

POPES CREEK BAPTIST CHURCH  
CONSTITUTION  
BY-LAWS  
POLICIES AND PROCEDURES MANUAL



Adopted Originally June 13, 1999

Revised

This Constitution of Popes Creek Baptist Church is approved and released by:  
PCBC Senior Pastor  
Chairperson of Trustees  
Chairperson of Deacons  
Church Clerk

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## DEFINITIONS

**ASSOCIATE MINISTER:** Any member of the ministerial staff (i.e. Associate Pastor, Youth Pastor, etc.) other than the Senior Pastor.

**CHURCH EMPLOYEES:** Paid members of the church staff hired to perform non-ministerial duties

**CHURCH FAMILY:** One (1) or more Church members(s) residing in the same household.

**CHURCH STAFF:** All church employees and ministerial staff.

**COMMITTEE:** A group serving together to perform one or more functions.

**COORDINATING COMMITTEE:** A committee overseeing a set of related functions.

**ELECTED POSITION:** A position of service for which the Nominating Committee is responsible to recommend a church member.

**FUNCTION:** A set of closely related tasks to achieve a specific ministry.

**GOVERNING DOCUMENTS:** Constitution, By-Laws, Administrative Policies and Procedures Manual, and the Definitions document. Additional documents may be defined as needed but are subordinate to these four documents.

**IN-REACH MINISTRY:** Ministry rendered to Church members who are sick or ill or inactive or who require special care. This ministry includes that performed by Deacons.

**MINISTERIAL STAFF:** Any paid member of the Church staff who has been hired to perform a ministry for the Church including the pastor.

**PCBC:** Popes Creek Baptist Church

**OUTREACH MINISTRY:** A ministry that seeks people who are unsaved or unchurched.

**UNIFIED BUDGET SYSTEM:** A method of budgeting in which there is an all-inclusive budget that uses a centralized treasury for meeting the financial obligations of the church.

**These definitions follow the same rules for adoption and amendment as stated in Article 9 of the Constitution.**

**CONSTITUTION  
OF  
POPES CREEK BAPTIST CHURCH**

**PREAMBLE**

For the preservation and security of the principles of our faith, and to ensure that this body may be governed in an orderly manner consistent with the accepted tenets of the Missionary Baptist denomination, and for the purpose of preserving the liberties inherent in each member of this Church, as well as the freedom of this body in relation to other churches of the same faith, we do hereby declare and establish this Constitution.

**ARTICLE 1: NAME**

This body shall be known as the **Popes Creek Baptist Church** located in Westmoreland County, Virginia.

**ARTICLE 2: MISSION**

Grounded in the Great Commandment (Matthew 22:37–40) and the Great Commission (Matthew 28:19–20), the mission of Popes Creek Baptist Church is to love God, love others, and make disciples of Jesus Christ.

We seek to fulfill this mission through worship, discipleship, fellowship, ministry, and outreach, sharing the Gospel and serving our community in the name of Christ.

**ARTICLE 3: VISION**

We are a loving, accepting family of faith committed to creatively disciple, reach, and minister to people of Christ.

**ARTICLE 4: CHURCH COVENANT**

Having trusted in Jesus Christ as Savior and Lord and having been baptized as believers, we joyfully covenant together as one body in Christ (Romans 12:4–5).

With the help of the Holy Spirit, we commit to love one another as Christ has loved us (John 13:34–35); to grow in faith and spiritual maturity (Ephesians 4:15–16); and to faithfully participate in the worship, ministry, and mission of this Church (Acts 2:42).

We will support the Church through prayer, service, and regular giving (2 Corinthians 9:7), and we will seek to share the Gospel and make disciples in obedience to Christ's command (Matthew 28:19–20).

We commit to live with integrity in our homes and in the world (Ephesians 5:15), to encourage one another, to pray for one another (James 5:16), and to pursue peace, forgiveness, and reconciliation as members of the family of God (Colossians 3:13).

**ARTICLE 5: CHURCH GOVERNMENT**

The government of this Church is vested in the body of believers who compose its membership. It is subject to the control of no other religious body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches.

**ARTICLE 6: DOCTRINE**

This Church accepts the Bible as its authority in all matters of faith and practice. Our understanding of Christian truth in the Bible is essential with the beliefs of Baptist Churches expressed in The Baptist Faith and Message adopted by the Southern Baptist Convention.

**ARTICLE 7: RELATIONSHIPS**

The religious body will be voluntarily affiliated with the Baptist General Association of Virginia, the Southern Baptist Convention, the Cooperative Baptist Fellowship, and the Baptist World Alliance.

## **ARTICLE 8: MEMBERSHIP**

Section 1: Christian Beliefs The membership of this Church shall be composed of persons who have accepted and confessed Jesus Christ as Savior and Lord, have been baptized in accordance with the teaching and commandment of the New Testament, and do accept and subscribe to the doctrines and practices of this Church.

Section 2: Vote of Acceptance Members shall be received only by the unanimous vote of the members present. Should there be an opposing vote, the matter should be referred without discussion to the Senior Pastor and the Deacons for investigation and report back to the Church as soon as resolved.

Section 3: Methods of Reception Members may be received in the following ways:

- A. By Baptism- Upon profession of faith in Jesus Christ as Savior and Lord, followed by baptism by immersion (except in cases where health prevents immersion).
- B. By Letter- Transfer of membership from another church of like faith and order, accompanied by a letter of recommendation from that church.
- C. By Statement- Upon personal statement of Christian experience, when a letter from a previous church is not available.
- D. By Restoration- Upon satisfactory explanation to the Church following previous removal from membership.

