

INTRODUCED: December 12, 2022

AN ORDINANCE No. 2022-365

To authorize the special use of the property known as 2800 3<sup>rd</sup> Avenue for the purpose of emergency housing for up to 30 individuals on a year-round basis, as a permitted accessory use, upon certain terms and conditions.

\_\_\_\_\_  
Patron – Mayor Stoney (By Request)

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 9 2023      AT 6 P.M.

WHEREAS, the owner of the property known as 2800 3<sup>rd</sup> Avenue, which is situated in a R-6 Single-Family Attached Residential District, desires to use such property for the purpose of emergency housing for up to 30 individuals on a year-round basis, as a permitted accessory use, which use, among other things, is not currently allowed by section 30-412.2, concerning permitted accessory uses and structures, of the Code of the City of Richmond (2020), as amended; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2020), as amended, it has been made to appear that, if granted subject to the terms and conditions set forth in this ordinance, the special use granted by this ordinance will not be detrimental to the safety, health, morals and general welfare of the community involved, will not tend to create

AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    JAN 9 2023    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, and will not interfere with adequate light and air; and

WHEREAS, (i) the City Planning Commission has conducted a public hearing to investigate the circumstances and conditions upon which the Council is empowered to authorize such use, (ii) the City Planning Commission has reported to the Council the results of such public hearing and investigation and its recommendations with respect thereto, and (iii) the Council has conducted a public hearing on this ordinance at which the person in interest and all other persons have had an opportunity to be heard;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Finding.** Pursuant to section 30-1050.1 of the Code of the City of Richmond (2020), as amended, the Council hereby finds that the special use set forth in and subject to the terms and conditions of this ordinance will not (i) be detrimental to the safety, health, morals and general welfare of the community involved, (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, (iii) create hazards from fire, panic or other dangers, (iv) tend to overcrowding of land and cause an undue concentration of population, (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, or (vi) interfere with adequate light and air.

**§ 2. Grant of Special Use Permit.**

(a) Subject to the terms and conditions set forth in this ordinance, the property known as 2800 3<sup>rd</sup> Avenue and identified as Tax Parcel No. N000-0808/005A in the 2022 records of the City Assessor, hereinafter referred to as “the Property,” is hereby permitted to be used for the purpose of emergency housing for up to 30 individuals on a year-round basis, as a permitted accessory use, hereinafter referred to as “the Special Use.”

(b) The adoption of this ordinance shall constitute the issuance of a special use permit for the Property. The special use permit shall inure to the benefit of the owner or owners of the fee simple title to the Property as of the date on which this ordinance is adopted and their successors in fee simple title, all of which are hereinafter referred to as “the Owner.” The conditions contained in this ordinance shall be binding on the Owner.

**§ 3. Special Terms and Conditions.** This special use permit is conditioned on the following special terms and conditions:

(a) The Special Use of the Property shall be as emergency housing for up to 30 individuals on a year-round basis, as a permitted accessory use.

(b) The Owner shall not engage in or continue to engage in the Special Use, nor shall the Owner permit their tenant or other operator of the Property to engage in or continue to engage in the Special Use until the Owner has complied with or caused its tenant or other operator of the Property to comply with section 30-698.3, concerning approvals for emergency, transitional, and permanent supportive housing, of the Code of the City of Richmond (2020), as amended.

**§ 4. Supplemental Terms and Conditions.** This special use permit is conditioned on the following supplemental terms and conditions:

(a) All required final grading and drainage plans, together with all easements made necessary by such plans, must be approved by the Director of Public Utilities prior to the issuance of the building permit.

(b) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(c) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjacent properties and public streets.

(d) Any encroachments existing, proposed, or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws.

(e) In all other respects, the use of the Property shall be in accordance with the applicable underlying zoning regulations.

§ 5. **General Terms and Conditions.** This special use permit is conditioned on the following general terms and conditions:

(a) No permit implementing this special use permit shall be approved until satisfactory evidence has been presented to the Zoning Administrator that any delinquent real estate taxes applicable to the Property have been paid.

(b) The Owner shall be bound by, shall observe and shall comply with all other laws, ordinances, rules and regulations applicable to the Property, except as otherwise expressly provided in this ordinance.

(c) Words and phrases used in this ordinance shall be interpreted to have the meanings ascribed to them by section 30-1220 of the Code of the City of Richmond (2020), as amended, unless the context clearly indicates that a different meaning is intended.

(d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final, non-appealable order of any Virginia or federal court of competent jurisdiction, the invalidity shall cause the entire ordinance to be void and of no further effect from the effective date of such order.

(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute a violation of section 30-1080 of the Code of the City of Richmond (2020), as amended, and all future amendments to such law, or any other applicable laws or regulations.

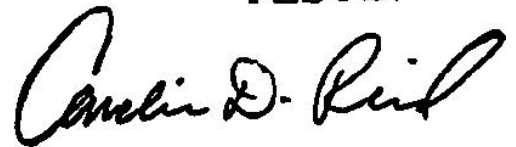
(f) When the privileges granted by this ordinance terminate and the special use permit granted hereby becomes null and void, whether as a result of the Owner relinquishing this special use permit in a writing addressed to the Director of Planning and Development Review or otherwise, use of the Property shall be governed thereafter by the zoning regulations prescribed for the district in which the Property is then situated.

§ 6. **Implementation.** The Zoning Administrator is authorized to issue a certificate of zoning compliance for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the certificate of zoning compliance shall be made within 365 calendar days following the date on which this ordinance becomes effective. If the application for

the certificate of zoning compliance is not made within the time period stated in the previous sentence, this ordinance and the special use permit granted hereby shall terminate and become null and void.

§ 7. **Effective Date.** This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reil". The signature is written in a cursive, flowing style.

**City Clerk**



# City of Richmond

## Item Request

File Number: PRE.2022.####

900 East Broad Street  
2nd Floor of City Hall  
Richmond, VA 23219  
www.rva.gov

### O & R Request

**DATE:** 14 November 2022

**EDITION:** 1

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor (by Request)  
(This in no way reflects a recommendation on behalf of the Mayor)

Handwritten signature of Levar M. Stoney.

**THROUGH:** J.E. Lincoln Saunders, Chief Administrative Officer

Handwritten signature of J.E. Lincoln Saunders.

**THROUGH:** Sharon L. Ebert, Deputy Chief Administrative Officer for  
Economic Development and Planning

Handwritten signature of Sharon L. Ebert.

