



FIRST BAPTIST CHURCH  
**ALEXANDRIA**

**BY-LAWS**

**FIRST BAPTIST CHURCH ALEXANDRIA, VIRGINIA**

ADOPTED JULY 11, 1990

REVISED JULY 15, 1992

REVISED NOVEMBER 13, 1996

REVISED OCTOBER 17, 2010

REVISED OCTOBER 10, 2021

**MEMBERSHIP**

Candidates may apply for membership by appearing before the Church congregation at any Church service or meeting and receiving a majority of votes cast. Members of sister churches of like faith and order may receive membership upon letter of dismissal from their respective churches.

Members who are in good standing may be granted letters of dismissal to unite with other churches. Members who are known to have joined another such church, those whose whereabouts are unknown, and those members who request that their names be removed from the Church roll, shall be dropped by action of the Church.

Exclusion of members shall be by action of the Church at any business meeting.

**CHURCH STAFF**

**1. Senior Pastor**

The Senior Pastor shall seek to preach at the scheduled worship services on the Lord's Day; to administer the ordinances as commanded in the New Testament; to conduct weekday devotional meetings; to visit the sick and aged members of the Church; and to perform other duties as usually pertain to the office. The Senior Pastor shall be a non-voting member of the Executive Church Council, its Chair, and an ex officio member of all boards, departments, commissions, committees, and similar bodies of the Church. The Senior Pastor shall have administrative responsibility over all staff members of the Church.

**2. Other Staff Pastors**

The Executive Church Council, along with the Senior Pastor, shall determine the need for all other staff pastoral positions, and recommend to the Church for approval the filling of each recommended position. The primary duties of each staff pastor shall be defined by the Senior Pastor working in conjunction with the Personnel Committee and any other appropriate commission or committee designated by the Senior Pastor.

**3. Other Staff Members**

Non-pastoral personnel of the Church staff shall be determined by the Senior Pastor, in counsel with the Personnel Committee and any other committee involved, subject to the provisions or limitations of authorized budget. These staff members shall be under the direction of the Senior Pastor or one of the other pastors of the Church at the Senior Pastor's discretion.

**CHURCH OFFICERS, BOARDS AND COUNCILS**

**General**

All Church officers shall be Church members, elected by a majority vote and for terms of office specified for each. All Church-elected personnel shall be eligible for reelection unless expressly prohibited in these by-laws.

#### 1. Church Treasurer

The Church Treasurer shall be nominated each year by the Nominating Committee for a one (1) year term beginning January 1. The Church Treasurer shall receive, deposit, and disburse all checks, monies or funds of any kind in a financial institution approved by the Finance Committee. The Church Treasurer shall report to the Finance Committee. The Assistant Treasurer shall assist the Treasurer in performing the above duties.

#### 2. Church Clerk

The Church Clerk shall be nominated by the Nominating Committee for a three (3) year term beginning January 1. The Church Clerk shall prepare and present minutes to Church business meetings for approval, and maintain an accurate roll of the Church membership. In addition, the Church Clerk shall maintain current copies of the Church Constitution, By-laws and Policies and prepare and maintain minutes of all Executive Church Council Meetings. The Church Clerk shall also maintain a current listing of all active Ministry Action Teams and their members. The Assistant Church Clerk shall assist the Church Clerk in the performance of the above duties.

#### 3. Church Historian

The Church Historian shall be nominated by the Nominating Committee for a three (3) year term beginning January 1. The Church Historian shall coordinate the preservation, display, and study of documents and artifacts of historical interest to the life of the Church and shall report to the Christian Development Commission.

#### 4. Church Moderator

The Church Moderator shall be nominated by the Nominating Committee for a three (3) year term beginning January 1. The Church Moderator, in cooperation with appropriate persons, shall prepare an agenda for and preside at Church business meetings.

#### 5. Trustees

There shall be five (5) trustees, presented to the church for election by the Nominating Committee for terms of five (5) years, unless filling an unexpired partial term. The Trustees shall hold title to all Church property, make legal transactions for the Church, and have the power to buy, sell, mortgage, or transfer Church property following the specific vote of the Church authorizing such action. The names of the Trustees shall be certified to the Corporation Court of Alexandria by the Church Clerk. The Chair of the Trustees shall serve as a member of the Executive Church Council.

### **EXECUTIVE CHURCH COUNCIL**

The Executive Church Council (ECC) shall be composed of two (2) persons elected at-large; the two (2) Vice Chair of each of the three (3) Ministry Commissions; the Chair and Vice Chair of the Diaconate; the Chairs of the four (4) Administrative Support Committees; the Chair of the Trustees; the Church Administrator who shall serve as an advisor and non-voting member; and the Senior Pastor who shall serve as Chair and a non-voting member.