Section 4: Termination of Membership shall be terminated by majority vote during a regular business meeting in the following ways:

- A. By Personal Request
- B. By transfer of letter to another Baptist church
- C. By uniting with a church of another faith
- D. By recommendation of a roll purging committee. The termination of membership may be taken only at a regular business meeting and only after a genuine effort has been made to communicate this action to the members by the Senior Pastor and Deacon Body.
- E. Upon the death of a member their name will be removed from the rolls.
- F. By the best interest of the Church Body (i.e. court convictions etc.).

## **ARTICLE 9: ADOPTION AND DISTRIBUTION OF CONSTITUTION**

Section 1: Adoption This Constitution shall be adopted by a two-third vote of the members present at a regular or special meeting called for that purpose, provided it has been tabled for at least 28 days following formal presentation and announcement of the meeting. Upon adoption, the Senior Pastor, Chairperson of Trustees, Chairperson of Deacons, and Church Clerk shall sign the Constitution reflecting the official approval and release of such. Any previously adopted Constitution shall be repealed.

Section 2: Any article of this constitution may be amended, altered, or repealed by two-thirds of the members present and voting at any regular or called business meeting of the Church, provided however, that such proposed changes must be submitted to the Church in writing and posted at least 28 days before the action on the amendment.

Section 3: Changes Recorded the Clerk shall promptly show all such changes and shall give an amended copy to members for filing

Section 4: Distribution of Governing Documents the Church secretary and/or the Clerk shall furnish a copy of the governing documents each year to new leaders in the Church. Copies shall be furnished to new members coming into the Church and to such others as may request them.

### Section 5: Periodic Review

Every five (5) years, a special By-Law Review Committee shall be formed to review and, if necessary, recommend revisions to the Constitution, By-Laws, and Policies and Procedures Manual.

- This committee shall consist of no fewer than three (3) and no more than five (5) active Church members, one of which must be a Deacon.
- The review process shall take place in each year ending in “0” or “5.”
- The committee shall present any recommended changes to the Church in accordance with the amendment procedures outlined in this Constitution.
- The Senior Pastor, Chairperson of Trustees, Chairperson of Deacons, and Church Clerk shall sign such review acknowledging completion.

**BY-LAWS  
OF  
POPES CREEK BAPTIST CHURCH**

**We recognize the leaders of the Church to be the Pastor, Church Staff, Church Council, Deacons, Trustees, and Church Officers.**

**ARTICLE 1: PASTOR(s)**

Section 1: Duties The Pastor(s) shall devote themselves to the ministry of the Word and to the performance of pastoral duties. Positions of Pastors may include those of a Senior Pastor, Associate Pastor, and Youth Pastor. The Senior Pastor shall be an ex-officio member of all Committees and the Deacon Body. He shall render a written report to the Church as its annual business meeting upon request.

Section 2: Calling Pastor(s) shall be called by the Church at a meeting called for this purpose with the said meeting to have been announced on the preceding Sunday or by a special mailing to the entire membership. He must receive the support of seventy-five (75) percent or more votes by the members present.

Section 3: Tenure Pastor(s) shall be called for an indefinite term, his tenure to be upon his resignation or by a seventy-five (75) percent majority of the votes cast by the members present in a special business meeting assembled in keeping with the provisions set forth in the governing documents.

Section 4: Supervision The Senior Pastor shall be evaluated and counseled at least annually for performance of job duties by the Deacon Body. The Associate Pastor and Youth Pastor will be evaluated and counseled at least annually for performance of job duties by the Senior Pastor.

Section 5: Vacancy When a vacancy in the pastorate occurs, the Nominating Committee shall promptly nominate to the Church a Pastor Search Committee of whatever size it deems wise, provided however, it shall consist of no less than five (5) members who are representative of the Church Body and one of which must be a Deacon. Upon its election by the Church, this committee shall organize itself and proceed with its work and recommend a Pastor to the Church. Under no circumstances may the committee recommend to the Church more than one person at a time, and when the committee's report is before the Church for consideration, no opposing or supplementary nominations shall be entertained. Persons wishing to suggest a possible Pastor may contact the Search Committee. The Search Committee, in consultation and agreement with the Budget and Finance Committee, shall recommend the salary and the benefits package to the Church.

Section 6: Supportive Ministry Fund The Senior Pastor shall be provided with an annual allowance approved by the Church to be used at his discretion in support of ministry activities, outreach efforts, or benevolent needs.

- This allowance shall not exceed the approved annual maximum unless otherwise voted on and approved by the Church.
- The Senior Pastor shall provide a brief accounting or summary of expenditures to the Budget and Finance Committee upon request.

## **ARTICLE 2: CHURCH STAFF**

### Section 1: Employment

- A. The Church may call associate ministers as decided by the Church in regular or special business meetings for which at least two weeks' notice has been given to the Church membership. The Nominating Committee shall promptly nominate to the Church a Search Committee of whatever size it deems wise, provided, however, it shall consist of no less than five (5) members, one of which must be a Deacon. The search Committee shall organize itself and proceed with its work. They shall bring only one name at a time for consideration by the Church, and no nomination shall be made except for that of the Search Committee. The Search Committee, in consultation and agreement with the Budget and Finance Committee shall recommend the salary and benefits package to the Church. A seventy-five (75) percent vote of support by the members present shall be necessary to extend the call. People wishing to suggest an associate minister may contact the Search Committee.
- B. The Church may employ Church employees as decided by the Church in regular or special business meetings.

