

**THE CAPE CHARLES BAPTIST CHURCH
CAPE CHARLES, VIRGINIA**

CONSTITUTION

**(Adopted March 11, 2007 and Amended January 10, 2010, April 11, 2010,
August 28, 2011, and October 19, 2014)**

PREAMBLE

In order to preserve and make secure the principles of our faith, to ensure that this body be governed in an orderly manner, and to establish the relationship of this body to other bodies consistent with the accepted tenets of Missionary Baptist Churches affiliated with the Baptist General Association of Virginia and the Southern Baptist Convention, we do declare and establish this Constitution.

ARTICLE I: NAME

The name of this body shall be: **THE CAPE CHARLES BAPTIST CHURCH of CAPE CHARLES, VIRGINIA.** [In this document The Cape Charles Baptist Church of Cape Charles, Virginia may also be referred to as the “Church” or “this Church.”]

ARTICLE II: MISSION STATEMENT

To the Glory of God, as led by the Holy Spirit, Cape Charles Baptist Church mobilizes the body of Christ to share Jesus' love at strategic locations in communities of the lower Eastern Shore, by leveraging networks to meet needs, break adverse strongholds and establish the tangible presence of God according to His will.

ARTICLE III: AFFILIATIONS

The government of this Church is vested in the body of members who compose it, and shall remain an autonomous body in all matters relating to its internal affairs. However, we recognize that there may be opportunities to cooperate with organizations whose mission coincides with ours. We believe that the Baptist General Association of Virginia and the Southern Baptist Convention are such organizations, and we agree to participate in these organizations by supporting those causes these organizations propose and represent.

ARTICLE IV: ADMINISTRATION

By-Laws shall be established that shall not compromise or conflict with this Constitution. The By-Laws shall be established, and may be amended, for the purpose of defining how this Church will be administrated, operated, and maintained.

ARTICLE V: ADOPTION AND AMENDMENTS

Notes required: This Constitution shall be adopted at a special meeting to consider the adoption of this Constitution in which a Quorum is present and two-thirds (2/3) of those voting approve the Constitution by voting either in person or by representation by an approved proxy. Proxies shall be counted in establishing a quorum.

This Constitution may be amended or repealed only at a special meeting to consider the amending or repealing of this Constitution in which a Quorum is present and two-thirds (2/3) of those voting approve the amending or repealing of this Constitution by voting either in person or by representation by an approved proxy. Again, Proxies shall be counted in establishing a quorum.

Notice: (1) Any action to adopt, amend or repeal this Constitution shall require notice of not less than thirty (30) days in advance of the meeting at which the proposal will be voted upon. Notice may be accomplished by publication in the Sunday morning worship service bulletin or by announcement during the Sunday morning worship service by either the Pastor or the Chairman of the Deacons.

Notice: (2) Should the fellowship of this Church become disrupted so as to cause a division of the membership body, all properties of the Church shall belong to the group that adheres to the principles of this Constitution.

**THE CAPE CHARLES BAPTIST CHURCH
CAPE CHARLES, VIRGINIA**

BY-LAWS

(Adopted March 11, 2007 and Amended January 10, 2010, April 11, 2010 and August 28, 2011)

[In this document The Cape Charles Baptist Church of Cape Charles, Virginia may also be referred to as the “Church” or “this Church.”]

ARTICLE I: PURPOSE

These By-Laws shall not compromise or conflict with the Constitution of this Church. These By-Laws shall be maintained to ensure that this body shall be governed in an orderly manner.

ARTICLE II: ADOPTION AND AMENDMENTS

The By-Laws may be amended to assure the necessary and appropriate administration, operation and maintenance of this Church.

Votes required: These By-Laws shall be adopted at a special meeting to consider the adoption of these By-Laws in which a Quorum is present and two-thirds (2/3) of those voting approve the By-Laws by voting either in person or by representation by an approved proxy. Proxies shall be counted in establishing a quorum.

These By-Laws may be amended or repealed only at a special meeting to consider the amending or repealing of these By-Laws in which a Quorum is present and two-thirds (2/3) of those voting approve the amending or repealing of these By-Laws by voting either in person or by representation by an approved proxy. Again, Proxies shall be counted in establishing a quorum.

