

Bylaws

**West Main Baptist Church, Danville, VA
As Amended and Approved
June 5, 2019**

TABLE OF CONTENTS

ARTICLE I - MEMBERSHIP

- 1.1 Candidacy for Membership
- 1.2 Rights and Responsibilities of Members
- 1.3 Conclusion of Membership
- 1.4 Watchcare Membership

ARTICLE II – LAY LEADERSHIP

- 2.1 All Members as Ministers
- 2.2 Selection
- 2.3 Officers
- 2.4 Deacons
- 2.5 Church Council
- 2.6 Ministry Leaders
- 2.7 Spiritual Formation Leader
- 2.8 Missions Leader
- 2.9 Community Outreach Leader

ARTICLE III – CHURCH STAFF

- 3.1 General
- 3.2 Ministerial Staff
- 3.3 Support Staff
- 3.4 Staff Job Descriptions

ARTICLE IV – STANDING COMMITTEES

- 4.1 General
- 4.2 Altar Guild
- 4.3 Audio Visual Committee
- 4.4 Buildings & Grounds Committee
- 4.5 Children’s Ministry Committee
- 4.6 Endowment Committee

- 4.7 Hospitality Committee
- 4.8 Missions Committee
- 4.9 Music Committee
- 4.10 Nominating Committee
- 4.11 Ordinances Committee
- 4.12 Personnel Committee
- 4.13 Stewardship and Finance Committee
- 4.14 Transportation Committee
- 4.15 Ushers Committee
- 4.16 Weekday Early Education Committee

ARTICLE V – CONGREGATIONAL GOVERNANCE

- 5.1 General
- 5.2 Regular Business Meetings
- 5.3 Special Business Meetings
- 5.4 Expenditures
- 5.5 Ad Hoc Committees
- 5.6 Relationships to Other Organizations

ARTICLE VI – AMENDMENTS TO BYLAWS

ARTICLE I
MEMBERSHIP

1.1 Candidacy for Membership

Candidates for membership in West Main Baptist Church shall be persons who publicly acknowledge their faith in Jesus Christ through Christian baptism. Baptism at West Main will be by immersion, conducted in a regularly scheduled worship service.

Candidates baptized by immersion in other congregations or by other modes of baptism may be accepted where candidates affirm their previous baptisms signify their acknowledgement of faith in Jesus Christ.

Candidates for membership shall request membership during a regularly scheduled worship service and the congregation shall vote at a subsequent business meeting on whether to accept their request. Candidates not already baptized may be approved on condition of their being baptized as soon as practicable.

The officiating minister of the worship service may postpone formally presenting the candidate for membership if he or she believes further introduction or preparation of the candidate is needed.

1.2 Rights and Responsibilities of Members

All members shall have equal rights and responsibilities of church membership unless otherwise limited in these Bylaws.

Rights of membership shall include:

- A. Eligibility for all elected positions of service and leadership;
- B. Voting on all matters presented to the congregation when called in business session;
- C. Access to use of church facilities as generally afforded to all members;
- D. Access to the ministerial staff of West Main Baptist Church to officiate weddings or funerals, as the member and the minister may agree, and
- E. Any other right generally afforded to all members.

Responsibilities of membership shall include participating in:

- A. Opportunities of Christian ministry;
- B. Worship services;
- C. Classes in Christian spiritual formation;

- D. Seeking the wellbeing of all West Main members; and
- E. Providing financial support for the ministries and mission of West Main.

1.3 Conclusion of Membership

Any member may conclude membership in West Main upon their written request to the Pastor. The Pastor shall counsel with the member regarding his or her reasons for the request and shall notify the Church Clerk of the member's request.

Membership will automatically terminate upon a member uniting with another congregation or upon the member's death.

The congregation may remove a person from membership whose behavior has proven contrary to the wellbeing of West Main Baptist Church. Such action shall come at the initiative of the Pastor and Deacons only after confidential efforts to reconcile with the member have been made. If efforts to reconcile fail, the Pastor and Deacons at their discretion may move the removal of the member at a regularly scheduled business meeting.

