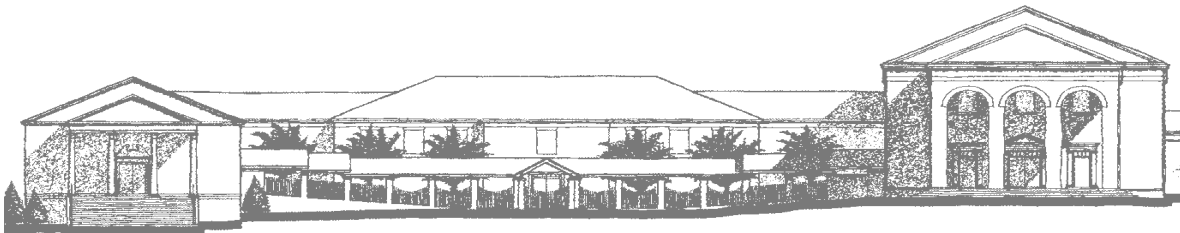


RIDGE BAPTIST CHURCH CONSTITUTION AND BYLAWS

**Effective October, 1981
Revised July, 2001**



**Ridge Baptist Church
1515 East Ridge Road
Richmond, VA 23229**

Revisions Approved 7/25/01

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CONSTITUTION

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This constitution will preserve the liberties of each individual church member under Christ.

ARTICLE I. NAME

This body shall be known as the Ridge Baptist Church of Richmond, Virginia 23229, located at 1515 Eastridge Road, Henrico County.

ARTICLE II. OBJECTIVES

- To maintain regular worship services.
- To proclaim earnestly the gospel message and to urge its personal acceptance.
- To cooperate heartily, by prayer, Christian stewardship, and personal ministry, in the effort to establish the Kingdom of God throughout the world.
- To promote systematic Bible study, train for Christian service, and encourage enlistment in religious activities.
- To instruct members to become Christ-like in our daily living by emphasizing total commitment of life, personality, and possessions to the lordship of Christ.
- To provide means by which members can help one another to be accountable for their discipleship and service to the Lord.
- To respond to physical, social, and emotional needs of our community with Christian love and ministry which demonstrate our spiritual commitment and vitality.

ARTICLE III. STATEMENT OF FAITH

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are believer's baptism and the Lord's Supper.

ARTICLE IV. CHURCH COVENANT

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

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and

spirituality; to sustain its worship, ordinance, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel throughout all nations.

We also engage to maintain family and secret devotions; to educate our children in religious knowledge; to seek the salvation of our kindred and acquaintance; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment, to avoid all tattling, backbiting, and excessive anger; and to be zealous in our efforts to advance the kingdom of our Savior.

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

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

"Now the God of peace, who brought again from the dead the great shepherd of the sheep with the blood of an eternal covenant, even our Lord Jesus, make you perfect in every good thing to do his will, working in us that which is well-pleasing in his sight, through Jesus Christ; to whom be all glory forever and ever. Amen." Hebrews 13:20-21 (American Standard Version)

ARTICLE V. POLICY AND RELATIONSHIPS

The government of this church is vested in the body of believers under Christ_who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical, this church will cooperate with and support the Dover Baptist Association, the Baptist General Association of Virginia and the Southern Baptist Convention. The church also recognizes the liberties of members to designate their mission contributions to other Baptist bodies such as the Cooperative Baptist Fellowship, and others.

ARTICLE VI. AMENDMENTS

This constitution may be amended at any business meeting of the church by a three-fourths vote of all members present, provided that two weeks' written notice shall have been given and announcements made of the proposed amendment(s) during the worship services on the two consecutive Sundays prior to the business meeting of the church.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. General

The membership shall consist of persons professing faith in the Lord Jesus Christ, approved by a majority of church members present and voting, and having been baptized by immersion. This vote may be taken at any regular worship service or at any duly called meeting of the church.

The membership exercises the exclusive right of self-government and the right to determine who shall be members of the church and the conditions of such membership.

Section 2. Candidacy

A candidate for membership may be presented in one of the following ways:

- a. By public profession of faith in the Lord Jesus Christ
- b. By promise of letter of recommendation from another Baptist church.
- c. By statement of prior conversion experience and believer's baptism from a church of like faith and order when no church letter is obtainable.

