

LITTLE ZION BAPTIST CHURCH GUIDELINES

PREAMBLE

We, the members of the Little Zion Baptist Church, Oak Grove, Virginia, mindful of our sacred purpose in the Gospel, in order that this body may be governed in an orderly manner, consistent with accepted tenets of Baptist churches, for the purpose of preserving the liberties inherent in each individual member of the church, and to set forth the relationship of this body of other Baptist bodies, we do declare and establish these guidelines.

Name

This church shall be known as the Little Zion Baptist Church, 7748 Leedstown Road, Colonial Beach, Virginia.

Part I

Purpose

The Little Zion Baptist Church's purpose is for that of advancing and promoting the worship of God through the reading and studying of the Holy Bible as the revealing Word of God, the teaching and preaching of the Gospel of our Lord and Savior, Jesus Christ, conducting regular services of worship for the spiritual training, development and benefit of each member and for the winning of souls to Jesus Christ. This church shall be missionary in spirit, extending the Gospel through organized religious channels to the entire world. It shall promote and maintain the teaching and doctrines of the Christian denomination known as Baptist as reflected by the Baptist General Convention and National Baptist Association. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines, and ethics set forth in the New Testament for the church of our Lord Jesus Christ, and to channel its offerings to the support of the objects of the Kingdom of God. In order to effectively carry forward the objects and purposes set forth above, the church will have full power and authority to purchase; lease and acquire by gift; devise or bequest; and to hold mortgages, convey and dispose of all kinds of property, both real and personal, provided that the title to all property shall be vested in the church Trustees as here-in-after set forth.

Vision

The Little Zion Baptist Church exists to see God's plan fulfilled in the Church, Community, and the world through a balance of winning lost souls, building the believers, equipping the saints, and ministering to people at various levels of growth and development, resulting in mature disciples for Jesus Christ. We look forward with exceeding joy to the resurrection of the Church; whereby, we will dwell with Christ forevermore.

Mission

The mission of the Little Zion Baptist Church is to bring persons into a saving and redemptive relationship with Jesus Christ. We are a Christ Centered, Word Based, Holy Spirit driven, culturally conscious, socially aware body of believers called to make a difference in a dismal world through preaching, teaching, worship, praise, discipleship, and personal development.

Part II

Doctrine

We believe in one God, omnipotent, omniscient, omnipresent; the maker of heaven and earth; and Jesus Christ, His only Begotten Son, our Lord and Savior, who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. The third day He arose from the dead, ascended into heaven, and sitteth on the right hand of God.

We believe the Holy Bible to be the inerrant, infallible, living and abiding Word of God, revealing the character, will and mind of God, disclosing His plans for the universe and man, the crown of his creation.

We believe that through the sin of Adam, the first man, all mankind is under a curse of sin and death, and is only saved through the atonement of Jesus Christ.

We believe that through Jesus Christ, we have wisdom, righteousness, sanctification, and redemption. We also have through Him, all of the temporal provisions for our physical life, including healing of the body and mind and all material needs.

We believe that the church is the body of Christ; therefore, every Christian must identify with the church.

We believe in the sacraments of Water Baptism and Holy Communion.

We believe in the indwelling power of the Holy Ghost, enduring and empowering believers to speak with tongues and imparting divers gifts to the members of the body of Christ.

We believe in the final judgment, with the resurrection of the righteous to eternal bliss and the wicked to eternal damnation.

Part III

Church Government and Affiliations

For the mutual advantage of pooling of organized strength and the sharing of information and purpose, we voluntarily affiliate with the National Baptist Association, Baptist General Convention and the Northern Neck Baptist Association.

This Guideline may be amended or repealed by a two-thirds vote of a quorum (2% church membership) present at a regular or called meeting of the church; provided, however, that any such motion to amend or repeal must be given to the clerk in writing and therefore presented to the church at least thirty days prior to the time the vote is taken. The presentation to the church may be from the pulpit or in a church publication at least 2 weeks before the meeting.