1.4 Watchcare Membership

Persons who wish to join in West Main's congregational life but who are constrained in seeking full membership (temporary residence, continuing membership in another congregation, not prepared to receive Christian baptism) may request Watchcare membership. They shall first counsel with the Pastor, and, with the Pastor's endorsement, present themselves at a regularly scheduled worship service for approval as Watchcare members.

Watchcare membership is a mutual pledge by the congregation to offer its spiritual care for the individual and by the individual to participate in West Main Baptist Church as though a regular member. Watchcare members have all rights and responsibilities of regular membership, except they shall not have the right to serve as Deacons or Officers nor the right to vote on matters presented for the congregation's action in a regular or special called business meeting.

ARTICLE II LAY LEADERSHIP

2.1 All Members as Ministers

West Main Baptist Church upholds the collegueship of lay members and ministerial staff in serving Jesus Christ through its ministries and mission. Each member brings gifts, skills, experience, education, and spiritual calling which West Main Baptist Church strives to enlist and to enable to the glory of God. This Article describes the roles of service and leadership to which lay members shall be elected and which West Main believes are essential in enabling its members in Christ's service.

2.2 Selection

With the few exceptions noted in these Bylaws, the Nominating Committee shall in the following manner solicit members to participate in roles of service and leadership in West Main Baptist Church.

The Committee shall select nominees to present to the congregation for approval at the November regular business meeting, with elected nominees to begin active service the following January. Terms of service will be for three years, with all members eligible to be nominated for the same position after one year following a three-year term of service.

The Committee shall present nominees to fill unexpired terms of service when currently serving members are no longer able to serve. The Committee shall present nominees at a special called or regular business meeting, and elected nominees shall immediately begin serving for the duration of the unexpired term. Members completing an unexpired term of service of one year or less are eligible to be nominated to a full term in the position which they are currently serving.

If needed, the Committee may select a temporary chair for a committee to serve until the committee can meet to select its own chair.

2.3 Officers

A. Moderator

The Moderator shall preside over all regular and special called business meetings of the congregation. In the absence of the Moderator, the Chairperson of Deacons shall moderate. If both are absent, the Moderator shall designate a *moderator pro tem* prior to the meeting.

The Moderator, in coordination with the Pastor, will prepare the order of business for each meeting, as described in Article V, Congregational Governance.

The Moderator shall guide business meetings in a way which supports clear and effective discussion of matters before the congregation and which facilitates each member's equal participation. The Moderator shall follow rules presented in the latest edition of Robert's Rules of Order, Newly Revised unless otherwise described in these Bylaws.

B. Clerk

The Clerk shall maintain records of the church's actions in all regular and special called business meetings and may be assisted by the congregation's employed staff members. The Clerk will present minutes of previous business meetings at subsequent business meetings for church approval.

Records the Clerk maintains shall include:

1. Membership roll, listing members' dates of admission, baptism, and conclusion of membership;
2. All reports the church receives;
3. Minutes of all church actions in business meetings; and
4. Annual report to the Pittsylvania Baptist Association, to be completed and sent by the Clerk.

C. Treasurer(s) and Counting Assistant

The Treasurer(s) shall supervise the receipt, recording, depositing, and expenditure of all money on behalf of the congregation according to generally accepted financial good-practices.

The Treasurer(s) shall be assisted by the Church Administrator and, if needed, a Counting Assistant, as described below.

The Treasurer(s) shall ensure that:

1. All general offerings are received, counted, recorded, and deposited in a confidential and secure manner;
2. Expenditures are made as authorized by the annual church budget or through special action of the congregation and administered by the appropriate committees or employed staff;

3. Church financial obligations are paid promptly by check;
4. Written financial reports are presented to the Stewardship and Finance Committee and Deacons each month and to the congregation at each regular business meeting; and
5. An annual financial report is presented to the congregation at its regular January business meeting.

The Treasurer shall be an *ex officio* member of the Stewardship and Finance Committee but shall not serve as an Officer of the Committee. When there is more than one Treasurer, the Nominating Committee shall present one treasurer for the church's approval to serve as the *ex officio* member.

The Treasurer(s) may recommend to the Nominating Committee a candidate to serve as Counting Assistant when additional help is needed to schedule two counters each week.