Section 3. Duties

- a. Members are to be faithful in all duties essential to the Christian life; to attend regularly the services of this church; to give for the support of its ministries; to share in its organized work; to exercise all rights defined in Section 4 below, and to enter into its covenant.
- b. New members are expected to participate in the church's new member's orientation.

Section 4. Rights

- a. Every member of the church is entitled to vote at all elections and on all questions submitted to the church in business session.
- b. Every member of the church is eligible for consideration by the membership as candidates for elective office in the church.
- c. Every member of the church may participate in the ordinances of the church as administered by the church.

Section 5. Termination

Membership shall be terminated in the following ways:

- a. Death
- b. Transfer to another Baptist church
- c. Exclusion by action of this church
- d. Erasure upon request or proof of membership in a church of another denomination.

Section 6. Discipline

This church will exercise every reasonable measure to assist any troubled member. The pastor, other members of the church staff, and deacons will offer counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a liability to the general welfare and/or testimony of the church, the pastor and the deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. Should reconciliation be impossible the church may take action to exclude a member. For such action two-thirds vote of the members present is required. The person is then declared no longer in the membership of the church. A spirit of Christian kindness and forbearance will pervade all such proceedings.

The church may restore to membership any person previously excluded, upon request of the excluded person, and by two-thirds vote of the members present upon evidence of the excluded person's repentance and reformation.

Section 7. Watchcare Membership

Watchcare membership is obtainable for Christians who wish to maintain active membership elsewhere but who are residing in this area presently and who seek non-voting affiliation with the church.

ARTICLE II. EMPLOYED STAFF

Section 1. Staff Organization

The church shall call its ministers and employ other staff sufficient to lead the church in the accomplishment of its mission. The number of staff members and their duties may vary from time to time as appropriate to the size and direction of the church. The staff positions authorized and the organizational relationships at any given time shall be those presented to the church by the Personnel Committee and approved by the church. The currently approved organization chart shall be an appendix to the Ridge Baptist Church Constitution and Bylaws.

Section 2. Job Descriptions and Employment

An accurate and complete job description shall be prepared by the Personnel Committee and presented to the church for approval. An approved job description will be discussed with prospective personnel prior to employment. Employed church staff members other than the pastor shall be recommended to the church by the Personnel Committee, discussed, and approved by three-fourths vote of the church members present and voting in a business meeting.

Section 3. Grievance Process

When a grievance and/or request for termination concerning any staff person arises, it must first be brought to the Personnel Committee. If the problem cannot be resolved to the satisfaction of church member(s) and staff person(s) involved, then it may be brought to the deacons for solution. If the deacons cannot resolve the problem to the satisfaction of those involved, the grievance and/or request for termination can be brought before the church in a Special Business Meeting (Article VIII, Section 4). Censure and termination require a majority vote by those present and voting.

Section 4. Pastor Selection and Pastor's Responsibilities

The Pastor is responsible for:

- a. Leading the church in functioning as a New Testament church by fulfilling its biblical injunction
- b. Leading the church members, the organizations, and the church staff in performing their tasks
- c. Performing pastoral responsibilities which include: Worship leadership; spiritual ministries such as teaching, preaching, counseling, witnessing, visiting, and evangelizing; presiding over observances of the ordinances; and care for the church's members and other persons in the community
- d. Serving as ex-officio member of all boards and committees as necessary
- e. Maintaining a high personal example of Christlikeness in relationship, discipline, ministry, and in humility as the gifts of "faith, hope, and love" are exercised

A pastor shall be chosen and called by the church whenever a vacancy occurs. On such occasions a Pastor Search Committee shall be nominated by the Deacons and elected by the church. The Pastor Search Committee shall be composed of seven persons representing a broad cross section of church membership and organizations. Any church member has the privilege of making recommendations to the search committee.

The recommendation of the Pastor Search Committee will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, an affirmative vote of three-fourths of those present and voting necessary for a choice at a meeting of the church called for this purpose for which at least two weeks' prior written notice was mailed to all church members. The pastor, thus called, under God's direction, shall serve until the relationship is terminated by the pastor's or the church's request.

