

*Pilgrim Journey
Baptist Church
Handbook*

Empowering fellowship
through worship.

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INTRODUCTION

This Church Manual sets out to provide an overview of Pilgrim Journey Baptist Church, the guiding principles and procedures to enable the effective and efficient working of the church's various organizations, ministries, and programs. It shall be used by all members of PJBC.

All information and procedures contained in this Manual have been coordinated with the Bylaws of the church, and become effective upon their adoption by the church at a regular or special business meeting. In the event of any contradiction, the Bylaws shall prevail over the Manual.

This manual shall be reviewed at least every four (4) years by an ad hoc committee selected by the Pastor and Church Council (Combined Board). In the interim between regular reviews, any member or organization may suggest an amendment or modification to the Manual. Those changes shall be reviewed by the Pastor and Church Council (Combined Board), and if accepted, presented to the church for approval at any regular or special business meeting.



"EXPERIENCE THE JOURNEY"

Pilgrim Journey Baptist Church

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Greetings Members of Pilgrim Journey, present and future:

The document that follows serves as a light onto your pathway, and a lamp unto your feet. It will provide the lenses for which we will assess our contribution to the work of the Kingdom, and measure our commitment to be a church "Living Together in Love". The motto that grounds us so that we may continue to strive to be an unusual and provocative congregation who finds favor with God while being a blessing to the community.

Always look forward to new ways in which God will manifest both goodness and glory to us. May we always be a congregation the Holy Spirit visits and whose presence is strongly felt.

It is my great pleasure to serve the people here at Pilgrim Journey.

In Christian Love,

Rev. Angelo V. Chatmon
Pastor

CHURCH HISTORY

The initial idea of the Pilgrim Journey Baptist Church originated in 1887 when a group of neighbors affiliated with the Elijah Community Hall began to meet occasionally for the purpose of Sunday school and extensive Bible study. The sessions were led by Rev. John Burton and Rev. Sherman Morse and included such memorable workers as James Garner, Phillip Pondexter, Randall Burrell, Lizzie Burrell, Lucy Burrell, and Martha Burrell.

The building of the church was motivated by Randell Burrell. This small group of people with a deep desire and strong aspirations laid the ground work for what was to become the Pilgrim Journey Baptist Church. The church was erected on a parcel of land donated to the group by Elijah Hall. The land was located next to Elijah Hall. Church services were held in Elijah Hall while the work continued on the church.

During the period of time, approximately 1887 – 1892, weekly literacy meetings targeted illiterate African-Americans. The focus was exclusively on the improvement of reading and writing skills. In 1891 the initial **Sunday School Program was implemented (1891 – Present)**. The program was held both before and after the service to help children develop basic literacy skills. Also, meals were delivered to the sick and shut-ins.

In 1892, construction of the new church was completed. The name Pilgrim Journey Baptist Church was adopted, an off-spring of the name of the community it was to serve. It called its first pastor, the Rev. Andrew Jackson and appointed its first Deacon Board, composed of: Randall Burrell, James Garner, Phillip Poindexter, and Baylor Winston. The pastor, deacons and a few members turned to the community and surrounding areas seeking membership as the community's spiritual needs grew. In an era of limited transportation, the proximity of the church to the community made it possible for greater participation in church activities.

Blacks were significant to the labor market during the 1800's; however, any African Americans had little to no transportation. Segregation was at its peak, therefore, streetcars were not a viable mode of transportation for blacks in the Richmond area. Fortunately a group called the Traveling Pilgrims would shuttle workers to work to keep them from facing discrimination on the public transportation system. The only cost to the community was gas fare. Members met at the church and the shuttle went out every hour on the hour.

From 1906 – 1915, Employment Workshops were held at the church.

Members team up with the Virginia Normal School to implement night classes at the church for working adults once a week to become more literate.

In 1911, the Rev. Nelson McCargo was called to Pilgrim Journey. Rev. McCargo is remembered for his strong youth program. During Rev. McCargo's pastorate, the late Madams Clara Coleman and Lucy Coleman were converted and baptized.