CHURCH GUIDELINES

Section 1

Membership

Except as hereafter provided, any person may enjoy the rights, privileges and obligations of membership in the Little Zion Baptist Church, including the right to vote, as follows:

Profession of Faith and Baptism-Members may be received on profession of faith in the Lord Jesus Christ and baptism by immersion in water according to the Holy Bible.

Letter-Members may be received on presentation of, or promise of, a letter of recommendation from another Baptist church of like faith and order.

Statement-Any person who for good reason cannot present or promise a letter, may, upon statement of previous profession of faith and baptism by immersion, be admitted after appropriate inquiry by an ordained minister of the Church. If the baptism was not by immersion, admission to membership will be upon baptism by immersion as a restatement of faith symbolizing a desire to unite with the Little Zion Baptist Church.

Watchcare-Any person who desires to enjoy the rights, privileges, and obligations of membership in the Little Zion Baptist Church on a limited, temporal basis may ask for membership by watchcare. Because the member's affiliation with another church remains the same, this membership does not carry voting rights. The names of watchcare members will be kept on a separate list and removed when they leave the local area.

Member Duties

Members are expected to be faithful in all duties essential to the Christian life; and to attend regularly the services of this Church, and to give regularly for its support and causes through tithes and offerings; and to share in its organized work through individual Gifts and Talents.

Rights

Members as are in good standing and such only, may act and vote in the transactions of the Church. **Good Standing Criterion:** Members must attend Services at least once monthly or at least 12 regular services during a year. The Church Offertory Envelope will be the mechanism used for validation of member good-standing status; therefore, it is imperative that members ensure that your NAME and AMOUNT OF TITHES ARE RECORDED ON THE CHURCH ENVELOPE.

Members who may have extenuating circumstances may send Mail-In-Tithes/Offerings which must be received at least bi-monthly or 6 times during the year.

It shall be the policy of this Church that a member must be 12 years or older in order to vote in the transactions of the Church. It shall also be the policy of this Church that a member shall be in good standing for at least the past three (3) months to vote in the transactions of the Church.

Section 2

Termination of Membership

Membership in the Little Zion Baptist Church may be terminated by a majority vote at a regular business meeting session as follow:

Letter- Letter of recommendation for the purpose of uniting with another Baptist church shall be granted, when requested, to members of good standing by a majority vote of members present at a business meeting.

Erasures-When a member of this church joins another church other than by watch care or if they request dismissal, his/her membership in this church shall terminate.

Other-If circumstances indicate the necessity for disciplinary action; the matter shall be referred to the Pastor and Deacons Ministry for investigation and possible recommendation for a vote of the members of the church at a regular or properly called business meeting. The guidelines and principles of the procedure shall be consistent with the teaching in the New Testament in general and Mathew 18:15-17 in particular. The members involved in the disciplinary process should remember that humans are imperfect and that discipline must be done in love with the hope that the circumstances creating the need for the discipline will be resolved. Any member who is the subject of a disciplinary proceeding shall be notified in writing at least thirty days in advance of the date the matter is to be presented to the Church and Deacons Ministry. The notice shall contain the nature of the matter and advise the member's right to appear and be heard in full before the Deacons Ministry and the Church during the discussion of the matter.

Membership shall be terminated in the following ways:

- (1) Death of the member
- (2) Dismission to another Baptist Church
- (3) Exclusion by action from this Church
- (4) Erasure upon request or when a member joins another church other than by watch care.

Correspondence by the Church Clerk concerning letters of transfer, dismission requests, and requests for membership in churches of other faith will be reported in regular church business meetings.

Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff and deacon body are available for 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 of the church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Mathew 18. If it becomes necessary for the church to take action to exclude a member, a two-thirds vote of the members present and voting is required; and the church body may proceed to declare the person to be no longer in the membership of the church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

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

Section 3 **General Church Officers**

The general church officers of the Little Zion Baptist Church are the Pastor, the Treasurer, Church Clerk, the Financial Secretary, the members of the Deacons Ministry, and the Trustees Ministry. Service in these offices must be by members who shall be elected by a majority present at a business meeting for that purpose. Removal for good cause shall be by a majority present at a business meeting for that purpose. The Treasurer, Administrative Clerk and Financial Secretary shall be eligible for reelection to the same office after having served one year.

Pastor-The Pastor shall preach the Word of God, lead the Church in its various ministries, seek and win souls to Christ and perform such other ministerial duties consistent with the New Testament Christianity. The Pastor shall have a special charge of the pulpit ministry of the church, provide for pulpit supply when the Pastor is absent, and shall arrange for ministers to assist in revival meetings and in other special services required by the Church. The Pastor, with concurrence by the Deacons Ministry, shall recommend to the Church a suitable candidate or candidates to fill any vacancies in the Church staff and supervise the work, assignment of duties and annual evaluation of the church staff. The Pastor and the Deacons Ministry shall recommend to the Church all members and their replacement to any standing committees. A majority vote during a regular business meeting shall be the deciding factor in these matters. The Pastor and Deacons Ministry shall serve as resources and advisors to all ministries, committees, and organizations of the Church and shall participate in deliberations, as each board, committee and organization shall request.

The Pastor may relinquish the office of Pastor by giving at least 30-days notice to the Church at the time of resignation. The Church may declare the office of Pastor to be vacant. Such action shall take place at a meeting called for that purpose, which shall be called as and shall constitute a special business meeting. The meeting may be called upon the recommendation of the Chairman Deacons Ministry or by written petition signed by not less than one-fourth of the Church membership roll. The moderator for the meeting shall be designated by the members present by majority vote, and that person shall be someone other than the Pastor. The vote to declare the office vacant shall be by affirmative vote of two-thirds of the members present being necessary to declare the office vacant. Except in instances of gross misconduct by the Pastor, upon the Church declaring the office to be vacant, the Church will compensate the Pastor with no less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

Deacons Ministry-The Church shall elect the number of Deacons desired by the church from time to time. Every Deacon elected must have proven themselves to have Scriptural qualifications according to 1 Timothy 3:8-13 and Titus 1:5-6. Deacons shall at all time regard themselves as servants of the church and shall be ordained. With the Pastor, and as the Holy Spirit may direct, it shall consider and formulate plans for the constant effort and progress of the Church in all things pertaining to the saving of souls, the development of Christians and the extension of growth of the Kingdom of God. Realizing the importance of Christian character,

each Deacon shall be responsible for aiding fellow Deacons in distress, and for admonishing those who may be in error. They shall assist the Pastor in the observance of the ordinances, and shall arrange for regular meetings and for such committees as are necessary to the discharge of their duties. The Pastor, or the Chairman of the Deacons, may call the Deacons into special session whenever need for such arises.

Once elected, Deacons shall serve thereafter as long as they are faithful to their duties. A Deacon may no longer serve if the Deacon becomes inactive for a 3-month period (special circumstances may apply) or if requested to separate from the Deacon body upon a majority vote by the Deacons present at a meeting of the Deacons with advance notice to the Deacons so voted upon.

Deacons of the Church shall be ordained to provide spiritual leadership for, and service to, the fellowship of the Church. They shall guard the unity of spirit within the Church, and shall recommend establishment of policies concerning the material interest of the church and its ministries, subject to the will of the Church.

Every Deacon of the Church is expected to seek out and occupy a chosen place of service in the Church program in addition to performing services as a Deacon. All Deacons shall actively support, with time and finances, the work of the Lord through the various ministries of the Church. All Deacons are expected to attend all business meetings of the church as a matter of example and service, in supplying their voice to these deliberations. All Deacons are expected to attend the church worship services and perform assigned duties incident to the conduct of the Sunday services. All Deacons should continuously be in study to show thyself approved.

