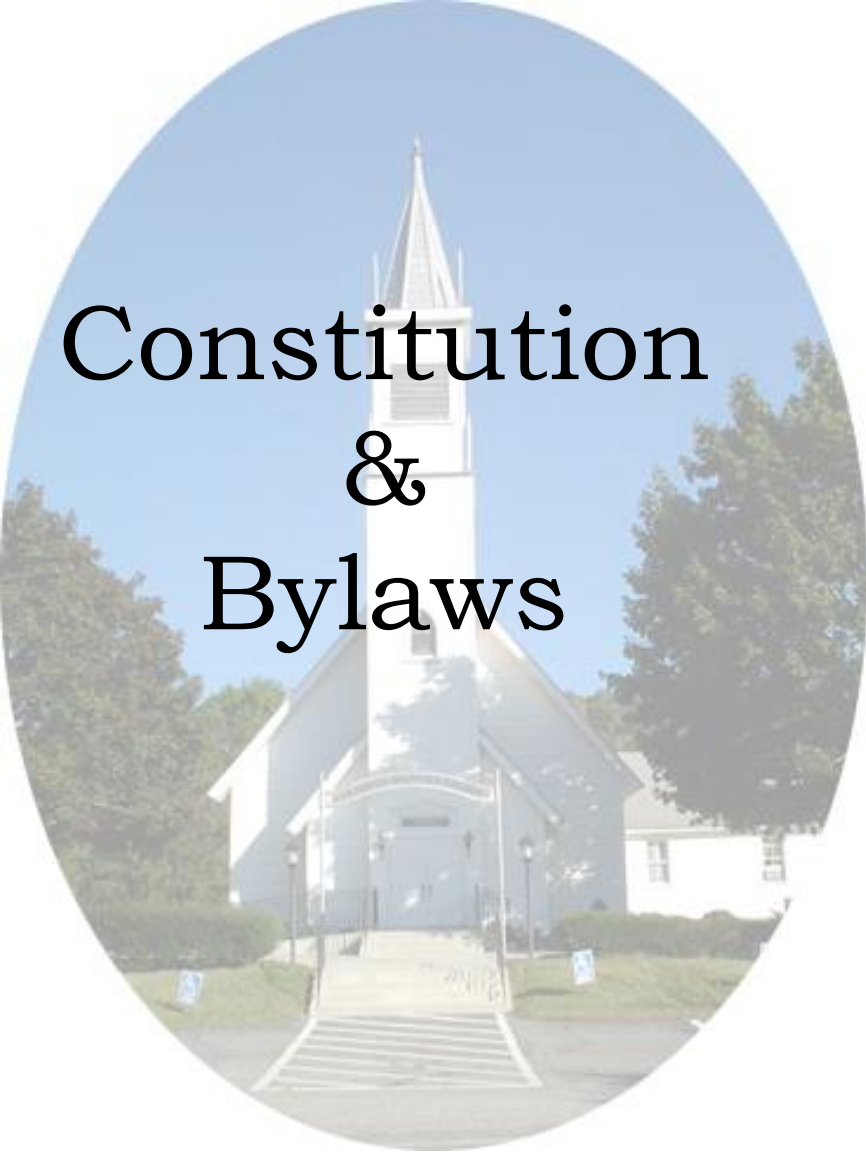


Nanjemoy Baptist Church

Nanjemoy, MD
Established 1793



Constitution & Bylaws

Adopted September 25, 2019

CONSTITUTION

PREAMBLE

In order to affirm and preserve the principles of our faith, to guarantee that this body may be governed in an orderly and efficient manner consistent with the Scriptures, and to help one another in our Christian service, we declare and establish this constitution. Titus 1:9, 2:1, 1 Cor 14:40.

I. NAME

This body shall be known as Nanjemoy Baptist Church, located at Nanjemoy, Maryland, incorporated under the laws of the State of Maryland, July 14, 1989.