Notice: Any action to adopt, amend or repeal these By-Laws shall require notice of not less than thirty (30) days in advance of the meeting at which the proposal will be voted upon. Notice may be accomplished by publication in the Sunday morning worship service bulletin or by announcement during the Sunday morning worship service by either the Pastor or the Chairman of the Deacons.

ARTICLE III: CHURCH OFFICERS

The officers of this Church shall be a Pastor, Deacons, Trustees, a Moderator, a Clerk, a Treasurer, and a Financial Secretary, each of whom shall be members of this Church and each of whom shall have been properly elected to serve. With the exception of the Pastor, these officers shall be elected by majority vote of those voting either in person or by representation by an approved proxy at a business meeting. Proxies shall be counted in establishing a quorum.

No election may be held until all Church members have been informed of the election thirty (30) days in advance of the meeting at which the election shall occur. The Church Officers shall attend quarterly business meetings, or more often if necessary.

Section A: Pastor

Whenever a Pastorate vacancy occurs, a committee of not less than five (5) of the elected and currently serving Church Officers shall be charged with the duty of locating, interviewing and recommending a new Pastor. The Church Officers shall present a Pastor-elect who closely holds to the principles set forth in The Book of Acts 6:3 and in I Timothy 3:8-16. The vote to elect or reject the recommended Pastor-elect shall be held at a special meeting called for that purpose. A Pastor shall be elected when three-fourths (3/4) of those members of the Church vote either in person or by representation by an approved proxy in favor of accepting the committee's recommendation. Proxies shall be counted in establishing a Quorum. The committee shall bring only one Pastorate recommendation at a time for consideration by the Church. This process shall be repeated until a Pastor is elected.

The Pastor shall be an ex-officio member of all boards, committees and organizations affiliated with the Church. The Pastor shall have charge of the pulpit ministry of the Church, and provide for pulpit supply in his absence.

The Pastor shall serve until the relationship is terminated at the request of either the Pastor or the Church. In either case, thirty (30) days written notice shall be given. If proceedings to dismiss a Pastor are initiated by the Church, a meeting must be held in which a Quorum is present and three-fourths (3/4) of those voting agree to dismiss the Pastor by voting either in person or by representation by an approved proxy. Proxies shall be counted in establishing a quorum.

Notice of the meeting to vote on dismissal must be made by the Chairman of the Deacons from the pulpit at least one week preceding the meeting.

Section B: Deacons

The Church shall have not less than five (5) Deacons, each of whom shall have been ordained and meet the moral and spiritual qualifications set forth in The Book of Acts 6:3 and in I Timothy 3:8-16. The Deacons shall be elected from the adult membership of the Church. The Deacons shall be elected for a term of three (3) years, with one-third (1/3) of the number being elected each year. They shall be eligible for re-election.

During the first meeting of the Church year, the Deacons shall organize themselves for work by choosing a Chairman and other officers as needed to discharge their duties. Either the Pastor or the Chairman of the Deacons may call the Deacons for special meetings. The Deacons shall make a written annual report to the Church at the end of each Church year.

The Deacons shall author a Church Covenant that will be the standard upon which all Church members' activities and lifestyles are to be modeled.

Section C: Trustees

The Church shall have a Board of Trustees consisting of at least three (3) members elected from the adult membership of the Church for the term of three (3) years, with at least one (1) being elected each year. The Trustees shall, as provided by law, hold in trust the title to all property of the Church, and shall represent the Church in all matters of legal responsibility. All contracts binding the Church shall be executed by the Chairman upon unanimous approval of the Trustees.

The Trustees shall not sell, mortgage or otherwise encumber the real estate or other Church property without approval at a special meeting called in accordance with the provisions of the laws of the Commonwealth of Virginia and the Constitution and By-Laws of Cape Charles Baptist Church. A Quorum must be present and two-thirds (2/3) of those voting must approve the transaction by voting either in person or by representation by an approved proxy. Proxies shall be counted in establishing a quorum.

The Board of Trustees shall choose its own Chairman and Secretary, and hold such meetings as are necessary to discharge its duties. The Trustees shall make a written annual report to the Church Officers at the end of each Church year.