ARTICLE III. CHURCH OFFICERS

All church officers, including committee members, shall be members of Ridge Baptist Church, in good standing, and in active fellowship. Normally, they shall be recommended by the Nominating Committee and elected by the church. All officers shall serve on a rotation basis. Officers will serve a maximum term of three years. After serving a three-year term in a particular office, an officer shall be eligible for re-election only after the lapse of at least one year of not serving in that office. In case of death or removal or incapacity to serve, the church may elect a member to fill the unexpired term. In such cases, the requirement of one year out of office will not apply, and the person who fills such an unexpired term may be elected to a full subsequent three-year term. This system of rotation shall apply only to church-wide offices and shall not apply to officers and leaders of church program organizations such as Sunday School and WMU. (See ARTICLE VII.)

Church Trustees, Cemetery Trustees, the Church Librarian and Church Historian shall serve as specified in the respective sections of the Constitution and Bylaws.

Section 1. Deacons

Deacons shall be selected on the basis of their spiritual qualifications and in accordance with the meaning of the work and the practice in the New Testament (Acts 6:1-6, Romans 16:1, Galatians 3:28, 1 Timothy 3:8-13). They are to be leaders and servants of the church. Their task is to serve with the pastor and staff in performing the ministry tasks of (1) leading the church to define and fulfill its mission (2) providing counsel and guidance to the pastor (3) leading members to deeper levels of discipleship and accountability (4) proclaiming the gospel to believers and unbelievers, and ministering to other needs of persons in the community.

Upon recommendation of the deacons and pastor, the church shall determine the number of active deacons as warranted by the size of the church. Having qualified, committed deacons are more important than the number of deacons. Quality should never be sacrificed to attain a certain number of deacons.

The deacon body and other church members should be called upon to identify possible candidates and recommend them to the Nominating Committee. Active deacons will further assist the Nominating Committee in this process by interviewing prospective candidates. The interview shall include explaining qualifications and duties of a deacon, answering questions the prospective candidates may have, and praying with the candidate. After the interview, the interviewers will communicate to the Nominating Committee whether the prospective candidate consents to be placed on the ballot. The Nominating Committee shall prepare a ballot of deacon candidates who are qualified and willing to serve. Because prior interviewing and consent are required, nominations will not be accepted from the floor. The ballot shall include only one nominee for each vacancy.

The church shall elect each deacon by two-thirds vote ballot at a regular business meeting of the church. A service of ordination shall be held for those not previously ordained. This shall take place prior to their active service.

Meetings of the deacons will occur monthly and when called by the chairman or pastor. When emergency decisions concerning the welfare or operation of the church must be made, the pastor will confer with the chairman to determine the best procedure to follow, and if possible, the deacons will meet or be polled to help make the decision. If the decision must be made immediately, the pastor and chairman will make the decision and arrange to meet with the deacons as soon as possible thereafter. In all cases where the pastor and chairman, and/or the deacons, act for the church ad interim, the church shall be given full report at its next regular business meeting.

Section 2. Church Trustees

The church shall elect three trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signature of church trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters. At each quarterly business meeting, the trustees shall report to the church any actions which they have taken and shall provide any other information which will insure that the church is kept well informed.

Trustees shall serve on a rotation basis, with one new trustee being elected every three years.

Section 3. Treasurer

The church shall elect a treasurer as its financial officer. The treasurer shall be responsible for accurate records and reports of all receipts and disbursements. An itemized report will be given under

his/her direction at each quarterly business meeting. The treasurer's report and records shall be audited annually by the Audit Committee. The treasurer shall be bonded with the church paying for the bond. The treasurer shall be an ex-officio member of the Management Services Committee.

Section 4. Assistant Treasurer

It shall be the duty of the assistant treasurer to act as Treasurer in his/her absence and/or assist whenever needed.

Section 5. Clerk

It shall be the duty of the church clerk to record and present at the regular business meetings accurate minutes of all church business meetings, to transmit them to the church secretary for permanent keeping, and to perform such additional duties assigned by the pastor and/or deacons as required.

Section 6. Assistant Clerk

It shall be the duties of the assistant clerk to act as clerk in his/her absence and/or assist whenever needed.

Section 7. Moderator

The church shall elect a moderator as its presiding officer. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator. The moderator may appoint a member to serve as parliamentarian for any business session.