Section 2: Duties The duties of the Church staff shall be defined in job descriptions as directed by the Church. The job descriptions of the ministerial staff shall be approved by the Church body.

Section 3: Supervision The Church staff shall be under the general supervision of the Pastor and be responsible to the Church body. The Senior Pastor shall conduct performance appraisals of all associate ministers for performance of job duties at least annually.

### Section 4: Termination

- A. Ministerial staff members shall respectively give at least thirty (30) days' notice of resignation unless otherwise mutually agreed.
- B. Any actions concerning ministerial staff termination shall be by a seventy-five (75) percent majority of the votes cast by members present in a Church business meeting prior to the termination notice being served. Ministerial staff members shall be given at least thirty (30) days' notice of termination unless otherwise agreed by the congregation.
- C. The resignation or termination of Church employees shall be handled by the Church body.

## **ARTICLE 3: DEACONS**

Section 1: Qualifications In accordance with the biblical meaning of the work and practice of Deacons, Deacons are to be servants of the Church selected on the basis of the scriptural qualifications found in Acts 6 and 1 Timothy 3. All Deacons must be ordained at Popes Creek Baptist Church by the Senior Pastor, unless previously ordained. One must be a member of the Church for at least one (1) year before being ordained as a Deacon.

Section 2: Nomination of New Deacon(s) The Deacon Body shall solicit from the Church body once a year, or as needed, recommendations for new Deacon candidates. These recommendations may be made to the Senior Pastor or to any member of the Deacon Body. The Senior Pastor and the Deacon body will meet to discuss all candidates. Up consideration, the Senior Pastor and the Chairperson of the Deacons will interview the candidate(s). There shall be no obligation to nominate someone as Deacon who has been a Deacon in another Church, nor shall there be any obligation to ordain all candidates who are recommended. Upon agreement from the Senior Pastor, Chairperson of the Deacons, and the candidate(s), the nominated individual will serve in a probationary period of at least 12 months as a Junior Deacon prior to being officially ordained by the Senior Pastor.

Section 3: Election of New Deacon(s) Deacons shall be ordained by the Senior Pastor and officially recorded as such in the following regularly scheduled Church Business meeting. There shall be no limit on the number of Deacons ordained at one particular time, but the Church Body should strive to maintain a minimum of six active Deacons.

Section 4: Term of Office Deacons shall remain in office until a) Resignation; b) Death; c) Removed from office by Church action; or d) Becoming a non-resident (living in excess of 50 miles from Popes Creek Baptist Church). The Deacons terms are to begin immediately following ordination. Based on need,

Deacons may elect or be directed to rotate from an active status to an inactive status or vice versa. Rotation may be necessary to allow for other Deacon growth or for one's personal needs. Regardless of reasoning for rotation of status, a Deacon is still held biblically to roles that one was ordained to. Considerations for rotations will be discussed annually amongst the Senior Pastor and Deacon Body.

Section 5: Duties Deacons shall assist the Senior Pastor in ministering to the spiritual, physical, and emotional needs of the congregation. They shall:

- Serve as a council of advice and support to the Senior Pastor.
- Promote the spiritual growth of the Church.
- Provide for the observance of the ordinances.
- Conduct the annual evaluation of the Pastor.
- Contact any new visitors within five (5) days of their visit.
- Meetings to be held once a month which can include any outreach gatherings
- Each Deacon will have families assigned to them and be in contact with them monthly.
- Reviewing any benevolent request submitted to the Church with the Senior Pastor.

Section 6: Organizations The Deacon Body shall arrange regular meetings and shall organize themselves as necessary to perform their duties. They shall annually select a Chairperson of the Deacon Body and other officers or positions as they feel necessary from among their membership. Chairperson cannot serve more than two (2) years in a row.

Section 7: Committee Assignments The Deacons shall bring names to the Nominating Committee for Deacons to be placed on committees as required in the Policy & Procedures Manual.

#### **ARTICLE 4: TRUSTEES**

Section 1: Election There shall be five (5) Trustees elected by the Church at a regular business meeting. They are to take office immediately upon their appointment by the Circuit Court of Westmoreland County. The election of new Trustees shall be conducted at a regular or called business meeting.

Trustees shall serve on a six (6) year rotational cycle. At the conclusion of the first six-year cycle following adoption of this documents, two (2) new Trustees shall be elected by the Church and two (2) Active Trustees shall rotate into Reserve status. At the end of the next rotational cycle, the Reserve Trustees will transfer back to Active; and 2 current Active Trustees will transfer to Reserve Trustee status. This rotation shall continue in this manner unless otherwise directed by a vote of the Church.

In the event of a vacancy the Board of Trustees and the Senior Pastor shall nominate for approval by the Church a Church member to fill the position. Trustees shall have the same spiritual qualifications as those of Deacons. In the event resignations are received, the remaining Trustees shall function until the Circuit Court approves those nominated to fill vacancies as outlined above; however, a minimum number of five (5) shall be maintained at all times. Trustees shall remain in office until a) Resignation; b) Death; c) Removed from office by Church action.