In 1914, following the services of Rev. McCargo, the church selected the Rev. John E. Fountain to be the Shepard of the church. Reve. Fountain was the pastor of Pilgrim Journey for 40 years. Pilgrim expanded in membership and mission during his tenure. Rev. Fountain was such a dynamic deliverer of God's word that he would preach at First Union Baptist Church early on Sunday morning, then drive out to a waiting congregation at Pilgrim. Church lasted for hours. During this time the church was blessed as four of its sons were called into the ministry. They were the Rev. Joseph N. Robinson, Dr. Maryland T. Fleming, Sr., Benjamin T. Starke, deceased and Rev. Emmett Fleming, Sr.

From about 1919-1923, Voter Registration became an integral part of the church population. Members from Pilgrim attended the local National Association for the Advancement of Colored People (NAACP) meetings. In efforts to help John Mitchell, Jr. (the only black person on the 1921 gubernatorial ticket) win, Pilgrim members initiated a series of voter awareness campaigns at the church. Members were tasked to go out into the community and increase awareness “of the black man on the ballot”. Research suggests that members put their lives on the line to increase awareness of the importance of voting.

Pilgrim Journey experienced the first of two devastating fires in 1923. The entire building and all records were destroyed. This disaster strengthened an already united membership, and with faith in the Almighty God, cooperation of Rev. Fountain and a hard working congregation, the Pilgrim Journey Baptist Church was rebuilt in 1925. The history of this church would not be complete without mentioning the name of the late Mrs. Emma W. Diggs. She was responsible for numerous Christian programs and was well-known as a Christian lady in the church and community. She donated the money for the first radiator heating system used in Pilgrim Journey in the 1940's. Mrs. Diggs served Pilgrim Journey as President of the Ladies Auxiliary Usher Board, and as a Missionary for many years until failing health prevented her participation. She died in 1957. Mrs. Diggs was the grandmother of Mrs. Alice Winston, Mrs. Alberta Brooks, Mrs. Clara Powell, Mrs. Blanche Willis, and Mr. Archie Willis, presently members of this branch of Zion.

Rev. Earnest C. Fogle accepted the pastorate of Pilgrim Journey in 1954. He served the church and community well for nine years. During Rev. Fogle's tenure, disaster again struck Pilgrim Journey. On March 20, 1960, the church was for the second time in its history, completely destroyed by fire. While the remains were still smoldering, the members met for worship and voted unanimously to rebuild. That day the members were reminded that the church is not the building, but it is made up of a certain kind of people.

In appreciation of long years of service to his church and community, Deacon Fleming was honored by his fellow deacons. Thereby, he became the first deacon honored for service rendered over a lifetime. Many of the deacons sponsoring this service also received this honor in succeeding years. By April 1955, Deacon Horace, as he was respectfully addressed, had served 32 years as Sunday School Superintendent and teacher, 34 years as Deacon, 25 years as Treasurer, 20 years as Church Sexton and sang lead in the choir. He also served as a Sunday School and Community Counselor. A chorus was named in his memory, "The H. H. Fleming Memorial Chorus". This chorus served faithfully every 3rd Sunday, 1964 – 1989.

In October 1961, ground breaking service was held. Services were held at neighboring churches and then at the Union Public School, while the church was being rebuilt. The new church building was completed in June 1962. Rev. Benjamin Starke led the congregation in dedicatory services of the new church building on July 1, 1962. A humble and grateful congregation praised God for his generosity.

Rev. James I. Brooks became the next pastor of Pilgrim Journey in September 1963. Rev. Brooks' program stressed salvation through preaching, teaching, mission and education. He was dedicated toward saving souls. The church made great strides under the leadership of Rev. Brooks.

On May 26, 1968, Rev. King of Gravel Hill Baptist Church spoke at the Mortgage burning service. The burning of the mortgage was conducted by Miss Pheola Epps and the late Deacon James Winston. In this same year, Rev. Leroy Jones became the shepherd for the Pilgrim Journey flock. He was officially installed on June 30, 1968. Along with our new pastor, we welcomed First Lady Mrs. Theo Jones and their two sons, Michael and Anthony Jones.

Under Rev. Jones' untiring and urging leadership, the church has progressed spiritually and financially. Rev. Jones stressed Bible study, missions and education.