Section 8. Cemetery Trustees

The cemetery trustees shall be elected to serve as legal officers for the Ridge Baptist Church cemetery. They shall represent the interests of the church as owner as well as the interests of those who have cemetery lots.

The cemetery trustees shall set up regulations for the usage and care of the cemetery; each regulation shall be subject to church approval. They shall be responsible for handling finances and caring for the property of the cemetery in accordance with established provisions. An annual report should be given concerning financial status and availability.

Cemetery Trustees shall serve on the basis of a nine-year rotation with one trustee being elected every three years.

Section 9. Church Librarian

The Church Librarian shall be charged with maintaining the church library and promoting its use. The Librarian will coordinate the duties of all library workers and will relate to the Education and Discipleship Committee. In order to promote continuity, the Librarian will serve a three year term and may be re-elected immediately for subsequent terms of service.

Section 10. Church Historian

The Church Historian shall oversee the collection, arranging, editing, and compilation of historical information concerning the church, and insure that copies of these records are kept by the Virginia Baptist Historical Society of the University of Richmond. The Historian will relate to the Education and Discipleship Committee. In order to promote continuity, the Historian will serve a three year term and may be re-elected immediately for subsequent terms of service.

ARTICLE IV. REPRESENTATIVES

The church shall elect representatives to the following meetings and conventions:

Section 1. Dover Association

Annually the church shall elect messengers to represent the church at meetings of the Dover Association and representatives to serve on the Executive Committee as specified in the Association's constitution. These persons shall report to the church.

Section 2. Baptist General Association of Virginia

Messengers of Ridge Baptist Church to the Baptist General Association of Virginia shall be nominated from the floor and elected by the church at a business meeting as specified in the General Association's constitution.

Section 3. Southern Baptist Convention

Messengers of Ridge Baptist Church at the Southern Baptist Convention Annual Meeting shall be nominated from the floor and elected by the church at a business meeting as specified in the convention's constitution.

Section 4. Other Baptist General Bodies

The church recognizes the existence of other bodies such as Cooperative Baptist Fellowship, Baptist World Alliance, and others.

ARTICLE V. STANDING COMMITTEES

From time to time the church may appoint special committees, but will normally work through the standing Committees in order to avoid the unnecessary proliferation of committees. (See Article VI)

Section 1. General Description

Each standing committee shall have sufficient members to accomplish its prescribed functions. The number of members may vary from time to time and will be determined as described below. This number shall include the chairman and the vice-chairman who normally shall each serve for one year. Each chairman of a standing committee should normally be an active deacon who has served at least one year as a deacon of Ridge Baptist Church. Preferably, each vice-chairman would be similarly qualified as he/she will assist the chairman in providing overall leadership and will chair the committee at any meetings when the chairman is not present. Logically, the vice-chairman would be considered for election as the next chairman. The deacons shall nominate the chairman and vice-chairman of each standing committee. The Nominating Committee shall nominate the committee members. Members of standing committees shall serve on a rotation basis the same as church officers (See Article III).

Each standing committee shall regularly review its mission and shall determine the best structure and methods that may be used to accomplish its mission. For example, functions assigned to a standing committee may be accomplished through sub-committees, individual assignments, or assignments to other groups in the church. The members of the committee shall be ultimately responsible for the accomplishment of all assigned functions and for the coordination between various functions.

Annually the chairman of each standing committee shall communicate to the Nominating Committee the positions that need to be filled in relation to the work of his/her committee. Insofar as possible, the standing committee should recommend persons to fill each position. The Nominating Committee will seek to complete the work of filling each position and recommend the individuals to the church for election.

The church shall establish on its published calendar two regular meeting nights per month. Each standing committee will meet as needed but at least once quarterly. The chairman of all standing committees shall agree annually to a meeting schedule which will permit the work of the committees to be accomplished on meeting nights with maximum coordination and a minimum of conflict.