Section 2: Fiduciary Responsibility The Trustees shall serve as legal holders of Church property. They shall hold in trust all property belonging to the Church. Their authority is that delegated to them by the Church in a Church business meeting. Trustees shall act for the Church in the purchase and sale of property. They shall act in the best interests of the Church and must avoid all conflicts of interest. The Trustees shall counsel with the appropriate Church officers and committees in matters related to the Church properties. The Trustees shall maintain all Church legal documents in conjunction with the Church Clerk.

Section 3: Insurance Trustees shall take necessary measures for protection of Church property. They shall have charge of property and casualty insurance on the Church. They shall review the insurance policies of the Church at least annually and recommend changes in insurance coverage to meet the changing needs of the Church. Trustees shall prepare an annual report on the insurance needs of the Church and present the report at the annual Church business meeting.

Section 4: Building Repairs In the event any undertaking shall involve non-budgeted maintenance and repairs exceeding \$2,500 in cost per month, the Trustees shall secure the prior approval of the Church, unless unique circumstances dictate that immediate repairs be made. In such case, the Trustees shall initiate action. Such repairs shall be reported in the next regular business meeting.

Section 5: Contracts The Trustees shall execute all contracts on behalf of the Church; some examples could be Sexton, snow removal, grass cutting, etc.

Section 6: Meetings The Trustees shall hold at least one meeting annually and shall be empowered to elect their own chairperson. They shall make a report to the Church at the regular Church business meeting.

Section 7: Committee Assignments The Trustees shall bring names to the Nominating Committee for trustees to be placed on committees as required in the Policy & Procedures Manual.

## **ARTICLE 5: OFFICERS**

Section 1: Election The Nominating Committee shall nominate Church members to serve in each of these positions:

- A. Clerk and Assistant Clerk
- B. Moderator and Assistant Moderator
- C. Treasurer and Assistant Treasurer
- D. Financial Secretary and Assistant Financial Secretary
- E. Director and Assistant Director of Sunday School
- F. Church Secretary and Assistant Church Secretary

Church members to fill these positions shall be nominated and approved annually. They shall be eligible to succeed themselves.

Section 2: Term of Office The term of office for all positions shall be January 1<sup>st</sup> through December 31<sup>st</sup> unless provided otherwise in the governing documents.

### Section 3: Clerk and Assistant Clerk

- A. Duties
  - 1) Keep a full and faithful account of proceedings of the business meetings of the Church
  - 2) Keep the Church roll, securing and granting letters of recommendation for those coming into or leaving the membership of our Church, the granting of such letters to be kept with provisions as set forth in the governing documents.
  - 3) If action is taken affecting either the personal or official Church relations of a member of the ministerial staff or the congregation as in the case of election of Church leaders, reports, or discipline, etc, the Clerk shall officially notify the member or group of such action when an address is known.
  - 4) Make a statistical report at the quarterly and annual meetings of the Church.
  - 5) Publish an annual Church Directory.
  - 6) Maintain all working papers and valuable records in good condition for safe storage.
- B. Assistant Clerk Perform the duties of the Clerk in the Clerk's absence.

### Section 4: Moderator and Assistant Moderator

- A. Duties
  - 1) Preside at all Church Business Meetings
  - 2) Conduct the meeting in a fair and orderly fashion allowing opportunity for multiple viewpoints to voice explanations, opinions, and discussion as necessary.
  - 3) Assign tellers to tally and report the voting results of all ballot votes.
  - 4) Conduct meetings according to Roberts Rules of Order at all times unless in conflict with the governing documents.
- B. Assistant Moderator Perform the duties of Moderator in the Moderator's absence.

#### Section 5: Treasurer and Assistant Treasurer

##### A. Duties

- 1) Monitor the availability of funds to meet budgeted expenditures; declare a state of financial crisis when funds are insufficient to meet obligations over a prolonged period of time; advise the Church body on which obligations to pay during a state of financial crisis.
- 2) Authorize expenditures as approved by the Church to meet the Church's financial obligations.
- 3) Manage and invest all funds (designated and undesignated) and financial gifts (non-material) given to the Church.
- 4) Prepare checks to pay the salaries authorized by the Church, and the bills incurred which are provided for in the Church budget or have been approved by the Church. Before payment, all bills must be approved and supported by a sales slip, bill, or voucher signed by the payee.
- 5) Maintain records of all contributions, expenses and disbursements. Keep accurate account of all receipts and expenditures.
- 6) Manage all Church banking records and bank accounts. Have custody of all funds allocated for the local and current expenses of the Church.
- 7) Present a written report at each regular business meeting of expenses and income.
- 8) Reconcile bank statements

B. Assistant Treasurer Perform the duties of the Treasurer in the Treasurer's absence.

#### Section 6: Financial and Assistant Financial Secretary

##### A. Duties

- 1) Receives a weekly record from the Tellers of the designated gifts to the Church and record these amounts.
- 2) Prepare and distribute records of contributions, when requested or required but not less than annually following the end of the calendar year, to all members contributing designated funds.

B. Assistant Financial Secretary Perform the duties of the Financial Secretary in the Financial Secretary's absence.

#### Section 7: Director and Assistant Director of Sunday School

##### A. Duties

- 1) Enlist Sunday School Teachers, and other leaders as needed and present to the Church for approval.
- 2) Coordinate the overall Sunday School programs of the Church
- 3) Coordinate other Sunday School committees as necessary.
- 4) Order items needed for classroom supplies

B. Assistant Director of Sunday School Performs the duties of the Director of Sunday School in the Director's absence.

GUIDELINE: Sunday School teachers should be Church members.