II. OBJECTIVE

Acting under the leadership of the Holy Spirit, the objectives of this church shall be:

1. To honor our Lord and Savior, Jesus Christ.
 2. To share Christ with as many people as possible in our church, community, and throughout the world.
 3. To bear united witness to the belief of its members in the whole Bible, as the infallible and inerrant Word of God.
 4. To be a worshipping fellowship, experiencing an awareness of God, recognizing His person and responding in obedience to His leadership.
 5. To experience an increasingly meaningful fellowship with God and fellow believers.
 6. To help people experience a growing knowledge of God and man.
 7. To be a church which ministers unselfishly to persons in the community and the world in Jesus' name.
 8. To be a church whose purpose is to be Christ-like in our daily living and emphasizing total commitment of life, personality, and possessions to the Lordship of Christ.
- Col. 1:18, Heb. 10:25

III. ARTICLES OF FAITH

1. Nanjemoy Baptist Church adheres to and supports the ***Baptist Faith and Message 2000***. A copy of this document may be read on the church website, www.nanjemoybaptist.com. It is also available on the website of the Southern Baptist Convention, www.sbc.net/bfm2000.
2. Nanjemoy Baptist Church is a Christian ministry, established and governed by the principles and truth of the Word of God. Freedom of religion is granted to us by the First Amendment to the United States Constitution. This Amendment prohibits courts from reviewing the ecclesiastical actions of the church in such matters as the selection and discipline of members and the selection or termination of a pastor or member. Courts may, however, review whether the church followed its own procedures for the selection and discipline of members and the selection or termination of the pastor or member. Once the court finds the church followed procedures set forth in our Bylaws, the court must cease all further review of the church proceedings. We therefore exercise these inalienable rights in the conducting of our church's policies and procedures.
3. We believe that the Word of God teaches the exclusion of any and all marriages other than that of a man and a woman. Scriptural basis for this stand may be found in Genesis 1:27,28, Genesis 2:22-24, Leviticus 18:22, Leviticus 20:13, Jeremiah 29:16, Matthew 19:4-6, and several other passages. Therefore, Nanjemoy Baptist Church, its pastor, deacons, and members shall not conduct or participate in any marriage ceremony in this church, of any kind other than the God ordained union of a man and a woman.

4. We therefore of Nanjemoy Baptist Church stand in opposition to, and reserve the right to refuse marriage to same sex marriages, group marriages, incestuous marriages, polygamous, pedophilic, or child marriages.
5. Nanjemoy Baptist Church also reserves the right to refuse marriage to any couple who do not meet the scriptural requirements as described in the Bible or falls into any of the above listed categories.

IV. CHURCH COVENANT

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

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

We also engage to maintain family and secret devotions, to religiously educate our children, to seek the salvation of our kindred and acquaintances, to walk circumspectly in the work, to be just in our dealings, faithful in our engagements, and exemplary in our department, to avoid all tattling, backbiting, and excessive anger, to abstain from the sale and use of intoxicating drinks as a beverage, and any controlled or uncontrolled dangerous substance (drugs) not medically prescribed, and to be zealous in our efforts to advance the kingdom of our Savior.

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

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

V. POLITY AND RELATIONSHIPS

1. The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. (See article 1 of the Bylaws.)
2. All internal groups created and empowered by the church shall report to, and be accountable only to the church, unless otherwise specified by church action.
3. This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as is practical this church will cooperate with and support the association, the state convention, and the Southern Baptist Convention.

BYLAWS

I. CHURCH MEMBERSHIP

SECTION A. General

1. This is a sovereign and Theocratic Southern Baptist church under the lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church. Gal 5:1
2. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

SECTION B. Qualifications

1. The active membership of this church shall be composed of persons who have:
 - a. Professed Jesus Christ as Savior and Lord. Acts 2:47
 - b. Been baptized by immersion. Acts 8:27-39
 - c. Been received by affirmative vote of this church. 1 Peter 5:5
 - d. Been reinstated (or restored), if removed from membership for disciplinary reasons, or by having been placed on the inactive roll.
2. Reinstatement of Inactive Members - Reinstatement on the Active Roll is possible following a minimum of two consecutive quarters active involvement in the ministry of this church, and by having proven themselves faithful by attending regularly the services of this church (as defined in Section E, Paragraph 1), and by having contributed financially. Reinstatement is accomplished upon recommendation by Pastor and Deacons, and a majority vote of church members at the next scheduled Quarterly Business Meeting.
3. Restoration of Disciplined Member – Restoration to Active rolls is possible following a designated period (length to be determined by the pastor and deacons) of active involvement in the ministry of this church, and by having proven themselves faithful by attending regularly the services of this church, and by contributing financially. Restoration is accomplished upon recommendation by the Pastor and Deacons and a 2/3 majority vote of church members at the next scheduled Quarterly Business Meeting.