Prior to each quarterly business meeting and as a part of one of the regular meeting nights, the chairman of the deacons shall also convene a meeting of the chairmen of all standing committees to review recommendations, if any, coming from standing committees to the church. The primary purpose of this review shall be to coordinate recommendations, plans, and calendar matters or to address matters, which do not seem to lie within the defined function of any standing committee. The function of this group is review and coordination rather than veto. Suggestions for amendments may be presented to the church along with the original recommendation of a standing committee. Any church member who feels a need to address a matter under consideration should be welcomed to this meeting

Each standing committee shall provide a report at each quarterly business meeting and may report more frequently if circumstances require. The report will include information concerning any of its functions about which the church needs to be informed. Reports given for information only, requiring no action by the church may be submitted orally or in writing.

Additional standing committees may be added by the amendment procedure prescribed within these bylaws.

Section 2. List of Standing Committees (See appendix for Mission Statement and Functions)

- a. Worship Committee.
- b. Education and Discipleship Committee.
- c. Missions Committee
- d. Outreach Committee.
- e. Members Services Committee.
- f. Management Services Committee.
- g. Nominating Committee

Section 3. Mission Statements for Standing Committees

Detailed mission statements for the standing committees shall be approved by the church and maintained as an appendix to the Bylaws.

ARTICLE VI. SPECIAL COMMITTEES

Special Committees shall be elected for a specified assignment or period of time.

Section 1. Constitution and Bylaws Revision

The Constitution and Bylaws Revision Committee shall be composed of chairman and five members, nominated by the Nominating Committee and elected by the church.

ARTICLE VII. CHURCH PROGRAM ORGANIZATIONS

The church shall maintain programs of Bible teaching, Discipleship Training, mission education and music education. All organizations related to the church programs shall be under church control. All program activities shall be subject to church coordination and approval. All directors, officers, leaders, and teachers shall be members of Ridge Baptist Church, nominated by the nominating committee and elected by the church. The church shall provide the human, physical, and financial resource for the appropriate advancement of these programs. The church organizational year shall begin on October 1 and end on September 30.

Section 1. Bible Teaching

The Sunday School shall be the basic organization for the Bible teaching program. Its tasks shall be to teach the biblical revelation and to reach persons for Christ and church membership.

The Sunday School shall be organized by departments and/or classes, as appropriate for all ages, and shall be conducted under the direction of the Sunday School director.

Section 2. Discipleship Training

Discipleship Training shall be provided in the areas of worship, ministry, and witness; orient new church members; teach Christian theology, ethics, and history; and provide information regarding the work of the denomination, church polity, and organization.

Section 3. Mission Education and Activities

(A) Woman's Missionary Union shall be the mission education, mission action, and mission support organization of the church for women, young women, and children.

Woman's Missionary Union shall have such officers and organizations, as the programs require.

(B) The Church will provide opportunities for men to participate in mission education and activities.

Section 4. Church Music

The Church Music organization shall provide opportunities for participation by all age groups in music education, training, and performance.

The Church music program shall have such officers and organizations, as the program requires.

Section 7. Vacation Bible School

The Vacation Bible School shall be responsible for planning and conducting the program. The Vacation Bible School shall have such officers and organization, as the program requires.

ARTICLE VIII. CHURCH MEETINGS

Section 1. Worship Services

The church shall meet regularly each Sunday morning, Sunday evening, and on Wednesday evening for worship.

Section 2. Special Services

Revival services and any other church meetings essential to the advancement of the church's objectives shall be placed on the church calendar.

Section 3. Regular Business Meetings

The church shall hold regular business meetings quarterly on the third or fourth Wednesday of the first month of each calendar quarter.

Section 4. Special Business Meetings

The church may conduct called business meetings to consider matters of special nature and significance. A one-week notice must be given for the specially called business meeting unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting.

Section 5. Quorum

In all business meetings, forty members present shall constitute a quorum. All other planned church activities should be suspended during the business meeting.

Section 6. Parliamentary Rules

Robert's Rules of Order, 10th Edition, October 2000, is the authority for parliamentary rules of procedure for all business meetings of the church.

ARTICLE IX. CHURCH FINANCES

Section 1. Budget

The finance subcommittee, of the management services committee, in consultation with the treasurer, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses. Offering envelopes will be provided for members' use.

Section 2. Accounting Procedures

All funds received for any and all purposes shall pass through the hands of the tellers committee and be properly recorded on the books of the church by the financial secretary.

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the church treasurer in conjunction with the finance committee.

