be elected within the committee.

Duties:

1. Secures adequate number of qualified drivers necessary to the operation of church vehicles. Such qualified drivers must be licensed by the Virginia Department of Motor Vehicles and must have a commercial drivers license.
2. Responsible for managing the use of all church-owned vehicles. Vehicles are used for Friendship Baptist Church programs only.
3. Responsible for the maintenance, inspections, and licensing of all vehicles.
4. Drivers are covered by church insurance. Submit a list of qualified drivers annually.
5. Responsible for administering and spending budget allocations related to the operation and maintenance of the vehicles.

6. Informs the drivers of the following responsibilities:
 - The driver must insure the safe operation of the vehicle.
 - The driver operates the vehicle in accordance with local, state and federal laws governing transportation. Failure to do so inhibits the Christian witness of the driver, in as much as obedience to the laws of man, which do not conflict with the laws of God, as established by Jesus Christ in Luke 20:25.
 - In the event that a driver is ticketed for failure to obey transportation laws, the committee will review the case to determine if the driver shall be allowed to continue in future operation of church vehicles.
4. Plans an annual budget and submits it to the Budget/Finance/Stewardship Committee.

YOUTH COMMITTEE

The committee is nominated by the Nominating Committee, elected by the church, and serves only in the absence of a paid staff member responsible to organize and direct the Youth Program. The committee shall consist of at least five (5) members, two (2) being young people. The Chairman will be elected within the committee.

Duties:

1. Plan, coordinate, and lead activities involving middle school and high school youth.
2. Endeavor to keep the young people active and alert to the claims of Jesus Christ upon their lives.

SPECIAL COMMITTEES

Non-standing or special committees are appointed as deemed necessary by majority vote of the church. The recommendations come from the Church Council. The council defines its responsibilities; its relationship to any other committee or group; and determines what funds it is authorized to spend. The Nominating Committee then presents nominees for committee membership to the church for approval.

CONSTITUTION and BY-LAWS

of

FRIENDSHIP BAPTIST CHURCH

5200 NEWBYS BRIDGE ROAD

CHESTERFIELD, VA 23832

(804) 276-5803