The two (2) at-large members of the Executive Church Council, who shall serve as Vice Chairs, shall be nominated by the Nominating Committee and elected by the Church for a two (2) year term with one (1) new member being elected each year. The at-large member elected while serving the second year of the

term shall serve and act as Chair in the absence of the Senior Pastor. These members shall be eligible for reelection after the lapse of at least one (1) year. The regular term of office shall begin on January 1.

In the event a voting member of the ECC is unable to attend a regular meeting, they may appoint a representative from their committee or commission to the ECC as their proxy vote for that meeting.

The Executive Church Council shall be responsible for coordinating the programs and activities of its subtending committees and all Church Commissions, recommending major programs to the Church for approval, and shall be responsible for interpreting and recommending revisions to the Church constitution and By-laws.

#### Ministry Action Teams

The Executive Church Council of the Church, by majority vote, may establish, as needs arise, ministry action teams to address those specific needs.

### **ADMINISTRATIVE SUPPORT COMMITTEES**

#### General

A functional structure of five (5) Committees is provided to coordinate the work of the Church in the following areas: 1.) Nominating; 2.) Finance; 3) Personnel; 4.) Property; and 5) Pulpit.

#### 1. NOMINATING COMMITTEE

The Nominating Committee shall serve three functions:

- 1) To promote lay involvement in the leadership of the church.
- 2) To nominate the At-Large members of the Executive Church Council, the Vice-Chairs and other members of each Ministry Commission, the Chairs and other members of each Administrative Support Committee, the Trustees, and the Church Officers.
- 3) To nominate, at the request of the Executive Church Council, members for the lay leadership of other organizations closely associated with FBCA.

The Nominating Committee shall be composed of nine (9) members who shall be nominated by the Executive Church Council and elected by the Church. The Pastor and his staff designee shall serve as advisors. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on the Nominating Committee. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to Nominating Committee after the lapse of at least one (1) year.

The chair of the Nominating Committee shall serve as a member of the Executive Church Council.

The Nominating Committee shall appoint and oversee Ministry Action Teams as needed to assist in performing the Nominating functions. As Ministry Action Teams are formed or dissolved, the Nominating Committee shall regularly inform the Executive Church Council, including in that report the membership of each Team. A current record of active Ministry Action Teams and their members shall be maintained by the Church Clerk.

## 2. FINANCE COMMITTEE

The Finance Committee shall be composed of nine (9) members nominated by the Nominating Committee and elected by the Church, with the Senior Pastor and the Church Administrator serving as advisors. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on the Finance Committee. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the Finance Committee after the lapse of at least one (1) year.

The Chair of the Finance Committee shall serve as a member of the Executive Church Council.

The Finance Committee shall be responsible for the performance of the following functions:

- 1) Develop and recommend to the Executive Church Council the annual Church budget and spending plan;
- 2) Arrange for an annual audit;
- 3) Counsel with prospective donors or their representatives on the suitability, location, or other pertinent factors regarding memorial gifts;
- 4) Communicate the financial requirements of the Church and the Christian responsibilities for tithing and systematic giving; and
- 5) Appoint and oversee representatives who shall be responsible for receiving, counting, and recording all tithes and offerings given. A record of funds collected will be provided to the Church office each week by the representatives. The representatives shall be responsible for ensuring that the funds are appropriately deposited.

The Finance Committee shall appoint and oversee Ministry Action Teams as needed to assist in performing the above functions. As Ministry Action Teams are formed or dissolved, the Finance Committee shall regularly inform the Executive Church Council, including in that report the membership of each Team. A current record of active Ministry Action Teams and their members shall be maintained by the Church Clerk.

The Finance Committee shall further be responsible for the following review functions:

- 1) Approve departmental expenditures that exceed a department's current budget by at least 00.05% of the annual budget; and
- 2) Perform monthly review of expenditures in terms of budget allocations and recommend adjustments as necessary.

Major midyear adjustments or changes, including any action anticipated to incur a year-end debt or deficit in excess of 5.0% of the annual budget, will be referred to the Executive Church Council and/or Church for concurrence and approval.

## 3. PERSONNEL COMMITTEE

The Personnel Committee shall consist of six (6) members nominated by the Nominating Committee and elected by the Church with the Senior Pastor and the Church Administrator serving as advisors. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A

person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on the Personnel Committee. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the Personnel Committee after the lapse of at least one (1) year.