SECTION C. Candidacy

Any person may offer oneself as a candidate for membership in this church. Prior to becoming a member, they will sit down with the Pastor for consultation; after which time, a date will be set for their presentation to the church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

- a. Baptism: A person may be admitted into the fellowship of this church by baptism upon profession of faith in the Lord Jesus as Savior.
- b. Letter: A member of another Southern Baptist or church of like faith and doctrine may be received by affirmative vote of this church upon a promise of a letter of recommendation.
- c. Statement: Admission into membership may be by personal statement that the person has publicly professed faith in the Lord Jesus Christ as personal Savior, declares to follow Christ as His disciple, has been Scripturally baptized (immersion, Acts 8:27-39), and is in agreement with our doctrinal statement and Southern Baptist procedural beliefs.

SECTION D. New Member Orientation

New members of this church are required to participate in the church's new member orientation. Orientation is to be conducted by the Pastor and/or one or more deacons. The orientation is intended to explain our Biblical beliefs and organizational procedures. Each new member will be provided a copy of the Constitution and Bylaws, as well as a copy of the Policy and Procedure Manual. A court will not hold a member to these bylaws of which they had no notice.

SECTION E. Membership Defined/Duties

1. Resident/Active Members. An Active Member is hereby defined to be a member who clearly demonstrates a commitment to the purposes of this church, faithful in all duties essential to the Christian life, attends regularly the services of this church, participates in the ministry, and contributes to the financial support of this church (Mal 3:10; Heb 10:25, 2 Tim 2:15). For purposes of this Constitution and Bylaws, the term "member" refers to an Active Member in good standing (with "good standing" defined as an average attendance of at least three regular services per month. Regular services are defined as those held on Sunday Morning, Sunday Evening, and Wednesday Evening).

2. On becoming a member of this church, in addition to the church covenant, each member further covenants to love, honor, and esteem the pastor; to pray for him; to recognize his authority in spiritual affairs of the church; to cherish a brotherly love for all members of the church; to support the church in prayer, tithes, offerings and with other financial support as the Lord enables; and to support through a lifestyle affirming the beliefs and practices of this church. Church Clerk will provide members a listing of Active members annually.

3. Inactive Members. An Inactive Member is a member who is not attending regularly the services of the church (as defined in Section E, Paragraph 1), supporting or otherwise communicating an interest in this Church, or who is attending and/or supporting another church.

- a. Prior to placing an Active Member on the Inactive Roll, a reasonable attempt to contact the person, either verbally or by letter on church letterhead, will be made to alert them the intentions of the church.
- b. The Pastor and Deacons have authority to recommend such actions to the church, and will do so (when necessary) at each Quarterly Business Meeting of the church. A majority vote of the Active Members present will be necessary to proceed with such action, and the Church Clerk will be advised of the outcome.
- c. Inactive members will not be counted on church reports of membership as "Resident Members".
- d. Inactive Members shall not be eligible to vote in any Business Meeting of the Church, nor shall they have the rights and privileges granted to Active Members.
- e. This provision may be waived for those who are legitimately unable to attend the regular services of the Church - such as college students, military personnel, shut-ins, missionaries. An inability to contribute financially to the church shall not be used as a reason for transfer to Inactive status.
- f. Inactive members are eligible for reinstatement to the Active roll in accordance with the provisions of Section B, Paragraph 2.

SECTION F. Rights of Members

1. Every Active Member in good standing of the church (over 14 years of age), as described in Section E, Paragraph 1, is entitled to vote at all regular and special called business meetings.
 - a. Voting privileges are revoked for all inactive members without notice.
 - b. There shall be no proxy or absentee voting.

- c. Members of the church are eligible for consideration by the membership as candidates for elective offices in the church only after being a member of this Church for a minimum of six months.

2. Membership in this church does not afford the members with any property, contractual or civil rights based on principles of Theocratic government. All church property remains private property of Nanjemoy Baptist Church.

3. The pastor, or in his absence, an individual designated by the deacons, has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor (or designated person), be treated as a trespasser.

4. A member may not, under any circumstances, inspect or copy any record relating to individual contribution to the church, or the accounting books and financial records of this church.

5. A member may review copies of minutes at any meetings of this church. All minutes and records are private property of this church and shall be kept in a secure location. Copies of minutes or records must be requested two weeks in advance, and are subject to a reasonable copy fee.