**FROM:** Kevin J. Vonck, Director, Department of Planning and Development Review

Handwritten signature of Kevin J. Vonck.

**RE:** To authorize the special use of the property known as 2800 3<sup>rd</sup> Avenue for the purpose of emergency housing for up to thirty (30) individuals on a year-round basis, upon certain terms and conditions.

**ORD. OR RES. No. ###**

**PURPOSE:** To authorize the special use of the property known as 2800 3<sup>rd</sup> Avenue for the purpose of emergency housing for up to thirty (30) individuals on a year-round basis, upon certain terms and conditions.

**REASON:** The applicant is requesting a special use permit (SUP) in order to provide emergency housing for up to thirty (30) individuals on a year-round basis, upon certain terms and conditions, for which use is the R-6 District is limited to "a total of seven (7) days and only within the time period beginning on October 1 of any year and ending on April 1 of the following year" by the Zoning Ordinance (§30-402.1 City Code).

**RECOMMENDATION:** Approve as submitted.

**BACKGROUND:** Individuals experience homelessness for a variety of reasons, including mental illness, substance abuse, domestic violence, unemployment or underemployment, lack of a living wage, a limited supply of affordable housing, and eviction. Some factors can make it difficult for individuals to secure and maintain a fixed, regular, and adequate residence.

In May 2020, Council adopted the *City of Richmond Strategic Plan to End Homelessness 2020-2030*, which recommended number of actions to better provide emergency, transitional, and permanent supportive housing in the City.

In March 2021, City Council amended the Zoning Ordinance to permit certain types of emergency, transitional, and permanent supportive housing options by right in a number of mixed-use zoning districts (B-1, B-2, B-3, B-4, I, M-1, OS, R-73, and RO-2) and created supplemental regulations regarding housing types, locations, capacity, and the process for administrative approvals, which includes submission of a management or operational plan (ORD. 2020-261). Property owners outside of these zoning districts interested in such uses must obtain a special use permit (SUP) to do so.

In September 2022, after posting a notice of funding opportunity, the Department of Housing and Community Development (HCD) recommended that City Council allocate money to certain entities to provide emergency housing. One of the recommended recipients, the applicant (Fifth Street Baptist Church), needs to obtain land use and zoning compliance before it can accept the funds to operate. The property, 2800 3<sup>rd</sup> Avenue, lies in a “R-6 - Residential (Single Family Attached)” district, which limits emergency housing uses to thirty (30) individuals and a total of seven (7) days and only within the time beginning on October 1 of any year and ending on April 1 of the following year. The *Richmond 300* Master Plan recommends a future land use of “Residential,” for which churches and places of worship (“institutional”) are recommended secondary uses; the parcel lies just outside the Six Points growth node.

**FISCAL IMPACT / COST:** The Department of Planning and Development Review does not anticipate any impact to the City’s budget for this or future fiscal years.

**FISCAL IMPLICATIONS:** Staff time for processing the request; preparation of draft ordinance; and publishing, mailing and posting of public notices.

**BUDGET AMENDMENT NECESSARY:** No

**REVENUE TO CITY:** None

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** Monday, 12 December 2022

**CITY COUNCIL PUBLIC HEARING DATE:** Monday, 9 January 2023

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** None

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** City Planning Commission on Tuesday, 3 January 2023



**AFFECTED AGENCIES:** Office of Chief Administrative Office  
Law Department (for review of draft ordinance)

**RELATIONSHIP TO EXISTING ORD. OR RES.:** ORD. 2022-300

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Draft ordinance

**STAFF:** Kevin J. Vonck, Director, Department of Planning and Development Review  
kevin.vonck@rva.gov, 804-646-3741



## Application for **SPECIAL USE PERMIT**

Department of Planning and Development Review

Land Use Administration Division

900 E. Broad Street, Room 511

Richmond, Virginia 23219

(804) 646-6304

<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- ☒ **special use permit, new**  
☐ **special use permit, plan amendment**  
☐ **special use permit, text only amendment**

### Project Name/Location

Property Address: 2800 3rd Avenue, Richmond, VA 23222

Date: 11/18/2022

Tax Map #: N0000808005A Fee: n/a

Total area of affected site in acres: 0.803

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")

### Zoning

Current Zoning: R6

Existing Use: Religious/Church/Synagogue

### Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Fifth Street Baptist Church will be collaborating with the City of Richmond to implement the FY23 Inclement Weather Shelter (IWS) and will be receiving funding

Existing Use: Educational Wing of Church

Is this property subject to any previous land use cases?

Yes

No



If Yes, please list the Ordinance Number: BZA21-51, BZA128-52

### Applicant/Contact Person: Craig Watson

Company: Fifth Street Baptist Church

Mailing Address: 2800 Third Avenue

City: Richmond

State: VA

Zip Code: 23222

Telephone: (804) 728-9545

Fax: ( )

Email: cwatson@fifthstreetbaptist.org

### Property Owner: Fifth Street Baptist Church

If Business Entity, name and title of authorized signee: Linda Thomas, Chair of Trustees

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: 2800 Third Avenue

City: Richmond

State: VA

Zip Code: 23222

Telephone: (804) 321-5115

Fax: ( )

Email: derricklinda@verizon.net / cwatson@fifthstreetbaptist.org

### Property Owner Signature: \_\_\_\_\_

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **Faxed or photocopied signatures will not be accepted.**

**NOTE:** Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



November 18, 2022

To Whom It May Concern:

Fifth Street has agreed to partner with the City to operate the FY23 Inclement Weather Shelter (IWS). Our proposed Inclement Weather Shelter (IWS) will not be detrimental to the safety, health, morals, and general welfare of the community involved. Fifth Street Baptist Church has been in existence for 142 years and has a history of serving those in need. Fifth Street, its leaders, members, staff, volunteers, and those hired specifically to support 30 unhoused men nightly will work to ensure that the shelter will run to the highest standard while supporting the residents and surrounding community.

Our proposed Inclement Weather Shelter (IWS) will not create congestion in streets, roads, alleys, and other public places in the area involved. Fifth Street has experience in serving the unhoused. We successfully partnered with CARITAS for almost 20 years both in-house and at The Healing Place, once the men were relocated there. We housed 30 individuals for one week each year. Our guests would arrive each evening between 6:00 and 7:00 p.m. and depart each morning at 5:30 a.m. Fifth Street's Security Ministry & Street Outreach Ministry will partner with the City to prevent all congestion and loitering. The security ministry at Fifth Street is under the leadership of two experienced individuals. The leader retired from the State Department of Corrections where he was Unit Manager at Greenville Correctional Center. The assistant retired from the City Sheriff's Department. We will also be partnering with our local police precinct and an outside licensed security company. The church will also assist residents with transportation from the site for appointments, jobs, etc.