Section 3. Income Sources

The church income shall be from tithes, offerings, gifts, bequests, and investments.

Solicitation for any funds outside of the church membership or promotion of fundraising activities by any individual or organization of the church, must have the approval of the Deacons.

Section 4. Financial Year

The church financial year shall begin on April 1 and end on March 31.

ARTICLE X. GENERAL

Section 1. Licensing

Any member requesting to be licensed to preach shall be examined by the pastor and deacons. Upon their approval and recommendation to the church and after receiving two-thirds vote of the church membership at a regular business meeting they shall be licensed.

Section 2. Ordaining

A candidate may be ordained into the Gospel Ministry only after: (1) being called into Christian service, (2) In consultation with the Ordination Committee of the Dover Baptist Association, and (3) approval of this church's Ordination Committee.

The Ordination Committee shall consist of the pastor, deacons, and ordained members.

The candidate shall then be presented to the church for approval.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at any business meeting of the church by a three-fourths vote of all members present, provided that two weeks' written notice shall have been given and announcements made of the proposed amendment(s) during the worship services on the two consecutive Sundays prior to the business meeting of the church.

The appendices of the Constitution and by-laws can be changed by a simple majority vote at any church business meeting.

APPENDIX I
MISSION STATEMENTS FOR STANDING COMMITTEES

Worship Committee Mission

The mission of the Worship Committee shall be to enhance the quality of worship for those who assemble at Ridge Baptist Church. Committee members shall

- Encourage prayer and preparation for worship
- Assure that the place of worship is suitably prepared and adorned for worship
- Help plan and implement a program of music that enhances worship
- Greet worshippers and assist them in entering into the spirit of worship
- Provide support for the observance of baptism and the Lord's supper
- Supports worship periods with quality audio-visual support, childcare and substitute worship leadership as needed.

Worship Committee (Subcommittees and their functions)

Baptism. Arrange for the preparation of the baptistery, assist the candidates and pastor prior to and following baptism, and care and prepare for the robes and other needed supplies.

Floral. Arrange for flowers and decorations at worship services and for special occasions, and to distribute them when no longer required by the church.

Lord's Supper. The active deacons and their families on a rotation basis will prepare the Lord's supper. The chairman of deacons will prepare an annual rotation list to take effect the first Sunday in October.

Music. Be responsible for recommendations for the purchase and maintenance of all musical instruments and choir robes in conjunction with the Minister of Music; recommend to the Personnel Committee suitable persons for minister of music, organist, and other such positions as may be authorized.

Preschool. Enlist the services of as many members as necessary to provide nursery and preschool facilities during regular services and at such times as the activities may require.

Pulpit Supply. Provide worship leaders for Sunday worship services and Wednesday prayer service in the absence of the pastor.

Ushers. Be responsible for welcoming all that attend the services of the church, to seat people at the proper time, and provide bulletins and/or other materials as required. The ushers shall be attentive to the needs of the congregation and the pastor.

Audio Visual. Care for the public address system and stage lighting of the church, is kept in good repair; purchase new equipment as needed, train and supervise operators as required.

Education and Discipleship Committee Mission

The mission of the Education and Discipleship Committee shall be to assure that members of the Ridge Baptist Church family are well versed through systematic Bible study and are active in effective Christian service. Committee members shall

- Encourage use of Bible for devotional and educational purposes
- Increase effectiveness of teachers and other leaders.
- Lead the church to provide programs to meet contemporary needs
- Obtain and promote use of resources to enhance Christian growth
- Preserve and learn from the historical records of the church
- Fill a catalytic role to assure strengthening of the church in education and discipleship

Education and Discipleship Committee (Subcommittees and their functions)

Sunday School. Assure that the church family will have opportunities for measurable progress in Bible understanding, provide resources and encouragement for teachers, and utilize the Sunday School for instruction, nurture, fellowship, outreach, and evangelism.

Discipleship Training. Provide a comprehensive strategy and program for the equipping of individuals, families, and other target groups in the application of biblical teaching through support groups, ministry and preparation for church leadership and developing spiritual disciplines. Focus on new member orientation including obtaining commitments to enter church programs. Sponsor regular emphases on contemporary issues facing members of the church family.

