

# CONSTITUTION AND BYLAWS OF WESTFIELD BAPTIST CHURCH OF SURRY COUNTY

## PREAMBLE

For the purpose of preserving and making secure the principles of our faith; and to the end that this body be conducted in an orderly manner, consistent with the accepted policies of the Baptist churches affiliated with the Baptist State Convention and the Southern Baptist Convention; and for the purpose of preserving the liberties inherent in each individual member of the church; and to set forth the relationship of this body to other bodies of the same faith, we do declare and establish this constitution.

## ARTICLE I- NAME

This body shall be known as the Westfield Baptist Church of Surry County, located in Westfield, North Carolina, having been organized in September 1878 as Westfield Baptist Church. Westfield Baptist Church was incorporated under the Laws of North Carolina on June 30, 2000. The Corporate name of this non-profit church corporation shall be Westfield Baptist Church of Surry County. The principal and registered office of the Corporation, as well as the location, thereof, shall be 6713 Westfield Road, Westfield, North Carolina. The title to all property of the church shall be vested in the corporation as set forth in the Articles of Incorporation and herein.

## ARTICLE II – PURPOSE

The purpose of this body shall be to provide regular opportunities for public worship; to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to nurture its members through a program of Christian education; to channel its offerings to the support of the objects of the Redeemer's kingdom; and to preach and propagate among all people the Revelation of God through Jesus Christ our Savior and Lord.

## ARTICLE III – CHURCH COVENANT

As we trust we have received through Divine Grace, the Lord Jesus Christ, and given ourselves wholly to Him, and on profession of our faith have been buried with Him in Baptism, and thus united to His church we do now:

Revised: July 8, 2009

1. Solemnly and joyfully covenant with each other and by the aid of the Holy Spirit engage that we walk together with brotherly love, exercising a Christian care and watchfulness over each other's joys and with tender sympathy bearing one another's burdens and sorrows

2. That we will not forsake the assembling of ourselves together at the communion and at other appointed meetings but seek and pray for the spirituality, harmony and prosperity of this church, sustain its worship, ordinances, discipline, doctrines and give its claims a sacred preeminence over all organizations of human origin.

3. That we will cheerfully contribute our means as God has prepared us, for the support of a faithful and evangelical ministry among us, for relief of the poor and for spreading the gospel over the earth.

4. That we will maintain private and family devotions; religiously educate the children committed to our care; endeavor in purity of heart and newness of life and good will toward all [all]<sup>†</sup> men; exemplify and command our holy faith to win souls to the Savior; and hold fast our profession till He shall come and receive us unto Himself.

(Relying on the Grace of God, do you thus covenant and promise)

And now the God of Grace who brought again from the dead our Lord Jesus, that great Shepherd of the sheep, through the blood of the everlasting covenant makes us perfect in every good work to do his will; working in us that which is well pleasing in his sight through Jesus Christ to whom be glory forever and ever. AMEN!

## ARTICLE IV – MEMBERSHIP

### Section 1 – Qualifications.

The membership of this church shall be composed of persons who have professed faith in Jesus Christ as Lord and Savior, who have been baptized by immersion, who have subscribed to the covenant and constitution of this church and who have been received into membership by vote of the church.

### Section 2 – Transfer by Letter.

Revised: May 16, 2021

A member of another Baptist Church of like faith and order and other denominations may be received by vote of this church upon promise of a letter of dismissal from the other church and upon complying with Section 1.

### Section 3 – Transfer by Statement.

Anyone who has been a member of a church of like faith and practice, having been baptized by immersion as a believer in Jesus Christ and in consequence of peculiar circumstances has lost that relationship or is not able otherwise to promise a letter of transfer may be received into fellowship of the church upon giving a statement of their faith to the membership and by a vote of the church.

### Section 4 – Granting Letters.

Letters of dismissal to unite with another church of like faith may be granted upon request to that church providing such member is in good standing.

### Section 5 – Termination.

When a letter of dismissal is granted, membership in this church will terminate. When a member of this church joins a church of different faith and order, or requests dismissal, his or her membership in this church shall terminate.