#### Section 8: Church Secretary

- A. Duties Assist the Senior Pastor and Church members in matters not specifically assigned elsewhere.
- B. Track Attendance
- C. Updates and print bulletin for Sunday morning
- D. Creates and distributes monthly calendar
- E. Retrieves any voicemails

- F. Send any communication needed out via email
- G. Reminds church body every 5 years (years ending in 5 or 0) that the By-Laws need to be reviewed and updated if needed.

## **ARTICLE 6: COMMITTEES**

Section 1: Organization The additional ministry of the Church shall be organized into Committees and Subcommittees.

Each committee shall be assigned responsibility for a set of similar functions of ministry and shall be led by a chairperson. The functions of the committees shall be assigned in the PCBC Policies and Procedures Manual.

Section 2: Committee Membership: The elected membership of each committee shall be composed of Church members. Members of the committees may serve in consecutive years.

### Section 3: Authority

- A. Each committee shall organize and conduct meetings of the whole or its parts to carry out its functions as defined in the PCBC Policies and Procedures Manual. Committees shall budget and spend funds as allocated in the Church budget except during times of financial crisis as communicated by the Treasurer. During such times, committees shall consult with the Treasurer for approval before spending budgeted funds.
- B. No committee shall have final authority within itself. All committees shall be directly responsible to the Church. Recommendations on matters having to do with finances, personnel change of policy, or important changes to the Church program are to be brought to the Church for discussion and approval. Prior to presentation to the Church, committees are advised to present recommendations to the Senior Pastor and Deacon Body for discussion and counsel.

### Section 4: Committee Chairperson

- A. The committee chairperson shall be a member of the Church and is responsible for
  - 1) Setting the time and place of meetings,
  - 2) Contacting committee members for agenda items.
  - 3) Preparing the agenda
  - 4) Notifying all committee members in advance of the meeting,
  - 5) Conducting the meeting,
  - 6) Preparing and distributing meeting minutes as needed.

### Section 5: Additional Committees

Additional committees shall be appointed as needed to carry on the business of the Church.

## **ARTICLE 7: CHAIRPERSON**

Section 1: Election The Nominating Committee shall nominate Church members to serve in each Chairperson position, unless otherwise specified in the governing documents.

Section 2: Duties The duties of the Chairperson and the committees they represent are spelled out in the Policies and Procedures Manual.

## **ARTICLE 8: GENERAL PROVISIONS**

Section 1: Covenant The covenant of the Church shall be as adopted. It shall be read periodically at worship service.

Section 2: Church Year The Church year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>, and all annual reports shall be for this term except the financial statements, budgets and certain other reports as deemed advisable. The financial year shall be from January 1 to December 31.

Section 3: Worship Services Regular worship services shall be held each Sunday. A weekly Bible Study service shall be held on an evening mid-week. By vote of the Church, the time for the regular services may be changed or omitted. In case of an emergency, services may be changed or cancelled by the Pastor after consulting with the Chairperson of the Deacon Body.

Section 4: Business Meetings The Church shall hold a regular business meeting on the second Sunday every other month starting in January. The budget meeting shall be held in October with a special voting in November.

Section 5: Special Business Meetings Special business meetings of the Church may be called at any time by the Senior Pastor or by the Trustees at the request of any committee of the Church, after conferring with the Pastor and Deacon Body, provided however that any such meeting to be held on a mid-week evening must be announced at the morning service on the preceding Sunday. No business shall be transacted at such meetings except for that which the meetings were called.

Section 6: Quorum for Voting A minimum of fifteen (15) members of the Church body shall be present to constitute a quorum at any business meeting of the Church. Every member of the Church present at the business meeting shall have the right to vote on all questions under consideration.

Section 7: Use of Premises The Church buildings or premises shall not be used for secular meetings or by groups outside the Church except by permission of the Church or the Trustees. No function for which an admission fee is charged shall be allowed on the Church premises except by permission of the Church. Under no conditions will alcoholic be allowed on the Church grounds or in the Church buildings.

Section 8: Events for Profit Neither the Church nor any Church organization shall conduct in the name of the Church any sales, raffles, or entertainment either at the Church or any other place for the purpose of raising money for any cause except for projects that have received prior approval by the Church. This shall not be construed to forbid the payment of an amount to defray ministry costs such as suppers for Church organizations.

Section 9: Nominations from the Floor Before engaging in any election of committees, Church officers or other positions of the Church, ample opportunity shall be given for nominations from the floor.

### Section 10: Communion Service

- A. The ordinance of the Communion Service shall be administered on the first Sunday of each month at the morning service. The Senior Pastor and Deacon Body may change the time of the Communion Service whenever necessary to harmonize with the Church program or to better serve the needs of our members.
- B. If for some reason the Senior Pastor is unable to preside at the ordinance of the Communion Service, the Associate Pastor or the Youth Pastor will preside. If for some reason there is not a Pastor present, the Chairperson of the Deacon Body shall preside.

Section 11: Budget Method The unified budget system with the following exceptions shall be the Church's method to raise funds for all ministries except as provided elsewhere in the governing documents. Special offerings may include:

- A. Foreign Missions
- B. Home Missions
- C. State Missions
- D. Association Missions
- E. Any other special offering approved by the Church

**ARTICLE 9: ADOPTION AND DISTRIBUTION OF BY-LAWS**

These by-laws shall use the adoption and amendment procedures as stated in Article 9 of the Constitution.