The Nominating Committee shall present the recommended person for church approval as Counting Assistant to assist in Sunday offering counting. The Counting Assistant shall be elected annually, and the Assistant may serve successive terms as the congregation may approve.

The Stewardship and Finance Committee shall provide for the Treasurer(s) and Counting Assistant to be properly bonded.

D. Trustees

Three trustees shall serve for six-year terms with one trustee elected every two years. Members shall be eligible to be nominated for the same position after one year following a six-year term of service. The trustees shall annually elect a Trustees Chair, who shall ensure the church registers and bonds each trustee as may be required by law.

The trustees shall hold in trust all church property. They shall have no powers to buy, sell, mortgage, lease, or transfer any real estate without specific approval from the congregation. The trustees shall give a two-week notice to the congregation prior to a business meeting in which such approval is requested.

The trustees may sign all legal documents on approval of the congregation where trustees' signatures are required. One or more trustees may sign on behalf of all the trustees.

The trustees shall make an annual report to the congregation on the status of all church property.

E. Ushers Chairperson

The Ushers Chairperson, in consultation with the Pastor, shall select sufficient numbers of male and female ushers to aid male and female participants as appropriate, in all worship services. The ushers shall welcome worshippers, being especially attentive to assisting first-time visitors to West Main (e.g., in seating, locating restrooms, locating nursery and preschool areas), provide for the comfort and safety of worshippers, and prevent interruptions or distractions from occurring in worship services.

The Ushers Chairperson shall work with the Pastor and ministerial staff to provide other assistance for worship services as they may agree.

2.4 Deacons

A. Ministry

The Deacons, as ministerial colleagues of the Pastor, are men and women who serve the wellbeing of the congregation in keeping with the work and practice of Deacons as the New Testament describes their service. They shall be resident members for at least one year, well-known to the congregation, and selected for their proven moral and spiritual maturity.

B. Selection

The Nominating Committee shall ask the congregation to nominate candidates at least one month prior to the intended election. From the list of nominees, the Committee shall nominate qualified candidates to fill vacancies, ensuring a balance of experienced and new Deacon candidates and male and female candidates.

The Committee may add to the number of Deacon candidates as the ministry may need based on the current Deacons officers' and Pastor's recommendation. The total number of active Deacons shall not exceed one for every twenty resident members.

The current Deacon officers, in consultation with the Pastor, shall counsel the Committee's selected candidates on the responsibilities of Deacon ministry and determine candidates' willingness to serve for three years. The officers shall return to the Committee the names of candidates able to fill the needed vacancies.

The Committee shall present a ballot of nominees numbering no more than the Deacons needed at a special called business meeting to take place during a regularly scheduled Sunday worship service. Notice of the special called business meeting and the names of the nominees shall be given two weeks prior to the meeting.

Nominees must be affirmed by at least two-thirds of the returned ballots. Should any nominees not receive the required two-thirds affirmation, the Committee shall present additional nominees at the next regularly scheduled business meeting, with nominees needing a two-thirds affirmative vote to serve.

C. Duties

The Deacons shall annually select a Chair, Vice-Chair, and Secretary. The Chair shall schedule regular meetings of the Deacons to review, coordinate, and plan their ministry. The Chair shall serve on the Church Council as liaison between the Deacon Ministry and the other ministries of the church.

The Deacons shall organize themselves to ensure that each household of the congregation receives ministry care as each member may need. They shall work with the guidance of and in cooperation with the Pastor. They shall always maintain members' needs in confidential trust and respect.

The Deacons shall foster mutual support and encouragement within the congregation. Where conflict may arise among members or between members and the Pastor, the Deacon officers shall select Deacons to serve as a reconciliation team to assist those in conflict to reach a satisfactory resolution.

The Deacons shall regularly support worship services through their attendance, by assisting in administering the Lord's Supper, and by other ways they and the Pastor may determine. Should the Pastor be unable to lead in public worship, the Deacon officers shall work with the ministerial staff to provide preachers and other worship leaders as may be needed.

The Deacons shall serve as an advisory body to the Stewardship and Finance Committee, and shall review:

1. The annual proposed church budget prior to its presentation to the congregation;
2. Any expenditures not previously approved in the current budget;
3. Borrowing any moneys by the church;
4. Whether any proposed financial action should be referred to the congregation for its approval; and

5. Shall assist in providing for an expedient review of motions referred to the Committee and Deacons by the church in business sessions, as described below in Article V, Section 4.B.