Two sons and one daughter of PJBC accepted the call to the gospel ministry during the early years of Rev. Jones' ministry. They are Dr. Ralph Henley, Rev. Gerald Fleming and Evangelist Ethel Green.

For several years, there were only seven deacons; but as the membership grew and sickness and death invaded the board, the constitution was changed from seven to nine. In 1976, there were only five deacons on the board and four more deacons were ordained on June 12, 1977. The board functioned with nine deacons on the board for 12 years.

The church began to experience problems associated with this change. Thefts and vandalism of the church property began to occur and traffic congestion made entrance and exiting difficult. After much study and prayer, the congregation voted to relocate the Pilgrim Journey Baptist Church from West Broad Street.

In 1983, just prior to leaving the old sanctuary, the Church established a committee who worked along with members and developed an organizational flow chart based on the Church's constitution, by-laws, current functioning organizations and activities. The committee consisted of Rev. Leroy Jones, Deaconess Pauline Campbell, Deacon Robert Campbell, Thomas Kenney, James Thompson and Tyrone Bailey, Co-coordinator. Before entering the new sanctuary, the Church accepted the established "Organizational Flowchart" which is currently used.

The Trustee Board, which consisted of Chairman Thomas Kenney, Charlie Chamberlayne, Tyrone Kenney, James Thompson and John R. Valentine, Sr. was authorized to begin a search for a parcel of land large enough on which to build a church. The Trustees were also instructed to locate a buyer for the Broad Street property.

A parcel of land was located in the 7200 block of Bethlehem Road. The congregation voted to purchase the land and to sell the Broad Street property to Richmond Hotel Developers Unlimited. The congregation further agreed to have the remains of those who had passed on to Glory removed from the church graveyard and re-interred at Rose Lawn Memorial Gardens Cemetery in Hanover County, Virginia.

In spite of heavy hearts, yet with great anticipation and thankfulness, Rev. Jones led the congregation in the final morning worship service at 7009 West Broad on December 2, 1984. Immediately after the morning service, the congregation traveled to its new church location on Bethlehem Road for the Ground Breaking Service. The oldest member in attendance was the late Mrs. Clara Coleman and the youngest member was Jamal Cooper.

The beginning of the next phase in the history of Pilgrim Journey Baptist Church commence on December 9, 1984. Services were held at the Masonic Lodge on Callison Drive in Glen Allen, Virginia while construction took place on the new church building.

On July 13 1985, the cornerstone laying service for the new building was conducted at the Limelight Lodge #301 with Ralph Christian, Sr. as Worshipful Master.

December 15, 1985, Rev. Leroy Jones assisted by Thomas Kenney led in the ribbon cutting ceremony and led the congregation into its new home at 7204 Bethlehem Road for the first morning service. The dedication service was held in March 1986 by a grateful people who thanked God for another miracle.

During this time frame, Wilma Harris and Zeke Robinson were the first to wed in the new church.

The congregation voted to purchase the land adjacent to the church for future expansion. A committee, spearheaded by Deacon Florence Harris, was organized to plan for the purchase of the land. The land was purchased for \$85,000 and paid for in less than five years.

As the Church initially settled in the new sanctuary, the Sunday school program and education activities for youth and adults were vibrant. The vision of improving education for the youth was in the forefront of the members.

The untimely death of Marshall Gilbert Johnson, member of PJBC and brother of trustee Delores Dickerson-Wood, devastated the entire community. He was an active member, educator, and musician. He was killed in a car crash on his way to the University of Virginia, seeking his doctorate in Education Administration.

Once the initial shock of his loss subsided, Dr. Emmett Fleming, a childhood friend of Marshall's, generated the first \$100 to establish a scholarship in Marshall's honor. Each year the scholarship committee sponsors fund raisers for scholarships. At the

same time, a banquet is held in honor of Rev. Dr. Maryland Taft Fleming, one of our renowned sons of the church to commemorate his accomplishments.

The congregation continued to grow in Grace and attendance. In 1989 Pilgrim Journey appointed its first Assistant Pastor, Rev. Darrell Williams. The church was further blessed with the following associate ministers: Rev. Major Coles, Rev. Jess Rufus, Rev. Derrick Jones, Rev. Mary Jackson. Rev. Craig Ester, Rev. Victor Williams, Rev. S. Janine Hyman, Rev. Sharone Davis, Rev. Dwight Shanklin, Rev. Elijah Thornton and Rev. Britt Starghill (deceased 2016).