**PCBC ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**ARTICLE 1: ORGANIZATIONAL POLICIES**

Section 1: Elections

The Nominating Committee shall nominate Church members to serve as officers and directors, unless otherwise specified in the governing documents. The Committee should also nominate candidates for other job positions as defined in the governing documents. Nominees are to be vetted by the Senior Pastor and Deacon Body and then elected by the Church body formally by vote during a scheduled business meeting.

Section 2: Organization

Certain functions of the Church shall be organized into six Coordinating Committees as defined in Article 2. Each Coordinating Committee shall be assigned responsibility for coordinating the activities of a set of similar functions, with various responsibilities assigned to the appropriate groups.

Section 3: Coordinating Committee Leadership

Each Coordinating Committee shall select a chairperson from its committee members. The chairperson shall represent the committee on the Church Council.

Section 4: Meetings

Each Coordinating Committee shall meet at least once per year to establish goals and plans for the coming year. Additional meetings may be scheduled as desired. Other committees shall establish their own meeting schedules.

Section 5: Chairpersons

Chairpersons shall be general administrative leaders and shall direct their programs' work. They shall prepare and submit to the Budget and Finance Committee proposed budgets for their budgets for their respective programs and make reports to the Church at regular business meetings.

Section 6: Youth Ministries

Each adult must complete and pass background check provided by the Church before being left alone with any youth. Only two (2) non-related adults can serve together.

**ARTICLE 2: COMMITTEES**

Section 1: Financial Committee

A. Charge: "We entrust you with the responsibility of educating the Church body concerning its personal obligation for underwriting each facet of the Vision Statement. We charge you to allocate the tithes, offerings, and gifts in a manner that best supports reaching and ministering to people in the name of Christ. We expect you to receive, record, invest, manage, and disperse all monies according to sound financial principles."

B. Membership: Treasurer, Financial Secretary, and Chairperson of Budget and Finance, Stewardship, and Tellers.

- Guideline: These positions should be held by separate individuals

C. Subcommittees:

C.1 Budget and Finance

- Elected Positions: Chairperson and four Members.

- Tasks:

1. Support the Church ministries through planning, preparing, and promoting the annual budget.

2. Monitor the budget and finances of the Church to support its daily operations
3. Make budget revisions as required at the Church's direction.

### C.2 Tellers

- Elected Positions: Chairperson and a minimum of three Tellers.
- Tasks: Coordinate the counting and recording of total weekly offerings given to the Church. Tellers will assist the Chairperson as required.
- Guidelines:
  1. The Teller Chairperson is responsible for coordinating the counting of weekly offerings and insuring the need for confidentiality.
  2. Each person must exercise strict confidentiality of gifts when counting monies.
  3. The Teller Chairperson will review counting procedures with the Auditor.
  4. The Teller Chairperson shall appoint alternate Tellers as required.

### Section 2: Buildings and Grounds Committee

- A. Charge: "We charge you to provide facilities conducive to worship, Bible Study, fellowship, and ministry. Teach us to care for our buildings and grounds as a spiritual work that reflects our devotion to God. We challenge you to seek creative ways to meet ministry needs with our facilities."
- B. Membership: One Trustee, one Deacon, and three Elected Members. A Trustee and Deacon will be appointed by their respective organizations.

#### Tasks:

1. Prepare budget recommendations for maintenance and development of properties and equipment.
2. Consult with program leaders for space allocation and future needs.
3. Recommend changes in use of facilities and space.
4. Inspect all Church properties periodically.
5. Develop and maintain an inventory and schedule of maintenance for all equipment and properties.
6. Maintain the buildings, grounds, and equipment of the Church in good condition.
7. Recommend repairs to the buildings, grounds, and equipment.
8. Initiate authorized maintenance and repairs.
9. Evaluate requests to alter the landscaping, the property, grounds, interior or exterior of the buildings and make recommendations to the Trustees. Maintain the décor of all Church buildings consistent with the use.
10. Receive material gifts to the Church (non-monetary gifts) and put them to best use in keeping with the décor of the facilities.
11. Evaluate, prepare, and present recommendations to Trustees for structural changes or additions to the facilities.
12. Issue keys to the proper persons and maintain list of keys issued.
13. Special projects positions may be requested by the chairperson as required.

### Section 3: Nominating Committee

- A. Charge: “We charge you to provide comprehensive administrative support to the Church by recruiting leaders to fulfill ministerial duties from within the church body and equipping them with the resources and information necessary to succeed”.
- B. Membership: Five members (Chairperson to be elected by the members).

#### Tasks:

1. Develop and implement an annual campaign to recruit Church members to fill elected positions.
2. Remind other groups to appoint or enlist members to fill various positions as required in the governing documents and inform the Nominating Committee. (See Appendix B)
3. Prepare a list of nominees and those selected by other groups and present it to the Church no later than August 31<sup>st</sup>.
4. Secure replacements for elected positions as needed.
5. Develop and maintain lists of potential volunteers.
6. Maintain a posted list outlining who is on what committee
7. Nominating list to be due to the Senior Pastor and Deacon Body by October and voted on at the November business meeting.

### Section 4: Missions Committee

- A. Charge: “We charge you to lead our Church to a deeper spiritual concern for missions. Build a spirit of lay renewal in our congregation through involvement in mission activities. Coordinate and direct our efforts in both in-reach and out-reach ministries. Encourage us to live the Great Commission.
- “Therefore go and make disciples in all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teach these new disciples to obey all the commands I have given you; and be sure of this – that I am with you always, even to the end of the world.” Matthew 28: 19-20
- B. Membership: One Chairperson and additional members.