Our proposed Inclement Weather Shelter (IWS) will not create hazards from fire, panic, or other dangers. Fifth Street will partner with the City's Building Inspector and Fire Marshall to ensure our facilities are safe and free of any hazards. All recommendations will be implemented. We have multiple ingress and egress and options identified.

Our proposed Inclement Weather Shelter (IWS) will not cause overcrowding of land and an undue concentration of population. Fifth Street's main campus is located on .803 acres of land. We are proposing to house only 30 men within our large educational facility.

Our proposed Inclement Weather Shelter (IWS) will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences, and improvements. We will use the professional security team and staff to ensure operations do not adversely affect the area public or private schools, parks, and playgrounds.

FOUNDED BY FAITH FOCUSED ON FAMILY

**Rev. F. Todd Gray, Pastor**

**ADDRESS:** 2800 Third Avenue – Richmond, Virginia 23222 • **CHURCH OFFICE:** 804-321-5115 • **FAX:** 804-321-8275

**VISIT US AT [FIFTHSTREETBAPTIST.ORG](http://FIFTHSTREETBAPTIST.ORG)**

Our operations plan includes adequate water and sewage disposal as well as transportation from the site. Fifth Street has diligently worked to "Bring the Kingdom to the Community" through various projects including our monthly food pantry, clothes closet, Child Development Center, Thanksgiving basket giveaway, and Angel Tree project.

Our proposed Inclement Weather Shelter (IWS) will not interfere with adequate light and air. While Fifth Street has implemented some outdoor lighting upgrades, several beautification, renovation, and energy efficient updates are planned for this project.

Craig Watson, Church Administrator, will be the emergency contact for our Inclement Weather Shelter. He will be available 24 hours a day and can be reached at (804) 728-9545 in case of emergency.

Fifth Street's designated housing space for the unhoused guests is a permanent structure with multiple access control points. The Church Administrator met David L. Alley, Commissioner of Buildings, to review the proposed Inclement Weather (IWS) site to identify the ideal space for housing our guests. The planned space for housing our guests will be the finished basement in our educational wing. Within the basement we have plans to renovate all areas to meet the needs of the City and exceed the expectations of the residents. Architects and contractors will be hired to renovate and beautify two (2) large multi-purpose spaces. We will have a kitchenette with a dining area, intake/office spaces to conduct private screenings and wellness support, reception space for staff, lockers and showers for guests, a minimum of 3 commercial restrooms. Our HVAC system will be upgraded to provide for heating and air conditioning needs to prepare us for year-round services. Our food preparation area will be done both off-site by licensed caterers and in our commercial kitchen. In partnership with our local fire department, security company to ensure the appropriate smoke alarms, carbon monoxide alarms and fire extinguishers are installed.

We are a faith-based organization in its 142nd year of existence. We are in the Historic Chestnut Hill Area of Highland Park. We have been led by Rev. F. Todd Gray for the past 27 years. During his tenure we have built The GRACE (God's Redemptive & Community Empowerment) Center, a 10,000 sq. ft. facility, which houses a Child Development Center and Conference & Catering Facility. Our mission is "We are a family, winning the world to Christ through worship, word, and work." (Acts 2:42-47). Our purpose is to grow a Christian family by winning the world to Christ by empowering people through the Worship of God, equipping people in the Word of God to fulfill their calling in the Work of God. We believe that we should share the goodness of God with our community and our world. Through educational opportunities, community involvement and collaboration with service organizations we seek to bring the Kingdom to our community, our city, our state, our nation, and world. Our internal organizations are established to facilitate our outside activities.

Fifth Street has many years of experience with providing shelter to the unhoused as we successfully partnered with CARITAS for almost 20 years both in-house and at The Healing Place, once the men were relocated there. We housed 30 individuals for one week each year. Our guests would arrive each evening between 6:00 and 7:00 p.m. and depart each morning at 5:30 a.m. During their stay they were provided 2 meals (dinner and breakfast), snacks, and lunches to take with them. Our ministries provided

activities and fellowship during the week. We partnered with the YMCA and Trinity Life Center to provide showers during their stay. Our participation was completely funded and sponsored by the ministries of the church. Members whose occupations are barbers and cosmetologists provided free services to our guests.

The anticipated days and hours of operation will be Sunday through Saturday from 5:00 p.m. - 8:00 a.m. This will last from the opening date, which was anticipated to begin on Nov 1, 2022, through April 15, 2023. The maximum number of intended overnight guests will be 30 men, the most allowed by R-6 zoning ordinance.

The requirements for the shelter will follow the guidelines as outlined in the Notice of Funding Availability (NOFA) to benefit low- and moderate-income persons as defined by HUD.

As a new service provider, we will partner with the other Inclement Weather Shelters and previous awardees to ensure that our shelter is effective. The “Fifth Street Wellness Retreat”, the name of our Inclement Weather Shelter, will be staffed with the following personnel:

**Project Director – Hybrid Position (1 person)**

- Reports directly to the Church Administrator
- Oversees the day-to-day operation of the project
- Maintains the budget of the project
- Reports as appropriate to City of Richmond
- Reports all incidents to appropriate church staff
- Report’s progress to church leaders – Pastor, Administrator, Executive Committee
- Serves as backup to intake staff
- Must be available by phone during operational hours
- Must be available to travel to site as needed

**Assistant Project Director – Hybrid Position (1 person)**

- Reports directly to the Project Director
- Serves as backup to the Project Director
- Submits all project related reports to the City of Richmond
- Serves as backup to intake staff
- Must be available by phone during operational hours
- Must be available to travel to site as needed

**Security Manager (1 per night)**

- Reports directly to the Project Director
- Oversees the safety of the building
- Manages the security staff to ensure campus coverage
- Responsible for controlling loitering around campus
- Reports all incidents to appropriate church staff – i.e., Project Director, Fifth Street Security

**Security Officer (2 per night)**

- Reports directly to the Security Manager
- Manages safety of the building
- Responsible for controlling loitering around campus
- Reports all incidents to the Security Manager

**CNA (2 per night)**

- Reports directly to Project Director
- Responsible for assessing and monitoring ill residents
- Reports all incidents to Project Director