### Section 6 – Reporting Changes.

Correspondence by the church clerk concerning letters of transfer, dismissal requests, and requests for membership in churches of other faiths will be reported in regular church meetings.

### Section 7 – Duties.

Members are expected to be faithful in the performance of duties essential to living the Christian life, to attend regularly the services of the church unless providentially hindered, to give regularly and systematically for the support of the church and its causes, and to share in its organized work.

### Section 8 – Voting Rights.

In considering the rights involved, members and members only, may act and vote in the transactions of the church.

### Section 9 – Church Discipline.

The church reserves the right to terminate the membership of persons who become an offense to the church and its good name by reason of immoral or un-Christian conduct, or who otherwise fail to reconcile themselves to the church after the church has followed the Biblical pattern of Matthew 18:16-18. Membership of such persons will be terminated upon a two-thirds majority vote of the members present in a meeting called for that purpose.

## ARTICLE V – MEETINGS

### Section 1

This church shall hold regular meetings for worship, teaching, training, evangelism, education, and fellowship.

### Section 2

This church shall hold regular quarterly business meetings at which time the material and spiritual conditions of the church will be discussed and plans projected for programs in Kingdom endeavors. All business meetings shall be governed by Robert's Rules of Order. A quorum of 35 members shall be required in order to transact business.

### Section 3.

Other meetings of the church as a whole or of authorized groups within the church shall be set in the church's annual Calendar of Activities and Church Program of according to the needs of the congregation.

## ARTICLE VI – CHURCH OFFICERS

### Section 1. Officers

The officers of the church shall be, when elected, a pastor, and other pastoral staff as needed, deacons, directors, clerk, assistant clerk, treasurer, assistant treasurer, organist, pianist, minister of music, minister of education, and such other officers as shall be required for the work of the church in any of its departments or organizations. All of the officers of this church shall be elected annually by the church, except the Pastor and paid staff workers, and those whose term of office is governed by the "By-Laws". All must be members in good standing unless it is necessary to employ a non-member as choir director, pianist-organist, custodian or secretary.

## Section 2 Election and Duties

### A. Pastor.

Whenever a vacancy occurs, a pastor shall be called by the church to serve until that relationship is dissolved at the request of either the pastor or the church. In either case, at least thirty days notice shall be given of termination of the relationship, unless otherwise mutually agreed with both pastor and the church seeking to follow the Will of God and the Leadership of the Holy Spirit.

The call of the pastor shall take place at a Sunday meeting especially set for that purpose, of which at least one week's notice has been given the membership. The election shall be upon the recommendation of the Pastoral Search Committee, made of the members from existing committee members of the Staff Relations Committee, Deacons, Missions Committee, Golden Years Committee, Finance Committee, Worship Committee, and the Sunday School Director or a teacher and shall not exceed the number of seven (7). Each committee will decide from committee members who will represent their committee. If the Sunday School Director declines, then an appointment of a Sunday School teacher will be made. This committee shall seek out and nominate as pastor a minister of the Gospel, whose Christian character and qualifications fit him for the office of pastor of this church according to I Timothy 3:1-7. The committee shall bring only one name at a time for consideration of the church, and no nomination shall be made except that of the committee. Election shall be by ballot with an affirmative vote of 3/4 (75%) of those church members present and voting, necessary for a call. Should the one recommended by the committee fail to receive a 75% vote, the committee will be instructed to seek out another minister, and the meeting shall be adjourned without debate.

The pastor may be removed from office by majority ballot vote of church members present at a Sunday morning called business meeting, provided the meeting is called by a majority vote of the Deacons, and provided notice of intention to vote for such removal shall have been given publicly at least one (1) week prior to voting. The pastor shall not serve as moderator over a meeting called for the purpose of voting to remove him.

The pastor shall have in his charge the welfare and oversight of the church; he shall be an ex-officio member of all organizations, departments and committees; he may call a special meeting of the deacons and any committee according to the procedures set forth in the By-Laws; he shall conduct religious services on stated and special occasions, administer the ordinances, minister to the membership of the church and community, and perform other duties that usually pertain to the office; he shall have special charge of the pulpit ministry of the church and shall, in cooperation with the deacons, provide for pulpit supply when he is absent, on church approval, and arrange for workers to assist in revival meetings and other special services. The pastor shall preside at all meetings of the church except as otherwise provided in the By-Laws. He shall be the administrative head of the church and shall arrange and approve all absences and vacations of all church employees.