Music Education. In conjunction with the Minister of Music perform surveys of music education interest on the part of the entire church community. Develop and implement a plan to enhance the awareness and music skills of all ages in instrumental and vocal expressions of the Gospel. Maintain a continual evaluation of the church music program.

Historical. Collect, arrange, edit, compile and protect historical information and preserve relics and awards concerning the church. Copies of computer, written and pictorial records will be kept by the committee and presented to the Virginia Baptist Historical Society, at the University of Richmond.

Library. Manage and promote the use of the church library. Acquire appropriate books, audio/visual products, and other materials. The committee will provide resources and consultation to support the educational and training dimensions of the church.

Missions Committee Mission

The mission of the Missions Committee shall be to lead church members in fulfilling the Great Commission by providing and promoting missions education and projects, and the continuous support of Southern Baptist Missionaries (Matthew 28:19-20). Committee members shall

- Make recommendations to the Finance Subcommittee concerning mission items in the operating budget.
- Recommend designated missions offering goals (Lottie Moon Christmas Offering, Annie Armstrong Easter Offering, and others) to the Finance Subcommittee and promote the attainment of the goals.
- Recommend mission projects and programs to the church and lead in their accomplishment.

- Promote prayer for missions.
- Lead in promoting and conducting mission projects in cooperation with the Dover Association, the Baptist General Association of Virginia, the Southern Baptist Convention and other bodies.
- Work with WMU and Baptist Men to enhance missions education and support opportunities.

Outreach Committee Mission

The mission of the outreach committee shall be to refine, coordinate, and promote the outreach program of Ridge Baptist Church. Committee members shall:

- Encourage specific prayer to undergird outreach efforts
- Enlist a broad cross-section of volunteers to be involved in outreach
- Design outreach programs with components that our church members can really accomplish
- Provide hospitable ways to receive guests for services and or build relationships with them after services
- Communicate effectively with our community to discover their needs and make them aware of services, programs and ministries of Ridge Baptist Church
- Build relationships with the families whose children are served by Promise Care Child Development Center

Outreach Committee (Subcommittees and their functions)

Prayer. Enlist and train a team of church members to provide specific prayer for outreach efforts; provide regular input into church newsletters and services to ensure that prayer for outreach remains a priority.

Hospitality. Provide ways to Welcome guests onto the premises of the church and assist them in comfortably settling in to services, programs, and events; offer opportunities for fellowship in connection with services, programs and events.

Promotion and Advertising. Design a comprehensive program of promotion and advertising using public media as well as direct marketing approaches to communicate with our community. Use surveys to improve our understanding of the needs of our community.

Special Outreach Events. Design and implement special events focused for unchurched persons in our community.

Prospect Follow Up. Provide appropriate and effective ways to cultivate relationships with persons who visit church services and encourage them to find a home at Ridge Baptist Church.

Outreach to Promise Care Families. Work with the child development staff to create opportunities to build relationships with families whose children are enrolled in Promise Care

Community-Oriented Seminars. Provide seminars, which respond to the felt needs of people living in our community, using the seminars to share Biblically based principles and to build relationships with our neighbors.

Members Services Committee Mission

The mission of the Members Services Committee shall be to serve the individual needs of the members of Ridge Baptist Church. Committee members shall

- Share Christian concern and assistance in illness and bereavement.
- Develop Christian friendship and fellowship through recreation and social activities.
- Assist members to attend church functions by providing transportation.
- Lead the youth toward greater Christian Commitment and responsibility.
- Maintain a current church roll and encourage active participation of all members.
- Encourage single adults in their discipleship and church involvement.
- Provide for needed food services

Members Services Committee (Subcommittees and their functions)

Personal Service. Enlist help in meeting the needs of families in bereavement or prolonged illness. The pastor in consultation with the committee shall determine this function.

Recreation. Serve the entire church in seeing that all recreational activities sponsored by the church contribute to the ultimate objectives of the church. Develop, plan and direct a recreational and athletic program for the church.

Kitchen. The Kitchen Sub-Committee shall give supervision and support to the Kitchen Technician and shall make policies and plans for Wednesday night suppers and other food service activities.

Transportation. Coordinate transportation to services of the church, schedule use of and maintain all church-owned vehicles, and arrange transportation as needed for church-sponsored activities.