2.5 Church Council

A. Organization

Officers, ministry leaders, chairpersons of standing committees, chairpersons of ministry organizations, and ministerial staff shall compose the Church Council. The Pastor shall serve as Council chairperson. The Council shall meet regularly to carry out its responsibilities.

B. Purpose

The Council shall provide a forum for its members to coordinate the work among their respective committees and ministries. It may offer advice on proposed actions by members' respective committees and ministries. The Council has no authority over any committee, ministry, or ministerial staff elected or called by the congregation.

The Council may appoint ad hoc committees from among its members to assist in specific tasks as needs may arise which do not normally fall within the duties of standing committees, ministry organizations, and ministerial staff. An ad hoc committee of the Council shall dissolve upon completion of its tasks.

The Council may propose actions to the congregation for its approval.

2.6 Ministry Leaders

A. Purpose

Ministry Leaders are laypersons who serve the congregation by facilitating members' participation in specific areas of Christian practice and service. In coordination with the ministerial staff and the Nominating Committee, each Leader develops and maintains an organization of other lay leaders to accomplish the organization's ministry goals.

The Nominating Committee shall recruit and nominate candidates as Ministry Leaders, as described in Section 2 of this Article. Ministry Leaders shall assist the Nominating Committee in soliciting members as candidates to serve in their respective ministry organizations.

B. Spiritual Formation Leader

The Leader shall work with the ministerial staff to provide educational opportunities for members in Bible study, Christian spiritual disciplines, Christian history, Christian ethics, and other appropriate topics. Opportunities shall include traditional classroom instruction and may also incorporate short-term experiential activities, and other modes of engagement that serve members' maturing understanding and practice of the Christian faith.

Instructional opportunities shall include regular age-appropriate classes on Sunday mornings in the church facilities and may also provide for other on-going formation groups on other days in other locations.

C. Missions Leader

The Leader shall work with the ministerial staff and the Missions Committee in providing opportunities for members to participate in mission efforts both in the Danville area and beyond Danville. Missions efforts are broadly defined as any work of compassion or mercy to alleviate needs of other people beyond West Main's membership and done in witness of God's love revealed through Jesus Christ.

The Leader shall promote West Main's annual missions offering and shall encourage the congregation's understanding and engagement in ministering to other people beyond our church membership.

The Leader shall serve as chairperson of the Missions Committee and shall work in coordination with the Community Outreach Leader.

D. Community Outreach Leader

The Leader shall work with the ministerial staff in interpreting to the larger Danville community the purpose and ministries of West Main Baptist Church. Community outreach is broadly defined as any effort to welcome all people to participate in West Main, both those who self-identify as Christians and those who seek a meaningful introduction to personal faith in God through Jesus Christ. Outreach efforts may include use of media, community-oriented events, and personal invitation.

The Leader shall promote the congregation's understanding and engagement in welcoming and including other people beyond our church membership.

The Leader shall work in coordination with the Missions Leader.

ARTICLE III CHURCH STAFF

3.1 General

West Main Baptist Church welcomes the service and leadership of employed staff. The congregation values each staff member's support in enabling West Main to realize its identity and mission as the West Main Constitution describes, in keeping with the congregation's foundational beliefs which the Constitution sets forth.

West Main hires persons whom it understands to possess motivation, self-discipline, and competencies for their work. The congregation intends that all staff work together in a mutually supportive and collegial manner, under the general supervision of the Pastor.

The Personnel Committee, in consultation with the Pastor, functions on behalf of the congregation to ensure all staff members have the resources and guidance to perform their work according to the expectations described below and according to the written Personnel Policies and Procedures Handbook. The Buildings and Grounds Committee, in consultation with the Pastor and the Personnel Committee, shall perform this function with the Church Custodian.

3.2 Ministerial Staff

A. Selection

The Nominating Committee shall present at least six nominees to the congregation for election to serve as the appropriate minister search committee. The six nominees shall include two at-large members, two Personnel Committee members, and two participant-members who are active in the prospective minister's ministry area. The Nominating Committee may recommend additional search committee members as needed who shall be at-large members. On the Pastor Search Committee, the two participant-members shall be currently serving Deacons.