SECTION G. Termination of Membership

1. Membership shall be terminated in the following ways:

- a. Death of the member
- b. Transfer of letter to a church of like faith and order
- c. Resignation. A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the pastor.
- d. Disciplinary action of this church

2. No member of this church may hold membership in another church. The membership of any individual member shall automatically terminate without notice if the member unites in membership with another church.

3. In accordance with our desire to maintain a regenerate church membership and also to maintain integrity in our church membership roll as expressed in resolution 6 adopted by the Southern Baptist Convention, June 2008, the membership of any individual member may be terminated if the member in question has not attended a regular worship service of the church in the preceding year. In accordance with Matthew 18:15 attempts at restoration shall be initiated by the pastor or deacon body before the member in question may be removed from the roll. If no contact can be made membership may terminate without notice.

4. Upon good cause being shown to the pastor (or deacons in the absence of a pastor) this provision for termination may be waived in the case of any individual member at the discretion of the pastor and/or deacons.

SECTION H. Discipline

1. It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacons are available for Biblical counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment (Gal 6:1).

2. In the case of serious conflict, which cannot be solved in accordance with Matt 18:15-16, the matter should be brought to the church per Matt 18:17. The pastor and the deacons will take every reasonable measure to

resolve the problem in accordance with Jesus' instructions in these Scriptures. If it becomes necessary for the church to take action to discipline a member, a two-thirds vote of the members present is required. In such circumstance the church may proceed to declare the person to be no longer an active member of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance (Eph 4:32). The church may discipline members who are not present at the meeting only if the member has been given proper notice of the meeting and has chosen not to attend.

3. The church may restore to membership any person previously excluded, upon request of the excluded person, after confession is made publicly before the church membership and upon two third (2/3) vote of the church after satisfactory evidence of the excluded person's repentance and reformation for a period of time determined by the pastor and deacons (Matt 18:15-17, 21,22).

II. CHURCH OFFICERS AND COMMITTEES

All who serve as officers of the church and those who serve on church committees shall be members of the Nanjemoy Baptist Church for a minimum of six (6) months.

SECTION A. Pastor

1. The pastor is responsible for leading the church to function as a New Testament church. The pastor will lead the congregation and the organizations to perform their tasks (Acts 20:28).

2. The pastor is leader of pastoral ministries in the church. As such, he works with the deacons to:

- a. Lead the church in the achievement of its mission
- b. Proclaim the gospel to believers and unbelievers
- c. Care for the church's members and other persons in the community

3. A pastor shall be chosen and called by the church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

4. A pastor search committee shall be elected and become active at such time that the pulpit may be vacant or notice is given it will be vacated. This committee shall cease to exist at the completion of its duties.

5. The pastor search committee shall consist of 5 members, which shall include 1 deacon, and 2 alternates. The church body shall nominate 4 members in good standing by ballot and those ballots shall be given to the church clerk for consolidation and presentation for vote by the church body. All nominees must have given prior consent to the church clerk prior to vote. There will be no nominations from the floor. The deacons shall elect 1 deacon to serve on the committee (which will not need a vote by the church). The church shall vote on only 4 names from the list. The 4 highest number of votes will become the pastor search committee and the next 2 highest votes, the alternates. Alternates should be in attendance at all meetings and have the right to participate in all aspects of the process, but will have no voting rights within the committee. A chair will be selected by the committee at the first meeting.

6. The deacons have the responsibility to fill the pulpit each Sunday in the absence of a pastor until the pastor search committee has the opportunity to seek out an interim pastor, or until such time as a full time pastor is called. The committee shall search diligently and prayerfully for God's man for pastor of the church. Any church member has the privilege of making recommendations of possible candidates to the pastor search committee.

7. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, with affirmative vote of three-fourths of those present being necessary for a choice. The pastor, thus elected, and upon his acceptance, shall serve until the relationship is terminated by mutual consent. He shall preside at meetings of this church, and shall serve as moderator in all business meetings (1 Tim 3:1-7, Titus 1:5-9).

SECTION B. Assistant Moderator

In the absence of the pastor, the assistant moderator shall act as moderator, and at such other times as the pastor may call upon him. The nominating committee will elect annually an assistant moderator (Ex. 18:13-27).