The pastor shall preach the truth as he may derive it from the Word of God, as his sole authority, and as one who has to give an account as the chief executive officer of the church; to preserve order and decorum at all meetings of the church; to secure to every member, without partiality, the exercise of his privileges; to give his views of the law of Christ as bearing on cases of discipline as may occur; faithfully to use that influence which justly arises from the character of his office. He shall visit the members of the church for his purposes of spiritual instruction, admonition and comfort; faithfully to warn and reprove those who backslide; to visit the sick; to embrace every opportunity to speak to the unsaved.

The pastor shall fulfill the injunction to “study to show thyself approved unto God, a workman that needed not be ashamed, rightly dividing the Word of Truth.” II Timothy, 2:15

**Other Pastoral Staff:** Duties of other pastoral staff are to be determined by the Staff Relations Committee. The Staff Relations Committee will also serve as the search committee for other pastoral staff. Should a dismissal be necessary during employment of other pastoral staff, the same procedure will be followed as for dismissal of the pastor.

## B. Deacons

Number, and terms of service: There shall be at least three (3) deacons for the first one hundred (100) members of the church and three (3) additional deacons for each additional one hundred (100) members up to five hundred (500) members; and then as many other deacons as the church may require. Each deacon shall serve a term of three (3) years.

Election of Deacons: Following the conclusion of the morning worship services on the Sunday prior to the church conference during the month of July, a business meeting will be called for the purpose of deacon nominations. The church membership shall nominate from among the

members of the church men who have proven themselves to be “of good reputation, full of the Holy Spirit and wisdom” (Acts 6:3). In order to be considered as a candidate, each nominee’s name must appear on a minimum of 3 separate nomination ballots. The names of those willing to be considered as a candidate for the office of deacon will be prayerfully reviewed by the pastors and those deacons currently serving to determine if each remaining nominee meets the scriptural qualifications (I Timothy 3:8-13). Qualified candidates must also be a member of Westfield Baptist Church for at least one (1) year prior to beginning their term of service. Following the conclusion of the morning worship services on the last Sunday in August, a business meeting will be called for the purpose of electing deacons. The church will elect the required number from the list of qualified candidates. One third of the deacons shall be elected each year. No deacon shall be eligible for re-election for one year after rotating off. A deacon may be removed from office by following the same procedure as for the dismissal of the pastor. In case of death or removal or incapacity of an active deacon to serve, the church may elect another deacon to fill the unexpired term.

Ordination: The deacons shall be ordained that have not previously been set apart.

Officers: The active deacons shall elect annually their own chairman, vice chairman, and secretary in the month of September.

Responsibilities: Deacons shall at all times consider themselves as servants of the church. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its works and progress; including overseeing the discipline of the church; establishing and maintaining spiritual fraternal relations with all members of the church; assisting the pastor in the observance of the ordinances; and having general oversight over the church’s physical and financial assets in accordance with Acts 6:1-4. The Deacons will serve other committees in the discharge of their duties by advising, guiding, and praying for them as they work.

Meetings: They shall meet once a month before the monthly business meeting of the church. The pastor, or the chairman of the deacons, may call the deacons into special session whenever need for such arises.

### C. Directors:

Election: The church shall elect at least three (3) members to serve as Directors. Each Director shall be elected to serve for three (3) years on a rotation basis with one Director rotating off each year. Each Director shall be elected each year at the time and in the manner as the Deacons. Should a vacancy occur during the term, the vacancy will be filled by a special called meeting of the church and a nominee elected to fill out the unexpired term.

Duties: The Directors shall, as provided by the law and the action of the church, represent the church in all matters of legal responsibility regarding the purchase, improvements and disposal of church property. They shall have no power to buy, sell, mortgage, lease or transfer any church property without a specific vote of the Church authorizing such action; neither shall they have any control over the use of the church property except by vote of the church.