#### Tasks:

1. Review requests and act as liaison for ad hoc missions’ groups. Provide advice and suggestions on aim, timing, and implementation.
2. Gather information as needed to present requests to Church Council
3. Develop knowledge of opportunities for volunteer Christian Service. Become acquainted with leadership of groups offering such opportunities.
4. Coordinate opportunities for volunteer Christian service in the greater community, Virginia, the U.S., and foreign countries.
5. Main current list of service opportunities, locations, needs, requirements, and contacts.
6. Study and recommend to the Church areas of mission out-reach.
7. Plan and coordinate at least one (1) Church-wide mission project annually.
8. Act as the liaison between the Virginia Baptist Resource Center and the Church.
9. Jointly develop and implement with the Pastor an aggressive perennial ministry of evangelism through Church. Employ education, personnel evangelism, events, and people discover techniques to grow an evangelistic Church with a constant emphasis on witness training, evangelism awareness, and ministry needs of unchurched people.
10. Direct and coordinate the in-reach ministry to our Church memberships.
11. Study the benevolence needs of Church families and community members, design a plan for meeting needs, and administer the plan.

Guidelines: The out-reach ministry and the in-reach ministry are to be coordinated with similar efforts by the Church Council.

#### Section 5: Worship Assistance Committee

- A. Charge: “The worship of God is the heart of the Christian’s experiencing the Church. We charge you to evaluate and enhance the worship involvement of all participants.”
- B. Membership: Chairperson of Media Equipment Services, Church Decorations, Ordinances, and Music-
- C. Subcommittees:

##### C.1 Media Equipment Services

Elected Positions: Chairperson and Assistant

##### Tasks:

1. Enlist Church members to serve as technicians and direct and coordinate their activities.
2. Provide for the operation of the sound system, video equipment, and computer.
3. Record Church services as directed by the ministerial staff or the Christian Development Committee.
4. Implement a maintenance program for the upkeep of the sound system, video equipment and computer.
5. Recommend changes to the sound system, video equipment, and the computer.

##### C.2 Security

Appointed Positions: Chairperson and Assistant

##### Tasks:

1. Ensure the safety of the church body during services
2. Create emergency plans for various situations
3. Oversee maintenance and technology for security cameras
4. Monitor security cameras during services

##### Guidelines:

Only members who are permitted by the state to conceal carry may do so including the appointed security team.

#### Section 6: Cemetery

History: The PCBC Cemetery consists of three sections. The original section, known as the “old cemetery”, is located on the east side of the sanctuary and furthest from Kings Highway. The “new cemetery” is adjacent to the old cemetery and borders Kings Highway. The section on the west side of PCBC was donated by William M. Walker, Jr., and the Scott family of Warsaw in 1998. The only records that exist are for the “new cemetery” which was established in the early 40’s. Any records of the “old cemetery” were probably destroyed when the previous Church buildings burned. There are no records of the portion donated in 1998.

- A. Charge: “We entrust you to monitor, maintain, and protect this area as a ‘Holy Place’ set aside by the Membership of PCBC to be a final resting place for their loved ones.”
- B. Membership: Two (2) Trustees, one (1) Deacon, and one (1) Elected Member. Trustees and Deacon will be appointed by their respective organizations.

C. Tasks:

1. Maintain an accurate record of all lots in the “new cemetery” and their owners.
2. Extend, only to PCBC members, the opportunity to obtain a family plot.
3. Ensure that all lots are marked by four cornerstones, within the lot, as soon as possible. (Responsibility of the lot owner.)
4. Implement all charges and/or fees for those lots as set by the Church membership at a regularly scheduled business meeting. These charges shall be binding on the committee.
5. Notify all new lot owners that the planting of trees and/or shrubbery in the cemetery is against Church policy.
6. Place and remove American flags on all veterans’ graves for Armistice Day.
7. Monitor all grave sites for sinkage.
8. Monitor instability or damage of tombstones and notify Church and family immediately.
9. Maintain good rapport with all local funeral directors to ensure the following:
  - a) Meet at the Church, with the funeral director or his agent prior to any earth movement.
  - b) That we have the correct lot and grave site.
  - c) Appropriate placement of any extra earth.
  - d) That all interments have vaults.
  - e) Proper placement of any head or cornerstones.
  - f) Respect for the proper functions of walkways and roadways within the cemetery.

Guideline:

This committee completes its charge and answers directly to the Board of Trustees.

Section 7: Audit

- A. Charge: “We charge you with the responsibility to verify accuracy of financial reports and ensure that we are using appropriate accounting procedures.”
- B. Membership: Auditor and Assistant. One shall be a church member.
- C. Tasks:
  1. Prepare an annual report independent of the Financial Committee giving an opinion on the state of the Church’s financial records. Present the report at the first quarter business meeting.
  2. Review financial actions and reports of committees to meet the requirements of the governing documents. Prepare an annual report for the Church no later than the second quarter business meeting.
  3. Review procedures for record-keeping and processing financial transactions. Make recommendations to committee directors or chairpersons.

Section 8: Vacation Bible School

- A. Charge: “We charge you with the responsibility of coordinating and planning the Church’s annual Vacation Bible School.”
- B. Membership: Chairperson and Assistant in addition to other members
- C. Tasks:
  1. Plan and conduct VBS program.
  2. Establish date and coordinate with Church calendar.
  3. Procure VBS materials.
  4. Enlist support personnel as necessary

Section 9: Fellowship Committee

- A. Charge: “We charge you with the responsibility of creating and supporting Church fellowship and outreach events throughout the year.”