Trustees Ministry-The Trustees Ministry shall act as legal representation of the Church and hold title to the property of the Church in trust for the benefit of the church. The Trustee shall execute all contracts, deed, mortgages, or other instruments when authorized to do so by the Church in business meetings. The Trustees Ministry shall be responsible for the fiscal affairs of the Church; giving counsel, assistance and advice for any special temporary financial programs of the church; the provision of an annual audit of the finances of the church; the overseeing of all expenditures authorized by the budget. Trustee must be bonded by the local court. The Chair shall present/give a financial report to the Deacons Ministry at their regular meetings and to the Church at regular business meetings. The Trustee shall serve for an indefinite term or until their successors are duly elected by the church in a business meeting. Upon the death, resignation, or inability to serve of any of the trustees, a successor shall be elected by the church in a business meeting. A Trustee may no longer serve if the Trustee becomes inactive for a 3-month period (special circumstances may apply) or if requested to separate from the Trustee body upon a majority vote by the Trustees present at a meeting of the Trustees with advance notice to the Trustees so voted upon. All Trustees should continuously be in study to show thyself approved.

Administrative Clerk-The clerk shall be elected annually by a majority vote, during a regular church business meeting. It shall be the clerk's responsibility to attend or to be represented at all official church meetings, to keep an accurate record of all business transactions. The clerk shall issue letters of dismissal, preserving all papers and valuable records and letters that belong to the church, and preserving a true history of the church. An up-to-date copy of the clerk's records must be kept in the church office or a secured location at all times. It shall be the duty of the clerk to see that an accurate roll of the church membership is kept, that the dates and methods of

admission and dismissal of members, change in names of members, and correct mailing addresses and other pertinent information about each member are carefully kept. At the end of each church year, the clerk shall submit to the church during the regular business meeting any revisions/amendments pertaining to the guidelines adopted by the church membership during business meetings throughout that year. The clerk shall be responsible for incorporating these changes in the guidelines. The clerk shall be responsible for the preparation and/or review of all church outgoing correspondence. The Administrative Clerk should continuously be in study to show thyself approved.

Treasurer- The church shall elect a Treasurer annually. The Treasurer shall be a member of the Trustee Ministry and responsible for assisting the Financial Secretary in accounting procedures, aid in establishing, revising and updating financial records; and be available to sign checks or other financial documents as necessary. It shall be the duty of the Treasurer in relationship to the Trustees Ministry to prepare and submit an annual budget for the Church's approval. It shall be the duty of the Treasurer to receive and keep in a bank all monies and/or things of value that are given to the church in accordance with instructions from the church. It shall be the duty of the Treasurer to render to the Church at each regular business meeting an itemized report of the receipts and disbursements of the preceding month. An auditing committee or public accountant may audit the Treasurer's report and records annually. The Treasurer should continuously be in study to show thyself approved.

Financial Secretary-It shall be the duty of the Financial Secretary to disburse by check upon proper authority all money in accordance with instructions from the church. The Financial Secretary shall be responsible for assisting the Church Treasurer in accounting procedures, aid in establishing, revising and updating financial reports; and be available to sign and disburse checks as necessary. The Financial Secretary shall be elected annually, during a majority vote in a regular business meeting. The financial secretary should continuously be in study to show thyself approved.

Sunday School Superintendent- The Superintendent of the Sunday school shall have general oversight of the entire school and shall administer its affairs in cooperation with and according to, the plans and methods of the Christian Education Commission of the Baptist General Convention, subject to the approval of the church. The Sunday School Superintendent shall be acquainted with the best methods of Christian education and endeavor to adopt them in this school. It shall be the duty of the person to counsel with the teachers and officers through officers' and teachers' meetings, giving advice and receiving suggestions from co-workers. The Superintendent shall give a brief report at the regular business meetings. The Superintendent should continuously be in study to show thyself approved.