SECTION C. Deacons

1. Qualifications and Duties: Deacons shall faithfully discharge their responsibilities as servants of the church and shall meet the qualifications as set forth in Acts 6:1-7; 1 Tim 3:8-13 and Titus 1:5-9. Upon nomination, the nominee shall be required to present, either orally or in writing to the church, a testimony as to his belief in Jesus Christ as Lord and Savior, and his assurance of salvation. The primary task of the deacons is to serve with the pastor in performing the pastoral ministries of:

- a. Leading the church in the achievement of its mission
- b. Proclaiming the gospel to believers and unbelievers
- c. Caring for the church's members and other persons in the community
- d. Offering full and unqualified support to the pastor. If at any time during his term as deacon he feels he can no longer do this, it is expected of him that he will resign as a deacon.

2. Number: The number of active deacons at any time shall be determined by the body. The church may promote to *deacon emeritus* any deacon who, for reasons of age or infirmities, is unable to actively serve.

3. Term of Office: Deacons shall serve on a rotation basis. Each year the assigned term of office of one-third of the number of deacons shall expire, and election shall be held to fill vacancies and to add to or subtract from the deacons such numbers as the church size warrants. In case of death, removal or incapacity to serve, the church may elect by ballot a man from the list of inactive deacons to fill the expired term.

4. After serving a term of three years, a deacon shall be eligible for reelection only after the lapse of a least one year. If qualified candidates are not available within the church body, the church may elect to keep deacons active for more than the three year period, and this provision shall not apply.

5. There shall be no obligation to constitute as an active deacon one who has been a deacon in another church; but in such instances as one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order shall suffice for this church.

6. If any deacon absents himself from any regular church service for three consecutive months without a satisfactory reason, his place shall be automatically declared vacant.

7. Election of Deacons: On the first and second Sundays of June, an announcement shall be made from the pulpit requesting nominations for deacons. The written notifications shall be given to the pastor or deacons by the third Sunday in June. The pastor and deacons will visit with each man nominated. Only the names of those men that are Scripturally qualified, and are age 25 and above, will be submitted to the church. The names of the nominees shall be in the bulletin on the Sunday prior to the September business meeting. Election shall be by ballot at the September business meeting. In case of a tie, the vote shall be taken until the tie is broken.

SECTION D. Church Clerk

The clerk shall keep accurate records of all church business, which shall be approved at each business meeting; shall preserve in a safe place all church documents; and shall keep a correct register of the membership, date and manner of their admission and departure. He or she shall inform all members of their election or appointment to an office or to a committee. Once a year, he or she shall submit a statistical report (church letter) to the Association. The clerk shall be elected annually.

SECTION E. Finance

1. Treasurer

- a. The church shall operate with a unified budget.
- b. The treasurer shall disburse all funds for local expenses, missions, benevolence, and others by check.
- c. The treasurer shall hold all moneys belonging to this church and shall, without special vote or authority, pay out of the church funds available for the purpose, all salaries and fixed charges. He or she shall pay all other bills only after they have been approved by the church.
- d. He or she shall keep a record of all receipts and disbursements with proper vouchers.
- e. He or she shall present a report at the annual meeting.
- f. He or she shall be elected annually, shall be bonded, and shall be an *ex-officio* member of the deacons to represent the financial matters of the church.
- g. The treasurer shall, upon the election of his or her successor, at the completion of his or her fiscal report, promptly deliver to the active chairman of the deacons all books, records, and accounts in his or her hands pertaining or relating to, in any manner, the duties of the office he or she is relinquishing.

2. Assistant Treasurer: The church shall elect annually an assistant treasurer whose duties will be to assist the treasurer in any way necessary.

3. Finance Committee

- a. The church shall elect, each year, two members to serve with the treasurer and assistant treasurer, with the four being the finance committee, and the treasurer being its chairman.
- b. It shall be the duty of the members of this committee to assist the treasurer in any and all ways that he or she might ask. It shall also be the duty of this committee to:
 - (1) Study the church budget
 - (2) Study the plan of Nanjemoy Baptist Church's participation in the financing of the Southern Baptist Convention and local association
 - (3) Study the overall financial outlook of the church
 - (4) Make recommendations to the church when advisable
- c. The finance committee shall be elected annually.