The chair of the Personnel Committee shall serve as a member of the Executive Church Council.

The Personnel Committee shall maintain and implement a Personnel Policy Manual for the Church. The Personnel Committee, with appropriate consultation with other Commissions, Committees, pastoral staff, and Church members, will document position descriptions, review performance, and recommend initial and annual salary treatment for all Church staff.

The Personnel committee shall appoint Ministry Action Teams (MAT) as needed to assist in performing the above functions. As MAT's are formed or dissolved, the Personnel Committee shall regularly inform the ECC, including the membership of each MAT. A current record of active MAT's and their membership shall be maintained by the Church Clerk.

#### 4. PROPERTY COMMITTEE

The Property Committee shall be composed of nine (9) members nominated by the Nominating Committee and elected by the Church with the Church Administrator serving as advisor. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on the Property Committee. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the Property Committee after the lapse of at least one (1) year.

The Chair of the Property Committee shall serve as a member of the Executive Church Council.

The Property Committee shall be responsible for the management of all Church property including buildings, grounds, vehicles, equipment and furnishings. The committee members meet with the FBCA Building Supervisor on a regular basis in order to stay current on master planning, repairs, budget execution, building usage, and all programs and processes impacting the church campus.

The Property Committee shall appoint and oversee Ministry Action Teams as needed to assist in performing the above functions. As Ministry Actions Teams are formed or dissolved, the Property Committee shall regularly inform the Executive Church Council, including in that report the membership of each Team. A current record of active Ministry Action Teams and their members shall be maintained by the Church Clerk.

#### 5. 5. PULPIT COMMITTEE

The Executive Church Council will initiate plans to establish a Pulpit Committee as needed for the purpose of securing a Pastor. The Pulpit Committee shall consist of seven (7) Church members elected by the Church.

The Church members, in a Sunday morning worship service would, by written ballot, indicate their nomination of seven (7) members of this Committee. Church staff members and members of their families shall be ineligible to serve. From these ballots, the twenty-one (21) names receiving the highest number of votes, and who are willing to serve, would be given to the Executive Church Council for the final selection of the seven (7) members of the Pulpit Committee. Not more than one (1) Church member of any family shall be elected to serve. The tabulators will be selected at the time of balloting. The Executive Church Council will assure that, for two (2) consecutive weeks prior to the balloting by the congregation, notice

will be made in the BEACON and Sunday bulletin.

The Executive Church Council and the Church members should be advised by the presiding officer, in the meeting at which the nominations are made, that careful consideration be given to Pulpit Committee nominees who are representative of the entire Church membership. The Chairman and Vice Chairman of the Pulpit Committee will be designated by the Executive Church Council.

## **MINISTRY COMMISSIONS/DIACONATE**

### **General**

A functional structure of three (3) Ministry Commissions is provided to coordinate the work of the Church in the following areas: 1.) Christian Development; 2.) Missions & Evangelism; and 3.) Worship.

### **1. CHRISTIAN DEVELOPMENT COMMISSION**

The Christian Development Commission (CDC) shall be composed of nine (9) members nominated by the Nominating Committee and elected by the church. Each CDC member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on CDC. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the CDC after the lapse of at least one (1) year.

The Discipleship Pastor shall serve as Chair. The Nominating Committee, in collaboration with the Chair, shall nominate two (2) CDC members as Vice Chairs who shall serve as voting members of the Executive Church Council (ECC). The Chair shall serve as a non-voting member of the ECC. The CDC supports and coordinates the following ministries of the church:

- 1) Bible Teaching
- 2) Discipleship Programming
- 3) Church Fellowships and Hospitality
- 4) Teacher/Leader Training
- 5) Church History Records
- 6) Weekday Children's Ministry
- 7) Annual Foundation Scholarships

The CDC shall appoint and oversee Ministry Action Teams (MAT) as needed. As Ministry Actions Teams are formed or dissolved, the CDC shall regularly inform the Executive Church Council, including in that report the membership of each Team. A current record of active Ministry Action Teams and their members shall be maintained by the Church Clerk.

### **2. MISSIONS & EVANGELISM COMMISSION**

The Missions & Evangelism Commission (MEC) shall be composed of nine (9) members nominated by the Nominating Committee and elected by the Church. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months

of a three-year term is eligible for reelection to a consecutive term on the MEC. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the MEC after the lapse of at least one (1) year.

The Missions Pastor shall serve as Chair. The Nominating Committee, in collaboration with the Chair, shall designate two (2) Commission members as Vice Chairs who shall serve as members of the ECC. The Chair shall serve as a non-voting member of the ECC.