**Intake Staff (2 per night)**

- Reports directly to Project Director
- Responsible for keying resident information into system
- Responsible for communicating bed space with other sites
- Responsible for distributing retreat guidelines to residents
- Responsible for distributing meal tickets to residents

**Caterer (1 per day)**

- Reports directly to Project Director
- Responsible for preparing and boxing meals for residents at assigned times

**Meal Monitors (2 per day)**

- Reports directly to Project Director
- Responsible for collecting meal tickets and distributing meals to residents

**Retreat Monitor (2 per night)**

- Reports directly to Project Director
- Responsible for activities with residents
- Assist's meal monitors as needed

- Other duties as assigned

**Outreach Team (several working throughout the project)**

- Reports directly to Project Director
- Responsible for distributing retreat information to unhoused in the area
- Responsible for controlling loitering around campus
- Responsible for coordinating efforts with established partners

A certified cleaning service will be hired to ensure deep cleaning, including Covid sanitation, is done each morning after our guests leave. Those who exhibit any type of illness will be housed on a separate floor, to manage the risks of spreading communicable diseases, and cared for by a CNA. Meals will be prepared and served on a scheduled basis. Breakfast, dinner, and a snack will be prepared on a nightly basis. On the days of inclement weather 3 meals, including lunch, and an additional snack will be furnished. Intake will be done at a centralized location, separate from the sleeping, dining, and entertainment areas. Security will be outsourced and performed by licensed and certified officers. Partnering with Capital Area Health Network, Rubicon, and The Daily Planet and others will allow us to provide physical, mental, and substance abuse counseling, if needed, for our guests.

Fifth Street anticipates participating in the Greater Richmond Continuum of Care coordinated entry system. We have budgeted for the purchase of tablets for our intake staff.

Respectfully Submitted,



Craig L. Watson, Church Administrator



Rev. F. Todd Gray, Pastor

Enclosed: Church Bylaws

# **FIFTH STREET BAPTIST CHURCH CONSTITUTION AND BYLAWS**

## **PREAMBLE**

For the secure preservation of the principles of our faith, and to the end that this body may be governed in an orderly manner consistent with the tenets of our Baptist heritage, and for the purpose of preserving the liberties which are the God given right of each individual member of this congregation and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

## **ARTICLE I**

### **NAME**

The name of this organization shall be the Fifth Street Baptist Church of Richmond, Virginia.

## **ARTICLE II**

### **CHARACTER AND PURPOSE**

#### **SECTION 1.**

##### **Polity**

The government of this church is vested in the body of believers who compose it. It 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.

#### **SECTION 2.**



## **Doctrine**

This church receives the Scriptures as its authority in matters of faith and practice.

### **SECTION 3.**

#### **Purpose**

The purpose of this church shall be: (a) the preaching and teaching of the gospel of Jesus Christ; (b) the promotion and furtherance of the welfare of its members and others attendant upon its ministry; (c) the healing and building of the community in which it labors and serves by every means consistent with the gospel; (d) the extension of the Kingdom of God at home and abroad;

1

and (e) the holding and owning of property, real and personal, in the name of the Church for the mutual benefit of its members.

# **BYLAWS**

## **ARTICLE I CHURCH MEMBERSHIP**

### **SECTION 1. CANDIDATES FOR MEMBERSHIP**

All candidates for church membership shall join Church in one of the following Five (5) Ways:

#### **1. Baptism**

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this church and is baptized by immersion may be received into the fellowship of the church.

#### **2. Letter**

A person who is in substantial accord with the views of faith and the principles of this church may be received by letter from another Christian church, provided they have been baptized by immersion.

#### **3. Christian Experience**

A believer who formerly has been baptized by immersion and a member of a Christian church, but who for a sufficient reason cannot present a letter from that church, but who is in substantial accord with the views of faith and principles of this church, may be received upon statement of experience.

#### **4. Reinstatement**

A person who has been inactive for more than one year may be reinstated to active membership upon completion of new members' classes.

#### **5. Watch care**

A person who is a member of another Christian church but sojourning in this community for a brief period of time may be received into the membership of the church for a twelve- month period. Watch care membership may be renewed. Watch care members shall have no voting privileges.

Upon a candidate's completion of New Members' Discipleship Training, he/she will be extended the right hand of fellowship signifying active membership.

### 3

## SECTION 2. GENERAL DUTIES OF MEMBERS

1. The duties of members to themselves are the acquisition of scriptural knowledge,  
constant growth in spirituality, and consistency of deportment and self-control.
2. It is the duty of each member to cultivate and cherish brotherly love for all members of the church and to show this love by using proper measures to promote their spiritual welfare and prosperity.
3. It is the duty of members to be regular, faithful, and punctual in their attendance upon Sunday and Mid-Week services of the church, to strive to keep inviolate their covenant, and to be faithful in their observance of the Lord's Supper.
4. It is the duty of each member to faithfully subscribe to the financial support of the  
church.
5. Any member of the church who fails, refuses, or neglects to contribute to the support of the Gospel and the expenses of the church for a period of twelve consecutive months shall be notified by the Official Board of the delinquency. If the person does not show just cause why he/she failed to perform this spiritual duty as set forth in the church covenant, or does not indicate an intention to meet this obligation, the Official Board may take further action, including but not limited

to transfer to the inactive list.

6. It is the duty of members to honor, esteem and love their Pastor, to pray for him/her fervently, to attend constantly upon his/her ministrations, to manifest a tender regard for his/her reputation, and to contribute toward his/her support.

### SECTION 3. INACTIVE MEMBERSHIP

The Official Board shall prepare annually a list of those members who have not participated in the service of worship, financial support or the educational program of the church without valid reason. If the persons so described cannot be reclaimed, a recommendation will be made to the Official Board to remove such members' names from the active roll and membership shall become inactive.

### SECTION 4. PROSPECTIVE NEW MEMBERS

Any prospective new member who does not complete new members training within the calendar year in which they joined church, will be purged from the church roll. However, if a prospective new member joins church after November 1 of a given year such member will have until the end of the following calendar year to complete the new members training.

### SECTION 5. TERMINATION OF MEMBERS

Any member in good standing who desires a letter of dismissal and recommendation to any other Christian church may receive it upon his or her (their) request and recommendation of the Official Board. The church to which membership is requested shall be named in the request. The letter shall be valid for six (6) months after date of issuance. Additionally, if a member is on the inactive list for 3 or more years, they may be removed from the Church's membership roll.