4. Counting Committee

- a. A committee chairman, who is elected annually, shall choose at least one associate or more as necessary.
- b. The committee shall count and report each offering of the church to the church. This report can be made by way of a suitable board displayed for that purpose or reported weekly in the church bulletin; it will also be submitted to the treasurer.
- c. The chairman shall deposit the money in the bank and give the deposit slip to the church treasurer.

SECTION F. Chairman of Ushers

The chairman of ushers shall, on the approval of the church, associate with himself a sufficient number of aides to care for the seating and comfort of the congregation, the greeting and introductions of visitors, the prevention of interruptions and distractions, and similar needed services. The chairman is to be elected annually.

SECTION G. Music Director

The music director shall be charged with the responsibility to provide worshipful music for all services and departments of the church. He or she shall have general oversight and direction of the music. He or she is to direct the choirs in practice and is to cooperate with the pastor and other leaders in the selection of suitable material (music) and the devising of appropriate (for the glory of the Lord) musical programs for all occasions where such services are needed (Ps. 100:1-2). The music director is to be elected annually.

SECTION H. Sunday School

1. Sunday School Director: The Sunday school director shall be the executive officer of the Sunday school, shall exercise general oversight over all departments and report to the church at the annual meeting. The department heads shall direct the work of their respective departments subject to the oversight of the Sunday school director. He or she shall be elected annually.

2. Outreach Director: The outreach director shall be responsible for the enlistment of new members and the follow-up of absentees. He or she shall perform the duties of the Sunday school director in his absence. He or she shall be appointed by the Sunday school director.

SECTION I. Trustees

1. The trustees shall be composed of four members, elected under a rotating system. One new trustee shall be elected each year for a term of four years. The senior member shall be the chairperson.

2. This rotating system is effective at the beginning of the new church year after the adoption of this constitution. If qualified personnel are not available, the church may elect to extend the time of service beyond four years.

3. All actions of the trustees shall be subject to the approval of the church. Their authority and methods of conducting business shall be in accordance with the provisions and statutes of the state of Maryland. They shall be responsible for all legal matters, insurance, deeds, records, plats, maintenance of fire control and safety of all church buildings.

4. In no case shall the board be authorized to make an expenditure or create an indebtedness without the authorization of the church in a business meeting.

SECTION J. Cemetery Committee

1. The cemetery committee shall be made up of three members from this church, one of which is the chairperson. The chairperson and the members are elected annually. They shall be responsible for the general oversight of the cemetery. This includes the employment and dismissal of personnel needed to maintain the cemetery.

2. The cemetery committee shall be responsible for all grass cutting in the cemetery and on all church property. The general fund of Nanjemoy Baptist Church shall contribute 40% of the cost of grass cutting. The cemetery committee shall also be responsible for the purchase and maintenance of lawn equipment.
3. The cemetery committee shall be responsible for preparation of grave sites as needed. They also shall provide a brochure outlining the rights and responsibilities of those using the cemetery.

SECTION K. Building and Grounds Committee

1. The building and grounds committee shall be made up of a chairperson and three members elected annually. They shall adequately maintain the church property in an attractive manner (Rom 12:11). They are responsible for the following duties:
 - a. Cleaning of the buildings (janitorial services). This includes maintenance of the contracts and job descriptions.
 - b. Maintenance of equipment.
 - c. Maintenance and repair of buildings.
 - d. Maintenance and repair of heating and air conditioning units as well as utilities.
 - e. Purchase of equipment and supplies.
 - f. Cleaning and maintenance of grounds, except grass cutting.
 - g. Providing proper equipment storage.
 - h. Maintenance of the parking area.
 - i. Conducting regular inspection of all of the above.
2. The building and grounds committee shall make recommendations to the church concerning major repairs and improvements that over expend the budget. In no case shall this committee be authorized to make an expenditure over and above the unified budget (approved by the church) or create an indebtedness without the authorization of the church in a business meeting.

SECTION L. Women's Missionary Union (WMU) Officers

1. The WMU is led by the WMU Leadership Team. Officers include the WMU Director, Assistant WMU Director, the WMU Church-wide Missions coordinator, representatives from each age-level organization, and the Pastor (or someone he designates, both of whom shall serve *ex-officio*). The WMU Director is the head of this team.
2. WMU officers and age-level leaders are elected annually by the WMU organization and re-affirmed annually by the church.
3. Where there is no WMU Director or leadership team that leads, the Women on Missions leadership team shall work with the organization leaders and church staff to find suitable people to fill vacancies. Church staff works *ex-officio*. Persons shall be recommended to the church nominating committee and submitted by them for affirmation by the church.
4. The leaders and/or directors shall perform their duties and studies in accordance with the current WMU year book and leadership guides. No other materials may be used without the permission of the WMU director.