Upon formation, the Search Committee shall select its officers of Chair, Vice-Chair, and Secretary, and shall immediately proceed with its mandate. The Committee shall regularly communicate with the congregation as it progresses in its work.

The Committee shall request the Stewardship and Finance Committee and the congregation to authorize funds necessary to carry out its search. The Committee shall

work in consultation with the Stewardship and Finance Committee to determine an appropriate compensation and benefits offer for the prospective minister.

The Committee shall present only one candidate to the congregation for call and shall provide adequate opportunities for members to meet the candidate. The Committee shall provide a two-week notice of a special called or regular business meeting at which the motion to call the candidate shall be voted upon. The motion shall include the ministry job description and terms of call and the proposed compensation and benefits being offered to the candidate.

The vote shall be by secret ballot with a three-fourth's majority required to call the candidate-minister. Should a candidate fail to receive a three-fourth's majority, the Committee shall resume its work towards identifying a subsequent candidate.

The Committee shall work with the Personnel Committee and other appropriate committees to assist the newly called minister in locating to Danville and in beginning active service with West Main.

B. Pastor

The Pastor shall be an ordained Baptist clergyperson, responsible for the pastoral care, leadership, and proclamation ministry for West Main Baptist Church.

The Pastor shall serve as a member and chairperson of the Church Council. The Pastor shall serve as an *ex officio* member of all other committees and ministry organizations, except shall not have voting privileges on those committees and ministry organizations. The Pastor has all other rights and responsibilities of church membership.

The congregation and Pastor shall agree to the Pastor's specific duties, compensation, and benefits as part of the Pastor's call to West Main.

C. Other Ministerial Staff

The congregation may elect search committees for other ministerial staff upon recommendation of the Pastor and the Personnel Committee, to be called according to the selection process which Section A describes above.

The Pastor and Personnel Committee may propose for the congregation's approval that existing ministerial staff positions may be adapted to meet present or anticipated congregational needs. The congregation may endorse creation of new ministerial

positions, with the final proposed position, compensation, and benefits requiring congregational approval before forming a search committee.

3.3 Support Staff

The Personnel Committee and Pastor are authorized to seek and employ support staff persons. Only persons who are not members of West Main Baptist Church shall be considered for employment for non-ministerial positions. The Personnel Committee shall communicate with the congregation about newly employed staff, their qualifications, and any relevant personal information which the new employee may agree to provide.

The Personnel Committee, with the agreement of the Pastor and Deacons, may recommend for the church's approval new or amended support staff positions, along with proposed compensation and benefits, to be employed as described above.

3.4 Staff Job Descriptions

Current ministry and support staff job descriptions shall be included in the written Personnel Policies and Procedures Handbook; individual copies, of which, shall be available upon request to any member.

ARTICLE IV STANDING COMMITTEES

4.1 General

All committees shall have six members who shall serve for three years, with two members elected each year. The Nominating Committee shall select nominees to present to the congregation for approval, as described in Article 2.2.

Ex officio members have full rights of committee membership, except they shall not chair a committee on which they serve by virtue of their other elected position. A staff member may serve as an *ex officio* member on committees as needed, without voting privileges. All committee chairs are *ex officio* members of the Church Council.

Each committee shall annually select its own Chair and Vice-Chair. If needed, the Nominating Committee shall select a temporary chair for a committee until the committee can meet to select its own Chair and Vice-Chair. Committee chairs shall ensure their committees regularly hold meetings to carry out their responsibilities. The majority of committee members must be present to make decisions on behalf of the committee.

Committees shall work in cooperation with church staff, ministry leaders, other committees, and ministry organizations. Each committee elected by the congregation is accountable to the congregation for the committee's actions and proposals.

The congregation may create ad hoc committees to assist in specific tasks as needs may arise which do not normally fall within the duties of standing committees, ministry organizations, and ministerial staff. The congregation may nominate and select ad hoc committee members at the time of the committee's creation or consider nominees whom the Nominating Committee may recommend. An ad hoc committee shall dissolve upon completion of its tasks.