D. Clerk.

The clerk shall be elected annually. It shall be his/her duty to attend or be represented at all Church business meetings, to keep an accurate record of all business transactions, and to prepare the annual associational letter. He/she shall issue letters of dismissal as authorized by the church, preserve all papers and valuable letters and records that belong to the church, and see that an accurate roll of the church membership is kept with dates and methods of admission and dismissal, change in name, correct mailing addresses, and other pertinent information. An assistant clerk shall be elected annually to serve as Acting Clerk in absence of the Clerk.

E. Treasurer.

The treasurer shall be elected annually. It shall be the duty of the treasurer to receive, keep in a bank, and disburse by check upon proper authority, all moneys that are given to the church, and keep at all times an itemized account of all receipts and disbursements; rendering monthly accounts (Treasurer's Report) to the church, to be preserved by the church clerk. The treasurer's books may be audited as arranged by the church, and all books, records and accounts kept by him/her of the church's funds shall be considered the property of the church. The treasurer shall upon invitation meet with the deacons, and shall be an ex-officio member, of the Finance Committee. In addition to the Treasurer, there shall be assistant treasurers elected annually; the number to be recommended by the Finance Committee and presented to the church at a regular business meeting for approval.

## ARTICLE VII – GENERAL

Section 1. License:

When a member announces to the church that he feels the call to the ministry, the church, by majority vote, may license him as an acknowledgement of his call to the ministry and

encouragement to make preparation for it. The clerk of the church may furnish the member with a copy of the minutes or a certificate of license as his credential. It is understood that the performance of civil duties by the member shall be governed by state law.

#### Section 2. Ordination:

In the event this church has been requested to ordain a member who has been called as pastor of a Baptist church, the following procedure shall be followed; the church will express its approval by a vote of three-fourths of the members present at any regularly arranged business meeting of the church. The church then shall invite the Associational Council to examine the candidate concerning his fitness for the ministry. In the event the association has no such council, this church shall invite representatives of the neighboring churches to examine the candidate and report to the church. If the report is favorable, the church shall proceed with the ordination.

#### Section 3. Affiliation with associations and conventions.

This church recognizes that there is mutual helpfulness in the association of the churches who are in such agreement in faith and practice as to encourage the spirit of fellowship and good will. This church also recognizes that there have been devised, through the voluntary cooperation of churches of like faith and order, organizations whose purpose is to implement the missionary, educational and benevolent interests and obligations of the individual Christian and his church family.

Believing that the Surry Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention are organizations which have as their sole purpose the promotion and support of missions, education, and benevolence of the character and in keeping with the spirit of the Constitution and the Statement of Faith and Belief of this church, this church therefore agrees to participate in these organizations through our duly elected messengers and our support of the causes which those organizations represent.

#### Section 4. Property Holding.

It is agreed that the securing and maintaining of real property, buildings and equipment by this church shall be for the express purpose of providing facilities for public worship and for the engagement upon the missionary, educational and the benevolent interests of this church, of the character and in the spirit of this Constitution and Statement of Faith and Beliefs of this congregation.

### Section 5. Withdrawal of affiliation

This church may withdraw from affiliation with the association and conventions by a vote of two-thirds of the resident membership. The vote may be taken after one month's notice to all church members; provided that, in the event such vote is less than unanimous, the property and debts of the church shall remain vested in the group in the church desiring to retain its affiliation with the association and conventions; provided further that in all matters relating to its internal affairs the church remains and shall be an autonomous body.

## ARTICLE VIII – ADOPTIONS AND AMENDMENTS

### Sections 1. Adoption.

This constitution shall be considered adopted and in immediate effect if and when two thirds of the members present at the business meeting at which vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the constitution to the church.

### Section 2. Amendment.

This constitution, with the exception of Article 7, Section 5, may be amended, altered, or repealed by a two-thirds vote of the members present, at any regular business meeting of the church; provided, however, that such amendment, alteration, or repeal has been given to the clerk in writing; and this proposed change shall be presented to the church at least thirty days prior to the time that the vote is taken.

Article 7, Section 5, may be amended, altered, or repealed by vote of two-thirds of the resident members after one month's notice to all church members.