SECTION M. Scholarship Fund Committee

1. The Scholarship Fund committee is composed of the members of the finance committee and three members of the Women's Missionary Union (selected by the WMU). The committee shall disburse the scholarship funds as authorized by the church.
2. These scholarships are only available to those seeking ministerial or biblical training.

SECTION N. Nominating Committee

1. The nominating committee shall be composed of three members, elected under the rotating system. One new nominating committee member shall be elected each year for a term of three years. The senior member shall be the chairperson. The nominating committee will nominate the person to be replaced each year at the March business meeting at which time the committee takes office. Upon completion of the term, the outgoing chairman will be ineligible to serve for one year.
2. Duties: The nominating committee shall submit all department heads to the church for approval for the coming year. They are to be nominated by the previous years' nominating committee at the March business meeting at which time the department heads take office. (WMU members are to elect their own leaders and bring to the nominating committee for presentation to the church prior to the March business meeting). The names of all nominees for positions shall be submitted in writing to the church.

III. PROCEDURES FOR FILLING VACANCIES

1. If any member of the trustees or committees shall absent himself or herself from any regular church service for three consecutive months without a reason satisfactory to the officers or committee, his or her place shall thereby be automatically declared vacant. In any such case, a successor may be elected to serve out the unexpired term of office at any regular business meeting of the church. Whenever practical, it shall be the policy of the church to rotate elective offices. Other necessary officers shall be nominated and elected as indicated above.
2. This procedure will also apply in the event of resignation. All resignations will be submitted in writing.

IV. MEETINGS

SECTION A. Worship Meetings

1. Public services shall be held on the Lord's Day, and on some regular evening or evenings of each week.
2. The Lord's Supper shall be celebrated on the first Sunday of each quarter or at such time as the church may determine (I Cor 11:23-29).
3. Occasional meetings may be scheduled by the pastor at his discretion or by vote of the church. The church property and buildings shall not be used for unauthorized meetings.

SECTION B. Business Meetings

1. At any of the regular meetings for worship the church may, without special notice, act upon the reception or withdrawal of members to other churches and upon the appointment of delegates to councils, but not upon other business.

2. Any new business must be presented in writing to the Church Clerk no later than the Sunday prior to the business meeting. The Church Clerk will then advise the moderator prior to the meeting. Any new business presented without prior notice shall be deemed out of order with the exception of emergencies or unforeseen event.
3. The Pastor may and shall, at his discretion, when requested by the deacons, call from the pulpit special business meetings. The particular object of the meeting will be clearly stated in the notice. Special meetings of the church may also be called by the clerk (with the approval of the pastor) upon the written application of any fifteen adult members. They shall specify the object thereof and the notice shall be read in the public service on the Sunday before the proposed meeting.
4. The Pastor, or in his absence the designated moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting and to order the immediate removal of any member or person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, at his discretion, revoke the disruptive person's right to remain on the premises in accordance with Section 6 and treat the person as a trespasser.
5. The annual meeting of the church shall be held in September at which time the annual reports shall be presented and such other business transacted as may be specified in the call or authorized in the bylaws. Election of officers and presentation of the next fiscal year's budget shall be presented at a special called meeting in August.
6. A quarterly business meeting shall be held on the fourth Wednesday of months September (also the annual meeting), December, March and June unless rescheduled at the discretion of the Pastor.
7. At any business meeting, a quorum shall consist of one-third of the previous month's average Sunday morning attendance of Active Members.
8. At the quarterly Deacons meeting, the Pastor and Deacons shall examine the Membership Roll and attendance record for the most current quarter, and make recommended adjustments to each member's status as appropriate. These recommendations shall be presented to the congregation at the Quarterly Business Meeting for a vote of acceptance. A majority vote of the Active Members present will be necessary to take recommended actions.
9. At the Annual Business Meeting, the Pastor and Deacons will advise the congregation of an Inactive Members who have not attended any regular services of the church for the previous four quarters. If approved by majority vote of the Active Members present, such individuals will be removed from the Church Roll.

V. GENERAL

SECTION A. Fiscal year of the church.