4.2 Altar Guild

The Guild shall be responsible for the décor of the sanctuary and vestibules. They shall oversee the maintenance of the Lord's Supper trays, offering plates, candle sticks, liturgical vestments, and other worship implements. The Guild shall work in coordination with the ministerial staff, the Ordinances Committee, and the Buildings and Grounds Committee to support and enhance worship services in the keeping with the congregation's practices and values.

4.3 Audio Visual Committee

The Committee, in coordination with the Pastor and other ministerial staff, shall assist the congregation in the use of media technology to further the mission and ministry of the church. The Committee shall maintain, secure, and operate the audio, visual, and other media equipment during worship services and record the services. The Committee shall train its members and schedule their media support for worship services. The Committee shall recommend to the congregation media equipment purchases or upgrades as needed.

4.4 Buildings & Grounds Committee

The Committee shall supervise the maintenance, repairs, or improvements to the church's buildings and grounds. It shall supervise the inventory and storage of all maintenance, repair, or improvement supplies.

The Committee shall develop and maintain orderly operational manuals for all electrical, HVAC, and plumbing equipment, including equipment and control locations. It shall keep in the Church Office records of inspections, emergency service contact information, and other information useful for the Committee's duties.

The Committee is authorized in emergencies to obtain necessary repairs or replacements to restore or protect essential equipment or property. As soon as practicable, the Committee shall notify the Stewardship and Finance Committee and the Church Administrator to allocate funding for emergency services. The Committee shall notify the congregation of emergency actions and expenses at the next regular business meeting.

The Committee shall review all tangible gifts or memorials to be used in church facilities to determine their appropriateness or usefulness for the church. It shall, in consultation with the Pastor and the Personnel Committee, represent the congregation in personnel matters related to the Church Custodian.

4.5 Children's Ministry Committee

The Committee shall work with the Associate Pastor for Children and Families and the WEE Center Director to oversee the church's ministry to nursery, preschool, and school-aged children and their families in the following ways:

- Ensure the safety and security of all children;
- Care for facilities, toys, and supplies;
- Set and administer all policies and procedures for the children's ministry and address any issues which may arise;
- Provide ministry to and support of the children's parents;

- Provide direction to and support of all volunteers and teachers; and
- Assist the Associate Pastor for Children and Families as needed with the overall vision and implementation of West Main's children's ministry program.

4.6 Endowment Committee

The Committee shall maintain and administer the Endowment Fund and the Fund's income. It shall educate the church on how members may provide gifts to the Fund as an act of financial stewardship.

The Committee shall present for the church's approval bylaws to guide the Committee in how the Fund and its income will be maintained, invested, and administered.

The Committee shall give an annual report to the church at a regular business meeting, reporting the current value of the Fund, the investment advisors or companies managing the Funds, a general description of the Fund's investment performance, the current available income to be expended, and ways income has been expended in the previous year.

4.7 Hospitality Committee

The Committee shall oversee all church-wide meals and fellowship events. It shall recommend to the congregation church events to encourage deepening friendships and mutual care among members and participants. It shall provide hospitality on behalf of the congregation to visiting clergy and program leaders.

The Committee shall maintain the kitchen pantry supplies, implements, and food stuffs and arrange kitchen staffing for events as needed.

4.8 Missions Committee

The Committee shall work with the ministerial staff and the Missions Leader in providing opportunities for members to participate in mission efforts both in the Danville area and beyond Danville. Missions efforts are broadly defined as any work of compassion or mercy to alleviate needs of other people beyond West Main's membership and done in witness of God's love revealed through Jesus Christ.

The Missions Leader shall serve as chair of the Committee.

4.9 Music Committee

The Committee shall consist of three at-large members from the congregation not directly involved in the church's choirs, one member each from the adult and youth choirs, the directors of each of the children's choirs, and the Minister of Music and Worship. The Committee shall assist the Minister of Music and Worship in coordinating and promoting the music ministry of the church and integrating it with the total life of the church.

4.10 Nominating Committee

The Committee shall provide nominees from among church members to present for approval by the church to serve in all elected lay leadership and service positions, as described in Article II, Sections 2 and 4.B. It shall consist of each Ministry Leader or their designees, and three at-large members of the congregation. The at-large members shall be elected annually to serve three-year terms, with one at-large member rotating off the Committee each year.