The Trustees shall be indemnified by the Church for any individual liability they may suffer, including costs of defense, for any legal acts taken by the Trustees on behalf of the Church, provided that the Trustees act or fail to act on behalf of the Church in good faith and without gross negligence. Each Trustee shall also be capable of being bonded, at the Church's expense, to protect the church to the extent practical from a Trustee's wrongful or improper acts.

Section D: Treasurer

The Treasurer shall be elected annually. The Treasurer shall receive, keep in a bank, and disperse by check, all monies as provided in the Church's budget and/or ordered by the Finance Committee, or as designated by an individual donor, provided that the Deacons may, for appropriate and fully articulated reasons, refuse to accept a gift that requires specific use(s) of the gift. The Treasurer shall present a written quarterly report to the Church Officers, which shall be preserved by the Church Clerk. The Treasurer's books shall be audited annually by, or at the direction of, the Church Officers, exclusive of the Treasurer. All books, accounts and records kept by the Treasurer shall be considered property of the Church. The Treasurer shall be the Chairman of the Finance Committee.

The Treasurer shall be capable of being bonded, at the Church's expense, to protect the church to the extent practical from the Treasurer's wrongful or improper acts.

Section E: Clerk

The Clerk shall be elected annually. The Clerk shall attend all business meetings of the Church and shall keep a written record of all business proceedings of the Church. The Clerk shall provide the names of new members of the Church to the Finance Committee. The Clerk shall maintain a record of all members, noting any changes in membership that may occur, and at the end of each Church year, provide a complete membership list to the Church Officers.

Section F: Financial Secretary

The Financial Secretary shall be elected annually. The Financial Secretary shall have charge over all monies collected during Sunday services and during all other scheduled special services. All monies collected shall be turned over to the Treasurer weekly. The Financial Secretary shall solely keep, record, and issue calendar year-end individual statements to each member of the Church.

The Financial Secretary shall be capable of being bonded, at the Church's expense, to protect the church to the extent practical from the Financial Secretary's wrongful or improper acts.

ARTICLE IV: RECEPTION OF MEMBERS

Any person professing faith in the Lord Jesus Christ, giving evidence of having accepted the principles of our Church Covenant, and having been baptized by immersion, will be received into membership. Members of other Baptist Churches, upon giving evidence of having accepted the principles of our Church Covenant, and who present letters of transfer and recommendation, will be received into membership.

ARTICLE V: DISMISSAL OF MEMBERS

Any member in good standing who desires to unite with another Christian Church shall, upon request, receive a letter of transfer and recommendation. Any member who joins another Church shall immediately be removed from our membership.

Any member who has not attended and who has not contributed to this Church for one (1) year, without reasonable justification, may be removed from membership. An extensive investigation and interview process by the Pastor and Deacons will be initiated before any member is removed from the rolls of the church. The purpose of these proceedings will be to counsel the delinquent member and to facilitate in any way possible that member's return to the active members roll. During this time the delinquent member may be placed in an "inactive member" status in which there are no voting privileges. This inactive member status will only be done with a unanimous vote of the Pastor and Deacons. Ultimately the purpose of these proceedings will be to restore the member to full fellowship if possible.

Any member who is deemed by the unanimous vote of the Deacons and the Pastor to be in violation of the Church Covenant and/or Biblical principles shall be counseled by the Pastor and/or the Deacons. If the counseled member remains in violation of the Church Covenant, said member may be removed from membership by a unanimous vote of the Deacons and Pastor. Again, the purpose of this counseling and intervention is to bring the offending member to repentance and to restore him to full fellowship.

ARTICLE VI: STANDING COMMITTEES

Section A: Nominating Committee

The Nominating Committee shall have five (5) members elected annually by majority vote of the Church. The Nominating Committee is charged with the responsibility of recommending qualified individuals to fill all elected positions within the Church's governing body. Thirty (30) days prior to the election of Church Officers, the Nominating Committee shall post a list of nominees on the Church's bulletin board. The Nominating Committee shall also select qualified individuals to fill positions on other committees that do not require election.