## **ARTICLE II OFFICERS OF THE CHURCH**

Officers of the Fifth Street Baptist Church shall be Pastor, Deacons, Clerk, Treasurer and Moderator. The Official Board shall consist of the Pastor and the Deacon Ministry. Persons who are eligible to hold office shall be members in good standing financially, who exhibit spiritual mindedness, scriptural faith and Christian conduct.

### **SECTION 1. PASTOR**

#### **A. QUALIFICATION AND DUTIES**

1. The office of Pastor or minister is a divine appointment. The relationship between Pastor

and people should not be lightly esteemed or rudely severed.

2. The Pastor shall preach the gospel, administer the ordinances and have charge of the

spiritual welfare and oversight of the congregation.

3. The pastor shall be an ex-officio member of all ministries and committees of the church

and its auxiliary organizations.

4. Other duties and obligations of the Pastor shall be stated in a Covenant of Understanding,

Employment Contract or other documents executed by the Pastor and representatives of the Official Board.

#### **B. SELECTION, ELECTION AND REMOVAL**

## 1. Selection

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(a.) The choice of pastor shall be left to the wisdom of the church, and the duration of his

services shall be determined by the action of the church. Should a change be desired on the part of Pastor or Church, a 30-day notice shall be given by either party.

(b) Should the pastorate become vacant, the church shall activate the Search Committee

as outlined in the duties of the Deacons. Only one name for pastor shall be brought before the church one at a time.

## 2. Election

(a) The Search Committee shall prepare a biographical sketch of the prospective

candidate which should be attached to the notice of the special meeting called to vote on the candidate.

(b) Notice of a church meeting to elect a pastor must be in writing and sent to each active member. The meeting shall be held within 25 days of the date of the notice but no sooner than ten days.

(c) Members should be 12 years of age or over to be eligible to vote for a pastor.

(d) A quorum at the meeting to elect a pastor shall be one third of the total membership

in good standing ten days (10) prior to the date of the meeting.

(e) Members who cannot attend may vote by proxy, such proxy being given to a member

of the Deacon Ministry, who shall vote in accordance to the proxy.

### 3. Removal

The same procedure for the election of Pastor shall be used for removal.

## SECTION 2. DEACONS MINISTRY

### A. COMPOSITION AND ORGANIZATION

1. The membership of the Deacons Ministry shall be composed of a number in proportion to  
the size of the  
congregation.
2. The Deacons Ministry shall meet monthly on the Monday following the second Sunday. A  
majority of the members of the Deacons Ministry constitute a  
quorum.
3. Special meetings may be called by the Chairman of the Deacons Ministry or the Pastor.

### B. CANDIDATES FOR THE DEACONS MINISTRY

6

Candidates shall  
be:

1. A member of Fifth Street Baptist Church for at least five (5) years;
2. Nominated by members of the Church;

3. Those who possess the qualifications recorded in 1 Timothy 3:8-13 and the qualifications stated in the Guidelines for Selecting Church Leaders; and
4. In training for at least one (1) year before being considered for ordination

#### C. TENURE OF OFFICE

1. The Deacons Ministry shall elect a Chairman, two Co-Chairmen, Secretary, Assistant Secretary, Treasurer, Financial Secretary and other officers as may be deemed necessary.
2. Officers shall be elected annually and approved by the Church.
3. Upon recommendation by the Deacon Ministry, the Church may promote to emeritus status any Deacon who by reason of age or infirmity is unable to render active service. Additionally, upon approval by the Pastor and Deacons Ministry, a Deacon may be transferred to Inactive status.

#### D. DUTIES AND RESPONSIBILITIES

The Deacons Ministry shall:

1. Assist the Pastor in the welfare and work of the Church;
2. Develop and carry out a Deacon Family Ministry Plan;
3. Assist with baptism and serve the Elements in the observance of the Lord's Supper;
4. Serve Communion to the sick and shut-in;



5. Have oversight of the discipleship of the Church, using as a guide the principles set

forth in Matthew 18: 15-17, 1 Corinthians 5:9-13 and 1 Thessalonians 5:12-14;

6. Serve as general Pulpit Supply Committee in case of illness or inability of the Pastor

or pulpit  
vacancy;

7. Appoint a Search Committee with approval of the church which in the event of a vacancy will interview and investigate prospective candidates. This Committee shall choose and present a candidate to the church at a regular or special meeting for confirmation;

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8. Monitor and oversee the activities of the Finance Committee;

9. Receive and count offerings, assisted by a trustee and others, at all services;

10. Approve all special offerings and financial efforts presented to the church; and

11. Receive from the Trustee Ministry all recommendations for outside contracts for products and services that exceed \$5,000.00, not otherwise included in the annual budget.

### SECTION 3. CLERK

#### A. ELECTION

The church shall elect a Clerk annually.

## B. DUTIES AND RESPONSIBILITIES

The Clerk  
shall:

1. Keep official records in the form of Minutes of the proceedings at all business meetings and Advisory Council meetings; 2. Read announcements and notices during the Sunday morning services or other services as prescribed by the Church; 3. Be available in the Church Office on Sundays; and 4. Have signatory authority

## SECTION 4. TREASURER

### A. ELECTION

The church shall elect a Treasurer annually who shall serve as the custodian of all Church funds.

### B. DUTIES AND RESPONSIBILITIES

The Treasurer shall: 1. Be the advisor and consultant to all boards, committees and auxiliary organizations when their actions involve financial obligations; 2. Serve as a member of the Finance Committee; 3. Be bonded; 4. Serve for an indefinite term of office; 5. Exhibit Christian character as outlined in the Guidelines for Church Leaders; 6. Be responsible to the Finance Committee and balance the Church's bank statement and accounts monthly; 7. Receive, preserve and pay out all money or things of value given to the Church; 8. Keep at all times an itemized account of all receipts and disbursements; 9. Deposit all money in the Church's bank account; 10. Pay all bills for local work or expenses promptly by check; 11. Submit all funds budgeted for denominational or other causes by check at the appropriate time; 12. Prepare and render to the Official Board, prior to each of the quarterly

business meetings, an itemized report of receipts and disbursements for the preceding quarter; 13. Pass all record books to the Auditing Committee prior to the Church's

Annual Meeting: 14. Assist the Finance Committee in preparing the Annual Church budget; and 15. Have signatory authority.

## SECTION 5. MODERATOR

The Pastor or Chairman of the Deacons Ministry shall serve as Church Moderator. In the absence of the above, the Clerk shall call the meeting to order and a Moderator pro tem shall be elected.