4.11 Ordinances Committee

The Committee shall be composed of male and female members. In consultation with the Pastor, it shall provide for the service of the Lord's Supper and for baptisms in the following ways:

- Maintain the Lord's Supper service trays and ensure adequate supplies of cups and trays are available;
- Prepare and set out the bread and juice elements before each service of the Lord's Supper and collect and clean used cups following the service; and
- Be present during baptisms with candidates and their families and assist with anything they may need including providing extra towels.

4.12 Personnel Committee

The Committee shall represent the church in all matters of personnel supervision. It shall work in cooperation with the Pastor, who shall have day-to-day supervisory responsibility for all employed staff as described in the Personnel Policies and Procedures Handbook. The Personnel Committee shall consult with the Buildings and Grounds Committee in that Committee's personnel responsibilities for the Church Custodian.

The Committee shall participate in the employment of all staff as described in Article III. It shall annually recommend employee compensation and benefits to the Stewardship and Finance Committee for each year's proposed budget.

The Committee, in consultation with the Pastor and other staff, shall annually review the current Personnel Policies and Procedures Handbook for its accuracy, modify its contents as may be needed, and present substantial changes of the Handbook for approval to the congregation. It shall ensure a current copy of the Handbook is available to church members upon request.

4.13 Stewardship and Finance Committee

The Committee, in consultation with the Pastor, shall lead the congregation in a growing understanding and commitment to financial stewardship as an essential expression of Christian worship, service, and discipleship. It shall work with the Church Administrator and other employed staff and lay leaders to ensure expenditures comply with the annual church budget.

The Committee shall prepare and present an annual proposed budget for approval to the church which responsibly challenges the congregation in carrying out its mission and ministries. The Committee shall prepare the proposed budget in consultation with all staff and lay leaders who administer any part of the church budget.

The Committee shall annually request the Nominating Committee to recommend for church approval an Ad Hoc Audit Committee or a volunteer auditor to conduct an internal financial review of the church's financial administration. Upon its report to the congregation, the Ad Hoc Audit Committee or volunteer auditor's position shall be dissolved.

The Stewardship and Finance Committee shall provide for an external financial review to be conducted every three years. An external audit may be conducted if the external reviewer recommends that a formal audit should be obtained.

The Deacons shall serve in an advisory role for the Committee as described in Article II, Section 4.C. The Treasurer shall serve as an *ex officio* member of the Committee but may not serve as an officer of the Committee. When there is more than one treasurer serving, the Nominating Committee shall present one treasurer for the church's approval to serve as the *ex officio* member.

As described below in Article V, Section 4.B, the Committee and the Deacons shall provide for an expedient review of motions referred to them by the church in business sessions that require the collection or expenditure of money not already approved in the annual church budget, the annual West Main Missions Offering, or other prior church action.

4.14 Transportation Committee

The Committee shall provide for the complete maintenance of the church van, including mechanical maintenance and cleanliness, state inspections, safety requirements, and adequate vehicle and driver insurance. It shall recruit and provide for the training of drivers to meet Virginia Department of Motor Vehicle licensing requirements. The Committee shall work with ministerial staff and lay leaders requesting use of the church van by providing trained and appropriately licensed drivers.

4.15 Ushers Committee

The Committee shall be composed of male and female ushers to aid male or female participants as appropriate, in all worship services. The ushers shall welcome worshippers, being especially attentive to assisting first-time visitors to West Main (e.g., in seating, locating restrooms, locating nursery and preschool areas), provide for the comfort and safety of worshippers, and prevent interruptions or distractions from occurring in worship services.

The Committee shall have as many ushers as the Usher Chair, in consultation with the Pastor, determines is needed. The Usher Chair shall lead the Committee as described in Article II, Section 3.E.

4.16 Weekday Early Education Committee

The Committee, in cooperation with the WEE Center Director, shall oversee the administration of the WEE Center in the following ways:

- Recruit and train personnel;
- Establish and ensure compliance with policies and procedures;
- Solicit church members and WEE Center parents to participate in work projects and program activities;
- Communicate with the church regarding the Center's ministry and recommendations which may require the church's action; and
- Publicize the Center's ministry to the Danville area community and offer services which are needs-centered.