The fiscal year of the church shall begin on the first day of September in each year. All organizations within the church shall keep records of their work and funds, and shall report same whenever so directed by the church. They shall submit this information to the church clerk to be presented at the annual meeting. The books of the officers of the church and those of its organizations are available for viewing, ~~but not copying. (Section 6)~~

SECTION B. Regarding the Will of the church.

The will of the church on any given matter duly expressed by its vote, shall be carried out by all committees, officers, and organizations of the church.

SECTION C. Manner of Conducting Business Meetings.

The church business meetings will be ruled first by God's Holy Word and the Holy Spirit and, secondly, guided by *Robert's Rules of Order*.

SECTION D. Representation in Association and Conventions.

Once in each year messengers shall be appointed to represent the church in the Potomac Association, the Baptist Convention of Maryland, and the Southern Baptist Convention. These messengers shall furnish the association and conventions a statement of the condition of the church, including its changes, to represent the desires of the church and to cooperate with other churches in advancing the Kingdom of Christ.

SECTION E. Licensing and Ordaining.

1. Licensing: Any man who, in the judgment of the church, gives evidence by his spiritual life, his zeal, and "aptness to teach" (I Tim 3:2) that he is called of God to the work of the ministry, after having preached in the hearing of the church, may be licensed to preach the gospel of Jesus Christ. Three fourths of the members of the church present at any regular meeting must agree thereto.
2. Ordination: If the church unanimously decides that one of its licensed preachers possesses the scriptural qualifications for full ordination, it shall call a council of ordained ministers from churches of like faith and order and deacons from this church to examine the qualifications of the candidate and make recommendation to the church concerning his ordination.

SECTION F. Designated Contributions.

Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control of the Pastor and the Finance Committee.

VI. THE CHURCH COUNCIL

SECTION A. Coordination

The Church Council, upon being established by authorization of the church, shall seek to correlate and coordinate the activities and organizations of the church, yet with advisory powers only.

SECTION B. Composition

1. The council shall be composed of pastor, staff members, clerk, treasurer, music director, one or more representatives of the deacons, and the director or chairman of each of the church organizations (Sunday School and WMU), and a member selected from the congregation at large. The council member at large shall present suggestions and concerns from the members on matters not covered by members of the council.
2. Any members or attenders of Nanjemoy Baptist Church may attend the Church Council meetings, but only those positions specified above may vote on any matter before the Council.

SECTION C. Meetings

The Council shall meet monthly or quarterly, as may be desired, or on call of the Pastor or chairman at any time deemed necessary.

SECTION D. Functions

The functions of the Council may be indicated by the following agenda subject to change as occasion may require:

- a. Prayer
- b. Reports of progress since last meeting
- c. Calendar or activities and meetings for the month (or quarter) ahead
- d. Problems which need joint consideration
- e. Needs which should be supplied cooperatively
- f. Objectives which call for teamwork
- g. Possibilities of friction which should be prevented
- h. Spiritual emphasis in which all may join
- i. Season of prayer for special subjects

SECTION E. Referral to Church

All matters agreed upon by the council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

VII. CHILD PROTECTION POLICY

1. Nanjemoy Baptist Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing certain practices, our goal is to protect the children of Nanjemoy Baptist Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

2. The Child Protection Officer, shall be a member of Nanjemoy Baptist Church for at least two (2) years to be eligible for this position and is to be elected annually. Confidentiality is mandatory due to the sensitive nature of this background information.

3. Specifics as to the operation of this position shall be contained with the Policy and Procedure Manual of Nanjemoy Baptist Church.

VIII. LEGAL ISSUES

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law. (Church Constitution, Section III. Articles of Faith, s. Religious Liberty, para 2)

IX. AMENDMENTS TO THE CONSTITUTION AND BYLAWS

These articles may be amended by the following process:

1. A committee shall be elected annually to consider any proposed change and after consideration shall make recommendations to the church.

2. Notice from the pulpit shall be made announcing the meeting to consider the committee's recommendations each Lord's Day morning thirty days prior to the adoption meeting.
3. A quorum as designated by IV Meetings, Section B, Para 7 shall be required for consideration. An affirmative vote of two thirds (2/3) of the quorum present shall be necessary for adoption. The moderator is in control of the meeting.
4. Upon election of a chairman and committee, the constitution shall be reviewed at least annually, and amended as necessary.