The MEC shall have responsibility and authority for planning, coordinating, implementing, and evaluating all mission and evangelism strategies of the Church, in accordance with the vision and mission of the Church.

The MEC shall appoint and oversee Ministry Action Teams (MATs) as needed to assist in performing the above functions. As MATs are formed or dissolved, the MEC shall regularly inform the ECC, including in that report the membership of each Team. A current record of active MATs and their members shall be maintained by the Church Clerk.

### 3. WORSHIP COMMISSION

The Worship Commission shall be composed of nine (9) members nominated by the Nominating Committee and elected by the Church. Each member shall be elected to serve a three (3) year term with 1/3 of the members rotating off each year. A person who serves less than or equal to 18 months of a three-year term is eligible for reelection to a consecutive term on the Worship Commission. A person who serves more than 18 months of a three-year term, up to the full term, is eligible for reelection to the Worship Commission after the lapse of at least one (1) year.

The Pastor of Music and Worship shall serve as Chair. The Nominating Committee, in collaboration with the Chair, shall designate two (2) Commission members as Vice Chairs who shall serve as members of the ECC. The Chair shall serve as a non-voting member of the ECC.

The Worship Commission shall have responsibility for coordinating and evaluating the worship ministries in accordance with the vision and goals of the Church including:

- 1) Worship and Prayer Services and elements of those services
- 2) Music Ministry Groups defined as vocal, instrumental, drama and worship arts for all ages
- 3) Audio/Visual/Lighting Systems and Tech Teams for worship and concert purposes
- 4) Flowers/Decorations in the Worship Center
- 5) Support of Ordinances (Communion and Baptismal Services)
- 6) Support of Ushers/Greeters for Worship Services
- 7) Worship Concerts
- 8) Instrumental maintenance including Organ and Pianos in the church

The Worship Commission shall appoint Ministry Action Teams (MAT) as needed to assist in performing the

above functions. As Ministry Actions Teams are formed or dissolved, the Worship Commission shall regularly inform the Executive Church Council, including in that report the membership of each Team. A current record of active Ministry Action Teams and their members shall be maintained by the Church Clerk.

#### 4. DIACONATE

The Diaconate shall consist of a body of ordained men and women, of no set number, who have been nominated to serve by a member of the Church, have been found qualified to serve according to 1 Timothy 3, and have agreed to serve. To be eligible to serve as a member of the Diaconate, a candidate must have been a Church member and a Baptist long enough to understand the objectives of the FBCA diaconate (usually more than two years) and must be concerned for the spiritual welfare of people, faithful in attendance, and a good steward.

Nominations will typically be submitted to the Senior Pastor during September and October of each year. Following nominations, the Pastor and the Chair of the Diaconate will meet with each prospective candidate to determine his or her qualifications and willingness to serve and to ensure that there is a complete understanding of the requirements and duties of Diaconate membership.

The Diaconate will be led by one Chair and one Vice Chair. In the fourth quarter of each year, the members of the Diaconate will elect one member to serve a one-year term as Vice Chair, commencing in January. Following that one-year term, the Vice Chair shall serve a one-year term as Chair of the Diaconate, commencing in January. If for any reason the Vice Chair is unable to serve as Chair, then the members of the Diaconate shall elect a new Vice Chair and the Chair, if willing and able, shall serve a second one-year term as Chair. If the Chair cannot serve a second term, the Diaconate shall elect both a Chair and a Vice Chair. The Chair and Vice Chair of the Diaconate shall serve as members of the Executive Church Council.

The Diaconate shall be a service body of the Church and shall not be a governing authority within the Church. In general, the members of the Diaconate are to act as described in the first church of Acts, and shall assist the Pastors in ministering to the physical and spiritual needs of Church members, in preparing for and administering Communion, and in giving the Offertory Prayer during Sunday services. More specific guidelines and duties for each member, as well as any additional offices and requirements of office, shall be determined by the Diaconate.

New members joining the Diaconate in a given year shall be ordained in January, or as soon thereafter as possible. Members of the Diaconate may continue as members indefinitely for as long as they remain willing to serve and continue to satisfy the requirements for eligibility. A member may withdraw from the Diaconate by notifying the Chair of the Diaconate of his or her decision to withdraw. A former member of the Diaconate, if nominated again subsequent to withdrawing and again found willing and eligible to serve, may rejoin the Diaconate in January of the year following the re-nomination, having previously been ordained. A nominee who has previously been ordained as a Deacon at another Baptist church, if found willing and eligible to serve, may join the Diaconate in January, without being ordained again.