ARTICLE V CONGREGATIONAL GOVERNANCE

5.1 General

West Main Baptist Church trusts its elected lay leaders and employed staff to enable the congregation to accomplish its mission and values described in its Constitution. The congregation authorizes its leaders and staff to serve as the Bylaws describe, by adhering to its annual budget and other financial commitments, and according to other actions it may approve.

The congregation, at all times, retains authority to govern itself, to determine the contents of its Constitution and Bylaws, to review the actions of its lay leaders and employed staff, and to approve actions proposed on its behalf. All lay leaders and bodies elected by the church and the staff whom it employs are accountable directly to the congregation unless explicitly stated in its Bylaws.

A quorum shall be based on the number of members present and voting at either regular or special called business meetings. Absentee voting is disallowed.

5.2 Regular Business Meetings

The congregation shall meet at least bi-monthly in business meetings at which the Church Moderator shall preside as described in Article II, Section 3.A. Dates and times of business meetings shall be published in the annual church calendar, with notices of each upcoming business meeting and meeting agenda printed in the church newsletter one week in advance of the meeting.

The Church Clerk, Deacon Chair, Stewardship and Finance Committee Chair, and the Pastor shall bring reports related to their areas of responsibilities. Other reports and motions may also come before the congregation for action as may be needed.

5.3 Special Called Business Meetings

Two of the following persons must agree to call for a special called business meeting: Moderator, Deacon Chair, or Pastor. The meeting shall be called if the agenda requires the church's consideration sooner than the next regular business meeting would provide, if the agenda would prove too time-consuming for a regular business meeting, or the meeting is otherwise required by these Bylaws.

Only motions directly related to the purpose of the meeting may be introduced and considered. The Church Moderator shall preside at the meeting as described in Article II, Section 3.A.

Notices of a special called business meeting and its purpose shall be published in the church newsletter two weeks immediately prior to the meeting and announced in the Sunday morning worship service two Sundays immediately prior to the meeting.

5.4 Expenditures

A. General

Expenditures made on behalf of the church are to be according to the annual church budget, other financial commitments made by the church, as designated by donors and accepted by the appropriate committee as the Bylaws may provide, or within whatever other guidelines the church may approve.

B. Other Church Actions to Collect or Expend Money

Unscheduled motions presented in business sessions that require the collection or expenditure of money not already approved in the annual church budget, the annual West Main Missions Offering, or other prior church action, shall be referred by majority vote to the Stewardship and Finance Committee and Deacons for review and further action.

As described in Article IV, Section 13, the Stewardship and Finance Committee and Deacons shall provide for an expedient review of the motion. If they can responsibly do so, the Committee and Deacons are empowered to approve and to ensure the motion is implemented. Notice of the approved motion shall be published in the next church newsletter.

If the Committee and Deacons determine they cannot endorse the referred motion, they shall request the Moderator, Deacon Chair, or Pastor to call for a special called business meeting, as described above in Section 3 of this Article. The Committee and Deacons may move for the congregation to rescind, amend, or delay implementing the referred motion and shall require a simple majority to pass. If a simple majority is failed, the original referred motion shall be considered approved by the congregation to be implemented by the appropriate ministry or committee.

5.5 Relationships to Other Organizations

The congregation may choose to formally associate with other organizations in pursuing West Main Baptist Church's mission and values as the Church Constitution describes. The congregation shall in no way surrender over to the associate organization its own authority for governance as Section 1, above, describes.

The congregation may elect church members to serve as messengers or representatives to other organizations, either for the duration of a specific meeting or in on-going service with the organization on behalf of the church. While messengers or representatives are expected to participate in a manner consistent with the Constitution and Bylaws of West Main Baptist Church, they are free to act as their consciences best guide them.

ARTICLE VI
AMENDMENTS TO BYLAWS

The congregation may amend these Bylaws in a special called business meeting for that purpose and publicized as described above in Article V, Section 3. Motions to amend may be approved by a simple majority of those present and voting, with absentee voting disallowed, as provided in Article V, Section 1.

Approved amendments shall be publicized in the next two church newsletters and included in all future distributions of the Bylaws.