### A. DUTIES AND RESPONSIBILITIES

The Moderator shall: 1. Preside over all church business and Advisory Council meetings; *and* 2. Conduct business according to established principles of parliamentary procedure and protocol as set forth in the latest edition

of Robert's Rules of Order, Newly Revised. **ARTICLE III**

## **GUIDELINES FOR SELECTING CHURCH LEADERS**

A. The various groups of our Church in selecting persons to leadership positions shall be

guided by Spiritual qualifications outlined in Timothy 3: 8-13, Titus 1: 5-9 and 1 Peter 5:1-10.

B. Upon approval by the Official Board, persons selected to be submitted to the Church for

leadership positions  
shall:

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1. Be born again believers in God who have evidenced the same by being baptized and

in active membership with our Church family; 2. Be faithful in attendance and actively involved in the church's worship and

educational service ministries; 3. Have the deep commitment necessary to undergird harmoniously the multiple ministries of this Church as adopted by majority of the Church; 4. Be good and faithful stewards of all the gifts of God bestowed upon them, honoring God with their tithes and offerings; 5. Be possessors of a good reputation by living a Christian lifestyle; 6. Have the respect and support of their families in their responsibilities as church leaders; and 7. Be willing to work cooperatively and supportively in uplifting the Pastor, staff and all elected leadership of the church.

## **ARTICLE IV**

### **MINISTRIES**

#### **PROVISO STATEMENT**

##### **SECTION 1. TRUSTEES MINISTRY**

###### **A. COMPOSITION**

There shall be twelve (12) Trustees elected by the church membership who shall be approved and bonded by the Circuit Court of the City of Richmond, Virginia.

###### **B . TENURE OF OFFICE**

1. The Officers shall consist of a Chairman, two Vice-Chairmen, Secretary, Treasurer

and  
Chaplain.

2. Through a system of rotations, each Trustee shall serve a term of six (6) years. One year after completing the first six-year term, a trustee will be eligible for re-election by the Church.

## C. DUTIES AND RESPONSIBILITIES

The Trustees Ministry  
shall:

1. Maintain, preserve and protect all the Church's real and personal property;

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2. Assume responsibility, jointly with the Deacons Ministry, for the collection and budgeting of all Church funds, whether designated as tithes, offerings, gifts, or donations, regardless of their source;

3. Review the legal provisions of all contracts;

4. Execute and sign contracts pertaining to or involving Church property and equipment;

5. Recommend the acquiring of properties when available or deemed in the best interest of the Church;

6. Communicate with the Finance Committee regarding contractual commitments and financial resources;

7. Have in trust all properties belonging to the Church and take measures for safekeeping and protecting all church properties (including adequate insurance coverage), and maintain and repair the buildings, grounds and operating facilities;

8. Evaluate the use of all Church property for all extra or secular purposes with the

approval of the Official Board;  
and

9. In accordance with Article II, Section D, Paragraph 11, shall present to the Deacons Ministry all outside Contracts for Products and Services that exceed \$5,000.00, not otherwise included in the annual budget.

## SECTION 2. CHRISTIAN EDUCATION EXECUTIVE MINISTRY (CEEM)

### A.

#### COMPOSITION

The Ministry  
shall:

1. Consist of twelve elected  
members;

2. Have Ex-Officio members, which shall include the Pastor, Director/Minister  
of

Christian Education, and the Church School  
Superintendent,

3. Meet monthly at a stated  
time;

4. Have special meetings called by the Chairman of CEEM or Pastor when  
deemed

necessary;  
and

5. Have a quorum consisting of six (6) elected  
members.

### B. TENURE OF

## OFFICE

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1. The officers of the ministry shall be Chairman, Vice Chairman, Treasurer and

Secretary.

2. The officers shall be elected by its membership and approved annually by the

Church.

3. Through a system of rotation, each member shall serve a term of three (3) years. After completing the first three-year term, members will be eligible for re-election by the Church.

4. The ministry shall recommend for appointment any new members required to fill

vacancies.

## C. DUTIES AND RESPONSIBILITIES

1. The Christian Education Executive Ministry and the Director/Minister of Christian Education are responsible for the organization, administration, and supervision of the following educational programs:

a. Church School b. Vacation Bible School c. Girl Scouts d. Boy Scouts e. Other children, youth and adult activities within the church teaching ministries f. Micah Initiative g. Nursery h. Tuesday Morning Prayer and Bible Study i. Wednesday (Mid-Week) Bible Study and Worship

2. The specific duties of this Ministry shall be to:

- a. Study the needs of educational ministries;
- b. Establish the objectives of the program;
- c. Establish all policies with respect to the program, personnel, time schedules,  
and meeting places of classes and groups within the program;
- d. Recruit, train and appoint leaders;
- e. Determine and evaluate the educational curriculum;
- f. Provide adequate classrooms and equipment;

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- g. Coordinate and approve the outreach programs and the groups and organization  
under its jurisdiction;  
and
- h. Prepare and submit the Christian Educational Program, Budget and activities to  
the Official Board  
annually.

### SECTION 3. MISSIONS MINISTRY (Federated Missionary Organization: FMO)

A.



## COMPOSITION

The Missions Ministry is organized into nine (9) circles and children and youth missionaries, each of which relates to a specific ministry area. The community mission outreach ministries are:

1. Family Support
2. Health Care
3. Prison
4. Emergency Assistance
5. Scholarship Assistance
6. One Stop Resources

### B. TENURE OF OFFICE

The officers shall be:

1. President, Vice President, Secretary, Financial Secretary, Treasurer and Circle Leaders;  
and
2. Elected annually by its membership with joint nominations by the FMO Executive Committee and approved by the church.

### C. DUTIES AND RESPONSIBILITIES

1. The duties of the officers and committees shall be those designated by the approved denominational standards.
2. The FMO is charged with the responsibility of leading our church to:

a) Discover ways that we can relate to the pressing social, political and economic problems and concerns in our metropolitan area, our nation and world so as to witness for Christ and evidence His love; and b) Stimulate and motivate the members of our church family to support and participate in Christian mission ministries

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#### SECTION 4. USHERS MINISTRY AND COUNCIL

##### A. USHER COUNCIL

###### 1. ELECTION

The members of the Council are elected by its own membership and approved annually by the Church through the electoral vote of the various Usher Boards.