BYLAWS OF WESTFIELD BAPTIST CHURCH  
Of Surry County, Inc.

ARTICLE I - MEETINGS

Section 1. Worship Service

The regular worship services of the church shall be held on Sundays and Wednesday evenings, unless otherwise agreed upon by the church. The Lord's Supper shall be held at least once a quarter at a time approved by the church.

Section 2. Business Meetings.

The church shall hold regular business meetings quarterly. These meetings shall take place on the second Wednesday of March, June, September, and December. Special business meetings may be called by the pastor or chairman of the deacons as needed, with one weeks advance notice. The pastor shall serve as the moderator of all business meetings. In his absence the associate pastor, chairman of the deacons, or church clerk may serve as moderator.

Section 3. Annual Business Meetings

The church shall conduct its annual business meeting at the September quarterly business meeting. The annual election of church officers, committee members, and budget shall take place at this annual business meeting. All information to be voted on annually shall be given to church members a minimum of one (1) week prior to voting.

ARTICLE II – OTHER CHURCH OFFICERS

Section 1. Additional Officers.

In addition to those named in the Constitution, other officers of the church shall be the officers and teachers of the Sunday School, Baptist Women Director, WMU Director, Media Center Director, Church Training Director, Brotherhood Director, Youth Council Advisor, Director of Golden Years, Vacation Bible School Director, and Church Committee members and such other officers as may be needed for operation of the church. All officers of the church and its organizations, unless otherwise specified, shall be elected for a term of one year, upon the recommendation of the nomination committee. Any officer may be recalled by a majority vote of the church at any regular business meeting unless otherwise stated in the Constitution.

## Section 2. Director of Sunday School.

The Director of Sunday School shall have general oversight of the entire Sunday School, and shall administer its affairs in cooperation with, and according to, the plans and methods of the Sunday School Board of the Southern Baptist Convention, subject to the approval of the church. He/she shall acquaint himself with the best methods of religious education and endeavor to adopt them in the school. It shall be the duty to counsel with his officers and teachers through the officers' and teachers' meeting, in the work of the school, giving and receiving suggestions from his co-workers. He shall see that a full and accurate report of the Sunday School is made in the regular business meetings of the church.

## ARTICLE III – COMMITTEES

### Section 1. Administrative Committees.

There shall be three administrative committees: the Staff Relations Committee, the Finance Committee, and the Nominating Committee. These committees have the responsibility and the authority to oversee their areas of administration of the church. The committee members will be nominated by the Nominating Committee in accordance with Article III, Section 4, Paragraph Q, and elected by the church. Committee members and the designated staff member assigned to that committee will work together to accomplish the vision and ministry of the church. They will share reports of their activities with the church body as needed. Recommendations for a church vote in each committee's area of responsibility should come from that committee.

No person may serve on more than one administrative committee at any time. All positions, unless otherwise stated, and except paid staff personnel, shall be for a three-year term, each person elected annually. One may accept nomination for other standing committees.

No member may succeed himself or herself to election to the same committee unless one full year has elapsed since his/her last tenure.

## Section 2. – Committee Procedures.

Each committee chairman may confer with the pastor about matters to which his committee should give attention. Either the pastor or the chairman may call the committee meeting. The chairman is responsible for reporting the work and recommendation of his committee. He will, also, seek to secure favorable action by the church concerning his report.

## Section 3. – Committee Reports.

Each committee will keep a record of its proceedings and will present its reports in written form at regular business meetings of the church. If a committee wants the church to take action on any matter, or if a committee has been asked to study a matter which has been referred to the committee, that committee will present either pro or con. A committee that expects the church to take action should always present the matter with a recommendation.

## Section 4. – Ministry Committee Teams.

The following Ministry Committee Teams shall be elected annually and serve as standing committees of the church. The Westfield Baptist Ministry Teams shall refer to Ministry Team Guidelines for a detailed description of each committee's responsibilities. The Guidelines are to be set forth by the Nominating Committee and the Nominating Committee shall make recommendations for changes or updates to each committee before bringing these to the church for a vote on changes for adoption.