Section 4 **Call to the Ministry**

The tradition of the Little Zion Baptist Church for an individual called to Ministry shall be examined by the Pastor, in agreement with the church body. Those who give satisfactory evidence of the Christian experience and purpose, who give testimony of their compelling sense of Divine Call to Christian Service and whose views upon examination prove consistent with the Christian Faith in general and Baptist Beliefs in particular shall be presented as Candidates for licensing by the Pastor and confirmed by a majority vote at a business meeting.

Ordination to the Ministry

Candidates for ordination shall be presented by the Pastor and confirmed by a majority vote at a business meeting.

Ordination of Deacons

The tradition of the Little Zion Baptist Church is to ordain its members upon their election to serve in the Biblical office of Deacon, upon satisfactory completion of a 6- month period in training, unless previously ordained by some other Baptist church. The Pastor and Chairman Deacon shall present new Deacons.

Section 5

Services

The regularly scheduled worship, training and educational services of the Little Zion Baptist Church are Sunday school, Worship on Sunday morning, Intercessory Prayer, Prayer Meeting and Bible Study on Wednesday evening.

Section 6

Business

Regular Business Meetings- the regular business meetings shall be held on the Saturday before 3rd Sunday, on a quarterly basis, in March, June, September and December.

Called Business Meetings: Special business meetings may be called by direction of the Pastor, the Chair of the Deacons Ministry, or in the event of their unavailability or refusal, by written request of 5% of church membership.

The Church may conduct called business meetings to consider matters of special nature and significance. The notice of special business meeting shall include the subject, the date, the time, and the place of the meeting; and it must be given by announcement in the Sunday worship service and the Wednesday evening service of the Church immediately prior to the meeting. No business except that for which the meeting was called may be transacted.

A special business meeting may be called by the Church Council or by a written petition signed by not less than 2% of the Church members on the membership roll, or as otherwise provided specifically in these guidelines. Notice of special meeting shall be announced over the pulpit two Sundays.

Quorum and Parliamentary Rule: The Pastor shall conduct all business meetings or Chairman Deacon governed by the Robert's rules of Order insofar as they are applicable and are not inconsistent with the guidelines. A quorum shall consist of 2% of the Church membership. All matters of business shall be decided by a majority of those present and voting.

Elections: The Administrative Clerk, Financial Secretary and Treasurer, shall be elected by majority vote of the Church during the December business meeting and on a yearly basis. All members shall be eligible for reelection to the same office after having served one year.

Section 7

Pulpit Committee

The Church shall elect a Pulpit committee whenever a vacancy occurs in the Pastorate to nominate a person to be elected to the Pastorate. This committee shall consist of nine members,

two of whom shall be the Chairs of the Deacon's Ministry and the Chair of the Trustee Ministry. Nominations, including Chair, shall be received from the floor. The deliberations of the Pulpit Committee shall be conducted in a confidential manner. The Committee shall be dissolved upon the election of its nominee.

Section 8

Church Organization and Ministries

The Church shall govern all ministries. The Church shall upon the leadership of the Pastor, have a staff member with appropriate education and expertise to be responsible for each of the ministries.

Sunday school-The purpose of Sunday school are to help those attending to be more dedicated to the service of our Lord through effective Bible teaching and study, and to win the lost to Christ. The Sunday school organization shall consist of Superintendent and class teachers.

Vacation Bible School-Vacation Bible School shall be a part of the Sunday school organization. The Sunday School Superintendent shall select an individual to serve as Director, who shall enlist as many individuals as are required to adequately staff the school.

Both the Sunday school and the Vacation Bible School shall provide teaching consistent with the Christian faith in general and baptist beliefs in particular.

Section 9

Amendments

Any of these guidelines may be amended, altered, or repealed by a vote of two-thirds of a quorum present at any regular business meeting of the Church. However, a copy of the proposal, and the date of consideration must be published in a Church bulletin at least two weeks before the meeting.