###### 2. COMPOSITION

a) The Council consists of eight (8) elected officers and (2) appointed

Youth  
Sponsors.

b) Officers of the Usher Council shall be the President and Secretary. The

Pastor shall serve as an ex officio  
member.

c) The Council shall meet  
quarterly.

3. DUTIES AND  
RESPONSIBILITIES

The Council coordinates and promotes the worship experience through the service rendered by ushers of the church and focuses on the training of all ushers.

B. USHER  
MINISTRIES

1. ELECTION

Each shall consist of various officers that are elected by their members and approval annually based on the individual board criteria.

2. COMPOSITION

- a) Ladies Usher Ministry No. 1 Serve each 1<sup>st</sup> Sunday b) Men Usher Ministry No 1 Serve each 4<sup>th</sup> Sunday c) Ladies Usher Ministry No. 2 Serve each 2<sup>nd</sup> Sunday d) Men’s Usher Ministry No. 2 Serve each 3<sup>rd</sup> Sunday e) Youth Usher Ministry No. 1 Serves on 5<sup>th</sup> Sunday and  
on other Sundays as assigned f.) Youth Usher Ministry No. 2 Serves on those Sundays  
as  
assigned

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3. DUTIES AND  
RESPONSIBILITIES

Ushers are to maintain adequate coverage at all worship services and greet and make members and visitors feel welcomed and comfortable while lending spiritual dignity to the whole church service.

## C. FRIENDSHIP COMMISSION

### 1. COMPOSITION

The Friendship Commission consists of ushers and other members of the church.

### 2. TENURE OF OFFICE

a) Officers consist of the President, Vice President and Secretary.

b) Officers are elected by the members of the Friendship Commission and the

President is approved by the Church annually.

### 3. DUTIES AND RESPONSIBILITIES

To greet church members, visitors and pass out bulletins, encourage all visitors and guests to sign the Church Visitors' Register (name of their church, address and phone number) for Church use, and have someone from the Commission on hand to give an official welcome from the Church each Sunday morning and at other worship services; and to work in conjunction with various Usher Boards to facilitate a wonderful worship experience.

## **ARTICLE V OTHER MINISTRIES**

## SECTION 1. CHILDREN AND YOUTH MINISTRY

The children (ages 5-12) and youth (ages 13-17) ministry is under the direction of the Youth Minister. All children of the church are considered members of this ministry.

### A. ELECTION

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The officers, who are elected annually by the youth, are President, Vice President, Secretary, Assistance Secretary, Treasurer and Chaplain.

### B. PURPOSE

The mission/objective of the Children and Youth Ministry is to develop Christian growth and understanding through Bible study, fellowship, missions and application of Christian and Biblical principles to their daily lives.

## SECTION 2. YOUNG ADULT MINISTRY

The Young Adult Ministry is open to men and women of the church between the ages of 18 and 35.

### A. ELECTION

The officers, who are elected annually by the young adults, are President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Chaplain.

### B. PURPOSE

The purpose of the Young Adult Ministry is to bridge the gap between young adulthood and adulthood by increasing our love for God and each other through Bible study, worship, outreach through missions witnessing, community service, and Christian fellowship. The ministry also establishes relationships with college students to preserve relationships with our church family.

### SECTION 3. WOMEN'S MINISTRY

The Women's Ministry is open to all women of the church.

#### A. ELECTION

The officers, who are elected biennially by the women, are President, Vice President, Secretary, Treasurer and Worship Leader and approved by the church.

#### B. PURPOSE

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The purpose of the Women's Ministry is to provide opportunities for the women of the church to:

1. Become and develop as God's person;
2. Minister and serve God, our church, each other, our community and the world; and
3. Sponsor women's weekend and other activities each year

## SECTION 4. MEN'S MINISTRY

The Men's Ministry is open to all men of the church.

### A. ELECTION

The officers, who are elected annually by the men, are President, Vice President, Secretary, Treasurer, Assistant Treasurer and Chaplain and approved by the church.

### B. PURPOSE

The purpose of the Men's Ministry is to:

1. Encourage all men to enter into vital relationship with God through personal faith in,  
and a commitment to Jesus Christ;
2. Enlist in fellowship with men in a life of effective Christian service in the church and  
the community with special emphasis on working with youth; and
3. Sponsor men's week-end and other activities each year

## **ARTICLE VI COMMITTEES**

### SECTION 1. THE FINANCE COMMITTEE

A.

COMPOSITION

The Finance Committee shall be composed of nine (9) members consisting of three (3) members from the Deacons Ministry, two (2) members from the Trustees Ministry, one (1) member from the Missions Ministry, one (1) member from the Christian Education Executive Committee, one (1) member from the Worship Ministry and the Treasurer. Ex-officio members are the Pastor, Chairman of the Deacons Ministry and the Church Administrator.

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B. TENURE OF  
OFFICE

The Finance Committee shall elect its officers. The officers of the Finance Committee shall be the Chairman, Vice Chairman and Secretary.

C. DUTIES AND  
RESPONSIBILITIES

1. All contracts for supplies, materials or services, pledging the credit of the church, shall be made only upon the approval of the Finance Committee.
2. All expenditures shall be made only upon authorization of the Finance Committee upon the authority of the church, with the exception that the church may give general authorization to the Committee for normal supplies and also for general items.
3. All payments for such supplies, materials, and service shall be made by the Church Treasurer upon vouchers approved by the Chairman of the Trustee Ministry or its designee, the Chairman of the Deacons Ministry or its designee, any two of whom may act in case the third is not accessible, and, also such may be authorized any time by direct vote of the Church, in which case the voucher is to be signed by the Clerk. Although the day-to-day operations which include the payment of bills and requisitions in accordance with the monthly obligations, past



obligations, future obligations of the Church based upon the receipts, financial trends, cash flow and 30 – 90 day financial outlook, may be done by the Church Administrator upon consultation or approval by the Finance Committee.

4. All money collected by and through the Church School, Educational Ministries, Missions Ministry, or any other church organization, shall be duly recorded by the organization and submitted to the Church Treasurer, or in case of special expenditures reported to the Finance Committee.

5. The Finance Committee shall provide for an annual audit of all books and

accounts of the  
church.

6. It shall be the duty of the Chairman of the Finance Committee or his or her designee or Church Administrator to render to the Official Board and the Trustees Ministry at each regular monthly meeting, an itemized report of receipts and disbursements for the preceding month. The cumulative report shall be read to the Church at its annual business meetings, within thirty (30) days after the end of each fiscal year, showing the total amounts of receipts, and an itemized statement of all disbursements.