B. Membership: Chairperson and assistant plus other members

C. Tasks:

1. Plan and coordinate Church events throughout year.
2. Maintain and share accurate Church calendar of events.
3. Recruit volunteers to serve at events.
4. Ensure events meet the Church mission and represent the Church body positively in the community.
5. Market events both within the Church and in the greater community.

#### Section 10: Church Social Committee

A. Charge: “We charge you with the responsibility of supporting church luncheons, both regularly scheduled and as needed for funerals and such.”

B. Membership: Chairperson and Assistant plus other members as needed.

C. Tasks:

1. Coordinate Church-wide receptions, dinners, etc.
2. Develop policies and procedures for the use of the kitchen.
3. Coordinate the use of the kitchen facilities and schedule the kitchen calendar.
4. Maintain and purchase basic kitchen supplies and prepare food when required.
5. Solicit help from the Church body to assist as needed.

### **ARTICLE 3: ADOPTION AND DISTRIBUTION OF PCBC ADMINISTRATIVE POLICIES AND PROCEDURES.**

#### Section 1: Adoption

To be adopted, this manual shall require two-thirds of the votes cast by the members at a regular or special meeting called for this purpose, provided, however, that they shall have been tabled for at least 28 days, after formal presentation to the Church and the announcement of the meeting. This manual shall become effective on and from the date of its adoption, and any previously adopted manual is hereby repealed.

#### Section 2: Amendment

- A. Any of the “suggestions” or “Appendices” may be amended, altered, or repealed at the discretion of any of the ministerial staff or any Committee chairperson.
- B. Any of the “Tasks” or “Guidelines” may be amended, altered, or repealed by approval of the Church by a simple majority vote of members present and voting at a Church business meeting. Prior notification of such action is not necessary.
- C. Any of the “Charge” statements of this document may be amended, altered, or repealed by two-thirds of the members present and voting at a Church business meeting. Prior notification of such action is not necessary.
- D. The Clerk shall promptly show all such changes and shall maintain an amended copy.
- E. Any actions to amend, alter, or repeal any portion of this document shall be reported verbally and in writing at the next bi-monthly business meeting.

#### Section 3: Distribution of Manual

This manual shall use the distribution procedures as stated in Article 9 of the Constitution.

#### Section 4: Review

Review of PCBC Administrative Policies and Procedures Manual follows the same procedures as stated in Article 9 of the Constitution.

**APPENDIX A: Elected Positions to be filled by the Nominating Committee.**

**CHURCH OFFICERS (11)**

Clerk and Assistant  
Moderator and Assistant  
Treasurer and Assistant  
Financial Secretary and Assistant  
Church Secretary  
Sunday School Director and Assistant

**COMMITTEES (14)**

- A. Financial Committee (6)
  - 1. Budget and Finance (5)  
Chairperson  
Four Members
  - 2. Tellers (1)  
Appointed Chairperson (chairperson will recruit 3 additional tellers)
- B. Buildings and Grounds Committee (3)  
Three Members  
Note: One Trustee and One Deacon will be appointed to serve on this committee by their respective organizations in addition to the nominated members.
- C. Nominating Committee (5)
  - 1. Nominating (5)  
Five Members
- D. Missions Committee (1)  
Chairperson (1)
- E. Worship Assistance Committee (19)
  - 1. Media Services (2)  
Appointed Chairperson and assistant Chairperson
  - 2. Church Decorations (2)  
Appointed Chairperson and assistant Chairperson
  - 3. Ordinances (4)  
Appointed Chairperson and three members
  - 4. Cemetery (1)  
One Member  
Note: Two Trustees and One Deacon will be appointed by their respective groups.
  - 5. Audit Committee (2)  
Appointed Auditor and Assistant
  - 6. Vacation Bible School (2)  
Appointed Chairperson and assistant Chairperson
  - 7. Fellowship Committee (2)  
Appointed Chairperson and assistant Chairperson
  - 8. Social Committee (2)  
Appointed Chairperson and assistant Chairperson

**APPENDIX B: Groups or positions requiring appointed or enlisted members, NOT filled by the Nominating Committee.**

Building and Grounds (Trustee and Deacon)  
Church Decorations (Flower Providers)  
Cemetery (Two Trustees and One Deacon)  
Vacation Bible School (Support Personnel)  
Sunday School (Sunday School Teachers and Secretary)  
Security- provided by Deacons

POPES CREEK BAPTIST CHURCH  
CONSTITUTION  
BY-LAWS  
POLICIES & PROCEDURES MANUAL

Adopted on April 12, 2026 and signed by the Senior Pastor, Chairperson of the Trustees,  
Chairperson of the Deacons, and Church Clerk below.

James Preston  
Senior Pastor, printed

[Signature]  
Senior Pastor, signed

5/17/26  
Date

Joyce A Tate  
Chairperson of Trustees, printed

[Signature]  
Chairperson of Trustees, signed

5/17/26  
Date

JAMES M. MARKS  
Chairperson of Deacons, printed

[Signature]  
Chairperson of Deacons, signed

5-17-2026  
Date

Callie Brown  
Church Clerk, printed

[Signature]  
Church Clerk, signed

5/17/26  
Date