Youth. The Youth Subcommittee shall be composed of a chairman, at least two youth, along with the Associate Pastor, youth department Sunday School Director, youth Discipleship Training leader, youth choir director and youth mission leaders. This subcommittee shall have the responsibility to plan the youth programs, sponsor and enlist support for youth activities, and minister to the needs of youth and their families.

Membership. Contact inactive membership annually to urge their participation in the church; revise the church roll in regard to changes in name, address or telephone; remove from the roll those who have died, joined another church or requested membership termination; and communicate revealed needs or dissatisfaction to the ministry staff.

Single Adults. Plan programs and ministries to meet the needs of all single adults in the church and community (this includes widowed and divorced persons.)

Management Services Committee Mission

The mission of the Management Services Committee shall be to exercise overall stewardship of physical resources for Ridge Baptist Church. Committee members shall:

- Plan and administer the church budget and financial program.
- Secure an audit of the treasurer's books.

- Manage the church's investable assets.
- Oversee and maintain the church's tangible and real properties.
- Manage the church's endowment fund.
- Address matters related to the overall supervision and support of the employed staff
- Evaluate and administer the church's insurance policies.

Management Services Committee (Subcommittees and their functions)

Finance. Plan and oversee the financial program of the church. Encourage and lead in stewardship. Prepare the budget for adoption one month prior to the fiscal year. During the course of the year, consider and recommend to the church any changes to the adopted budget.

Audit. Secure an audit of the treasurer's books annually and as otherwise needed. May choose to provide an exchange audit with a neighboring church to afford better independence of audit without great expense.

Investment. Responsible for the safety of and reasonable return on church assets. Specifically, manage assets in the Capital Fund and the Reserve Fund.

Properties. Oversee the maintenance of the church plant and recommend policies regarding the use of the properties. Recommend employment of maintenance personnel to the Personnel Committee and the church.

Tellers. Count and safeguard the monetary offerings from all regular worship services and other special services as required.

Endowment. Responsible for receipt, investment, and disbursement of funds given to or generated by the Endowment fund

Personnel. Deal with the employed staff on behalf of the church in matters such as listening to staff needs, employment, salaries, benefits, policies, job descriptions and personnel services.

Nominating Committee. The church shall elect a Nominating Committee whose committee members shall be recommended by the deacons and elected by the church. It shall be composed of chairman and up to eleven other members. It shall be the duty of this committee to coordinate the staffing of all church leadership positions that are filled by volunteers, and also to recommend them for election by the church. This committee shall serve throughout the church organizational year (October 1 through September 30) and shall be responsible for nominating replacements when there are vacancies.

APPENDIX II

SAMPLE STANDING COMMITTEE CHAIRMAN'S JOB DESCRIPTION

General Description

The chairman of a standing committee is charged with overall leadership of committee members to accomplish the functions assigned to the committee. The chairman is not expected to perform the function him/herself, but to provide leadership to organize the committee to effectively and efficiently carry out the work of the committee. The chairman will moderate committee meetings, facilitate discussion and decision making of the committee and help the committee perform its functions in coordination with other standing committees.

Specific Responsibilities

1. Schedule monthly meetings of the committee on designated committee nights (in so far as possible), in coordination with other chairmen of standing committees.
2. Lead the committee to annually review its assigned functions and develop a plan for its work, including an organization of sub-committees and/or individual assignments.
3. Assist the committee to develop a suggested roster of church members who could serve on the committee in the suggested organization. These would, in turn, be recommended to the Nominating Committee for final consideration and possible recommendation to the church for election.
4. Moderate all committee meetings and/or secure the service of the vice-chairman as moderator in the chairman's absence.
5. Insure that work done by individuals or sub-committees is sufficiently discussed to ensure that all functions are coordinated as needed.
6. Assure that reports are made to the church on the work of the committee and that recommendations from the committee are brought to the church for appropriate action.
7. Represent the committee in the general coordination session convened by the chairman of the deacons once each quarter.
8. Work with the vice-chairman to provide training for future leadership responsibilities.

**APPENDIX III
CHURCH STAFF ORGANIZATION AND AUTHORIZED POSITIONS**

**RIDGE BAPTIST CHURCH
STAFF ORGANIZATION CHART
AS OF 7/25/01**