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7. The Budget Committee shall be an Ad Hoc subcommittee of the Finance Committee. The Budget Committee shall consist of members of the Finance Committee and at least two (2) members at large from the Church appointed by the Official Board.

8. It shall be the duty of the Budget Committee to study the current year's income and expenditure, and on that basis, propose an inclusive budget for the next fiscal year.

9. The Finance Committee shall review and participate in the yearly budget presented to the church. This annual budget review will consist of

reviewing the budget requests of ministries within the church, the anticipated annual expenditures of the church administration and the budgets of related church entities.

10. The Finance Committee's proposed annual budget will be based on the previous three years of giving records of the church and other available financial information.

## SECTION 2. PERSONNEL COMMITTEE

### A. COMPOSITION

The Personnel Committee shall be composed of nine (9) active members. This Committee shall serve under the administrative direction of the Official Board.

### B. TENURE OF OFFICE

The members shall serve for a term of three (3) years.

### C. DUTIES AND RESPONSIBILITIES

This Committee shall:

1. Have general oversight of the work and responsibilities of all salaried employees  
of the Church, except the  
Pastor;
2. Be responsible for recruiting, screening and interviewing applicants for all salaried  
positions, using a written application

form;

3. Recommend the following:

a) Establishment of new positions;

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b) Job descriptions for each employee;

c) Salaries for new employees;

d) Performance evaluations, procedures for reviewing job description and work

performances (full and part-time);

e) Review annually the salaries of all staff, making recommendations to the

Finance Committee in regard to the budget for the ensuing year; and

f) Recommend certain policies regarding working hours, length of vacation,

holidays, insurance and health benefits;

4. Submit all recommendations for personnel action to the Official Board for approval;  
and

5. Establish and maintain a Staff Employment Manual and Leave Policy Reference

Guid

e

### SECTION 3. THE STEWARDSHIP OF TITHING COMMITTEE

#### A. COMPOSITION

The Stewardship of Tithing Committee shall be composed of seven (7) members who are consistent tithers appointed by the Official Board

#### B. DUTIES AND RESPONSIBILITIES

1. Each member of the Committee shall participate in a stewardship training program.
2. The Committee shall develop a system to teach stewardship tithing to the congregation.
3. The committee shall work with the Deacons' Family Ministry to provide an "Every Member Canvass" for individual pledges.

## **ARTICLE VII**

### **COUNCILS**

#### SECTION 1. FINE ARTS MINISTRY

##### A. COMPOSITION

The Fine Arts Ministry shall consist of the leaders of all Fine Arts Ministries and the Minister of Worship. The Pastor and the Chairman of the Deacons Ministry share serve as ex-officio members.

## B. DUTIES AND RESPONSIBILITIES

The Fine Arts Ministry shall work in conjunction with the Minister of Worship in planning and developing the music and worship ministry of the Church.

## SECTION 2. ADVISORY COUNCIL

### A. COMPOSITION

The Advisory Council shall:

1. Consist of the Presidents and Chairman of all ministries and groups in the church;
2. Consist of Pastor and the Chairman of the Deacons Ministry;
3. Meet quarterly or on call of Pastor or Moderator;  
and
4. Be regarded as general overseers of Church life.

### B. DUTIES AND RESPONSIBILITIES

The purpose of said Council shall be to:

1. Aid and support the financial development and fellowship within the organizations of the Church; and 2. Study and coordinate long-range plans of the various organizations represented and develop cooperative programs.

## **ARTICLE VIII**

### **MEETINGS**

#### **SECTION 1. WORSHIP**

A. Worship services shall be held on each Sunday morning and at other times as set by the

Church.

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B. The Lord's Supper shall be celebrated on the fourth Sunday of each month and at other

times as the Official Board may determine.

C. The Ordinance of Baptism shall be administered when the Pastor and Official Board

deems it advisable.

D. Church School shall be held on each Sunday morning and on other days designated by

the Board of Christian Education and approved by the Official Board.

E. Prayer Service and Bible Study shall be held each Tuesday morning and

Wednesday

evening and at such other times (s) designated by the Official Board and the Church.

## SECTION 2. BUSINESS MEETINGS

A. At the close of Sunday morning Worship Service, the Church may, without previous notice, act upon reception of members or upon letters of transfer, for the purpose of uniting with another Church, and upon the recommendation of delegates to Conventions and Conferences, but not upon other business. B. Regular Church business meetings shall be held quarterly (April and July). Seven days prior to each meeting, a copy of the financial report will be made available in the church office and/or may be distributed to the members by other means.

C. The Annual business meeting shall be held in November for the purpose of receiving the budget, annual reports of officers and committees, projected goals and such other business approved by the Official Board.

D. Special meetings shall be called by the Pastor and/or Deacons Ministry and/or upon written request of thirty-five (35) or more members in good standing. At least two (2) weeks' notice of such meeting and its purpose shall be read by the Clerk on the two consecutive Sundays preceding the meeting date.

A quorum of thirty-five (35) members shall be necessary for the transaction of business at the annual and all special meetings.

## **ARTICLE IX LICENSING AND ORDAINING PREACHERS**

No member shall assume the office of a preacher without the authorization and approval of the church.

## SECTION 1. LICENSE AND ORDINATION

The Official Board shall constitute a standing committee to have under their charge the cases of all candidates for license and ordination, and to recommend to the church such candidates as, in their judgment, are competent for the work of the ministry.

## SECTION 2. CERTIFICATE OF LICENSE

Following favorable action by the church, a Certificate of License, signed by the Pastor and clerk, shall be issued the candidate for the ministry. A candidate for ordination shall request the church, through the Official Board, to call a Council for that purpose.

# **ARTICLE X AMENDMENT OF BYLAWS**

## SECTION 1. COVENANT, CONSTITUTION AND BYLAWS

This Covenant , Constitution and Bylaws may be amended at regular or called Church Business meetings by a two-thirds (2/3) vote of active members present, provided that notice of the proposed amendments, have been submitted in writing or read at two regular worship services on Sunday preceding the business in which it is to be considered. The proposed statement shall include the section to be changed, quoting it as it presently reads, and stating the proposed change.

## SECTION 2. REFERENCE ON PROCEDURES

The Hiscox Standard Baptist Manual shall be used as a guide in matters pertaining to procedure not herein specified, but such Manual shall be considered advisory, not mandatory, since each Baptist Church is considered



an autonomous body.

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