- A. Audio/Visual Ministry Team: Maintains sound and video equipment. Schedules the operation of sound/video equipment during all services, plays and any special events.
- B. Baptistery Ministry Team: Oversees operation of baptisms.
- C. Buildings/Grounds Ministry Team: Maintains physical needs of church buildings and property.
- D. Church Council: This committee shall consist of the Pastor and the president or chairman of each organization of the church. This committee shall have the task of coordinating the church calendar and further objective of coordinating purpose and goal of each organization with the overall church program.
- E. Church Historian: Keeps a written account of church events.

F. Communications Ministry Team: Communicates church events to the church and public by various forms of communication. Reviews the church calendar and makes calendars available to committees and church attendees.

G. Constitution Committee: Reviews and recommends revisions to the constitution as deemed necessary to incorporate changes according to needs of church members. All changes must be brought before the church members for approval or disapproval.

H. Events Planning Ministry Team: Develops ideas and themes for church wide events and oversees the details of events scheduled.

- a Request for a Guest Speaker should be submitted to the Pastor for review and approval at least two (2) months prior to the requested date. The Pastor will review and approve in a timely manner pursuant to the Pastor's job description. Once approved, Deacons and Finance Committee are to be notified of speaker approval along with any special requests for monetary payments and/or love offering. The Speaker will be paid a designated amount determined by the Events Planning and voted on by the church. Please note other designated times could be considered if approval is obtained.

All requests for speaker's payment and request to collect a love offering must be approved by the Finance Committee in advance. Monetary Payment(s) to be made by the church are to be submitted on a "Request for Check" form. This form must list the purpose for the request.

Requests for funds for Revival Service speakers may include mileage, housing and or/board. These speakers of choice are at the discretion of the Pastor. Arrangements and request for funds for payment of speaker's charges are to be made by the Pastor to the Finance Committee and Deacons

I. Finance Ministry Team: Oversees all income received by the church, all financial accounts and debt approved by the congregation. Prepares and maintains a budget for each church year and presents recommendations to the church for voting approval of annual budget and any changes during church year.

J. Food Purchase/Preparation Ministry Team: See M. Food and Kitchen Supply Ministry Team

K. Golden Years Ministry Team: Focuses on the senior adults of the church and plans events and trips that would interest senior adults.

L. Greeters: Greet people as they enter sanctuary, make available bulletins and information on nurseries available and other facility needs.

M. Food and Kitchen Supply Ministry Team: The purpose and responsibilities of this Committee include the preparation of food and purchasing supplies needed to supply the church's kitchen with paper products, disposable items, drinks, coffee, dish liquids, dish cloths and other general items pertinent to the operation of the kitchen for scheduled church wide events. Works with other committees at their request in purchasing any products needed for a church function. Oversees the cleaning and upkeep of the kitchens and kitchen equipment.

N. Long-Range Planning Ministry Team: This Committee is to consist of the chairpersons from the Deacon Board, Staff Relations, Finance, Missions, Golden Years and Building and Grounds. The Pastor and Associate Pastor will serve as ex-officio members.

This Committee provides accountability and assistance to the Pastoral Staff in determining the Lord's will for long term direction of our church and seeks solutions to the challenges facing our church in the foreseeable future. Their purpose is not to handle day-to-day tasks of the church, but to be proactive in dealing with the challenges of the future.

O. Lord's Supper Ministry Team: Prepares the communion drink and bread, prepare Lord's Supper table in sanctuary on designated Lord's Supper time. Maintains the wares necessary for serving the Lord's Supper.

P. Missions Ministry Team: This committee is to consist of four Ministry Team Chairpersons: WMU Director, Brotherhood Director, Benevolence Committee Director and Baptist Women's Group Director. The primary purpose of this committee is to maintain local missions awareness in the church and mission needs and opportunities outside the church and encourage the church to become actively involved in mission opportunities. Oversees mission collections and sets goals for Lottie Moon, Annie Armstrong, etc. Oversees and organizes the Church Food Pantry and keeps the congregation aware of food restocking needs.

Q. Nominating Ministry Team: This committee shall consist of six members who shall serve terms of three years. Two members shall be elected each year at the time and in the manner as the deacons. A member shall not be eligible for re-election for a period of at least one year after his/her term ends. The term of office shall begin on October 1 after their election and shall end on September 30 three years hence.