Section B: Finance Committee

The Finance Committee shall be composed of the following officers of the church: a representative from the Church Deacons, a representative from the Church Trustees, Church Mission Director, Financial Secretary, Treasurer, and Pastor. The Treasurer shall be the Chairman of the committee. The Finance Committee shall prepare annually a proposed budget to be presented to the Church not later than the first Sunday in November of each year. The budget shall be considered and approved by the members of the Church at any meeting called for that purpose. The approved budget shall guide the spending of the Church and the Treasurer shall submit reports at quarterly business meetings of the Church comparing actual spending and receipts to those anticipated in the approved budget. The budget may be amended as circumstances dictate subject to the consideration and approval by the members of the Church at any meeting called for that purpose.

ARTICLE VII: SCHEDULED MEETINGS

The Business Year of the Church shall run from January 1st through December 31st. Church Officers shall attend business meetings on the second Sunday of each quarter. A special meeting to nominate and elect Church Officers shall be held annually not later than the first Sunday in November. A special meeting to present the proposed budget shall be held not later than the first Sunday in November. Meetings may be held during which more than one topic may be considered and more than one purpose may be served. Church members may attend any and all Church meetings.

ARTICLE VIII: QUORUMS, MEMBERS, NOTICE & PROXIES

Quorums: Attendance of not less than two-thirds (2/3) of the members of the

Church, who may be present in person or represented by proxy, shall be required to lawfully conduct any meeting called for the purpose of adopting or amending the Constitution or By-Laws, hiring or discharging a Pastor, or mortgaging or selling real property owned by the Church. Attendance of not less than one-fourth (1/4) of the members of the Church, who may be present in person or represented by proxy, shall be required to lawfully conduct any meeting called for any other purpose.

Members: At any time a question arises as to whether a person is a member who shall be eligible to vote on any issue that may be addressed in any meeting of the Church, the Deacons shall be the final arbiter of such issues.

Notice: Written notice to all members shall be dispatched by mail to each members last known address, or shall be made by hand delivery not less than thirty (30) days before the date of any meeting called for the purpose of adopting or amending the Constitution or By-Laws, hiring or discharging a Pastor, or mortgaging or selling real property owned by the Church. Notice to members of any meeting called for any other purpose shall be sufficient if the notice is printed in the Sunday morning worship service bulletin or announced by the Pastor or the Chairman of the Deacons from the pulpit during the Sunday morning worship service not less than two weeks before the meeting.

Proxies: Any member of the Church may give a written proxy to another member of the Church for the purpose of voting on behalf of the member issuing the proxy at any meeting held by the Church.

The primary purpose for the use of Proxies is to allow those who might be ill, injured, hospitalized or out-of-town to still be able to actively participate in the business of the church when they might otherwise not be able to do so. However, any Proxy that is issued will be valid for only one particular meeting as designated on the approved Proxy card or for any subsequent special called meeting that might be necessary for further action. However, the original Proxy will only be valid for up to 30 days. Any Proxy issued may be revoked by the issuer at any time prior to a vote being taken at that particular meeting.

The Proxy must be in writing on an approved Cape Charles Baptist Church Proxy form, signed by the member issuing the proxy and by the Deacon or Pastor who provides the form. The Proxy shall indicate that the person giving the Proxy understands the purpose or purposes of the meeting for which the proxy has been given.

Prior to the voting on any issue before the Church, the Moderator of any business meeting will ask if there are any Proxies. Proxies will be collected and given

to the clerk for recording. If paper ballots are used, the appropriate number of ballots will be given to the Proxy to record his/her vote as well as the vote(s) of all persons the Proxy is representing. If hand or voice votes are used appropriate accommodations will be made to accurately record these Proxy votes.

**THE CAPE CHARLES BAPTIST CHURCH
CAPE CHARLES, VIRGINIA**

CHURCH COVENANT

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior, and by profession of faith having been baptized in the name of the Father, Son, and Holy Spirit, we most solemnly enter into this Covenant with one another as one body in Christ.

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

We agree to establish and maintain family devotions, to religiously educate our children, and to seek the salvation of our kindred and acquaintances. We further agree to be just in our dealings, faithful in our engagements and exemplary in our deportment.

We pledge to watch over one another in brotherly love, to pray for each other, to aid each other in times of sickness or distress, to cultivate Christian sympathy in feeling, and Christian courtesy in speech, being slow to anger and eager to seek reconciliation.

If we must relocate away from this Christian body, we shall as soon as possible unite with another Christian Church where we can carry out the spirit of this Covenant and the principles of God's Word.