The committee shall meet during the month of October to elect from its membership a chairman, vice-chairman and secretary. In May they shall meet to begin work on nominations for the officers who will serve as members of the Church Council. Before adjournment of this

meeting, a time shall be set for the next meeting and some plan made for scheduling remaining meetings.

The committee's first report to the church shall be during the July monthly business meeting and shall consist of nominations for the officers who will serve as members of the Church Council. Following their election, the Sunday School Director, Church Training Director, Music Director, Woman's Missionary Union Director, and Brotherhood Director shall become ex-officio members, each being given the privilege of making suggestions concerning his/her area of work.

The second and final report to the church shall consist of a printed list of nominations for all officers and teachers of the church and its organizations, and shall be presented at the September monthly business meeting.

This committee shall seek volunteers in church positions when a need arises; guide committees in their responsibilities; evaluate committee needs annually; and keep up-to-date job descriptions of committees.

- R. Nursery Coordinators: Oversee the needs and organization of nursery and toddler care provided by the church.
- S. Sanctuary Flowers Ministry Team: Sees that the flowers are provided whenever necessary for church function.
- T. Staff Relations Ministry Team: Reviews paid staff positions and communicates/reviews with paid staff the expectations of the church.
- U. Ushers: Oversee Sunday morning worship service needs.
- V. Van Ministry Team: Oversees the scheduling of the church vans and maintenance of vehicles to ensure safety of all passengers. Maintains keys, keep a log of reservations for van use, and ensures that all drivers have registered their license number with Church Secretary for insurance purpose.
- W. Worship Ministry Team: Prayerfully coordinates all church's worship programs, keeping the worship services from becoming unguided by the Holy Spirit and too perfunctory.
- X. Benevolent Ministry Team: Oversees the distribution of yearly budgeted funds to meet the monetary needs in the community.
- Y. Messengers to State Convention: Elected by church membership as voting delegates.
- Z. Messengers to Surry Association: Elected by church membership as voting delegates.

Section 5. – Special Committees.

Special committees shall be elected for specific obligation as desired by the church. These shall be elected by the church or appointed as the church directs upon prior authorization by the church.

ARTICLE IV – ADOPTION AND AMENDMENTS

Section 1 – Adoption.

The adoption of this Constitution and By-Laws shall effect a repeal of all previously adopted rules in conflict therewith.

Section 2 – Amendments.

Any of the rules in these By-Laws may be amended, altered, or repealed by a majority vote of the members present, at any regular business meeting of the church, provided, however, that notice of proposal of such amendment, alteration, or repeal is given in writing at least 30 days prior to the time a vote is taken at a regular business meeting of the church.

Section 3. Recording and Posting.

A copy of this Constitution and By-Laws shall at all times be kept by the Clerk among his records and another copy shall be kept in the church office, and all amendments to and revisions hereof shall, after adoption by the church, be attached to the copies of the Constitution and By-Laws adopted by the church and made available at all times to the church members upon request. The text of the Constitution and By-Laws shall be changed to reflect all revision hereof and the revisions to include latest publication and republished revision date.

## ARTICLE V – STATEMENTS OF RELIGIOUS CONVICTIONS

The following statements seek to clarify with further detail certain religious convictions already alluded to in our Church Covenant.

### Section 1 – Statement of Biblical Authority.

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of church doctrine, practice, policy, and discipline, the membership of Westfield Baptist Church – under the leadership of the pastors and deacons – shall be the church’s final interpretive authority on the Bible’s meaning and application.

### Section 2 – Statement of Faith and Doctrine.

While we recognize that no statement of faith written by mankind could exhaust the extent of our faith and convictions, Westfield Baptist Church affirms the *Baptist Faith & Message* as adopted by the Southern Baptist Convention as the primary declaration of our religious doctrines which are ultimately derived from the Holy Bible.

### Section 3 – Statement of Marriage and Sexuality.

We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality, such as but not limited to adultery, fornication, homosexuality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as

volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Westfield Baptist Church.