In 1991, we reached a milestone in our history: this was Pilgrim Journey's centennial and we celebrated 100 years of being established and being the beneficiaries of God's Grace and Mercy. The church family spent the year praising God's goodness and rejoicing. As the Church transitioned from the Limelight Lodge #301, in the 1990's, the following Deacons were selected and ordained in this order: Major Coles and Kevin Fleming; Tyrone Bailey, Theodore Burrell, Sr., Anthony Jones; James Cabiness, James Thompson, Cornelius Waddey and Ralph Fleming.

In the year of 1995 Deacon Florence Harris chaired "Project 2000" to raise funds for the expansion of the church by adding a fellowship hall. This committee was later named "Building For the Future".

In June of 1997 Rev. Leroy Jones announced his retirement after having served for 29 years. Rev. Jones was a faithful and very dedicated servant of God. Rev. Jones' theme in life was "You are not completely dressed without a smile". Also during his time of service, he coined the **church's motto** – "Living Together in Love."

September of 1997 Dr. Harold Braxton became the interim minister. During Dr. Braxton's tenure Lamont Gooding accepted the call into the ministry.

May 1999, the Rev. Angelo Virtus Chatmon accepted the position as the 7th Pastor of the Pilgrim Journey Baptist Church (PJBC). Joining Pastor Chatmon is his wife – Sheila, daughter – Nora, and son – Malachi. The installation service for Pastor Chatmon was held at Virginia Union University. In June of the same year, pastor married Dina Coles and Joe Smithy, his first after becoming our new pastor.

Under Rev. Chatmon's leadership (1999 – Present):

- Adopted the Pilgrim Journey Invocation
- Developed mission statement (read during service)
- Mrs. Bessie Brent and Mrs. Shirley Knight were installed as deaconess
- Mrs. Kate Starke was reinstated as a deaconess
- Deacon John Ballard was voted in by the church to join the Deacon Board
- Deacon Ruth Ballard was the first female deacon – acknowledged by Pastor Chatmon
- In December 2000, The Deaconess were ordained as deacons: Bessie Brent, Florence Harris, Julia Hopkins, Renee Jones, Shirley Knight, Kate Starke, Phyllis Waddey, Joyce Williams, Lillian Wooten, and Bessie Henley. During the same period, Florestine M. Johnson and Mary Madu were installed as Trustees.
- Evangelism and Public Ministry initiated with Rev. Kenneth Myrik as facilitator
- Health Ministry orchestrated by Rev. Greg Howard
- The first newsletter “The Vision” was published with Jackie Lightfoot and Jennifer Snead as reporters and editors
- Elm Tree Group (Seniors meeting mid-week) established
- Praise Dance ministries: Elements of Praise and Movements of Praise
- 2007 adopted CARITAS ministry directed by Associate Rev. Robert Hill
- Wednesday night Bible study taught by Rev. Chatmon with Prayer and Praise led by Associate Rev. Cora Felder
- Thursday night Women’s Bible study led by Associate Rev. Jacquelyn Lightfoot
- Kingdom Couples Ministry led by Mrs. Sheila Chatmon
- Purchase of several pieces of land from the Nigel Cooper and Mattie White families
- Security Ministry – orchestrated by Carl Doggett
- Nursery Ministry
- Computer Training Classes – started by Mrs. Sheila Chatmon
- Introduction of Tape Ministry – Joe Smith
- Technology Committee

- 2012 – Pastor Chatmon created the Strategic Planning Committee – led by Jennifer Snead; current Chairperson is Robert Hickson. The initial committee consisted of:

➤ Jennifer Snead	Jackie Howie
➤ Jackie Tuppance	Lana Agostini
➤ Debbie Winston	Tiffany Helber
➤ Elaine Pleasant	Barbara Smothers
➤ Ronita Wilson	Ellen Green
➤ Cornelius Waddey	Joe Smith
➤ Kevin Dunn	Rev. Angelo Chatmon

- Wednesday mid-day Bible study led by Associate Rev. Renee Jones.
- Social Justice Action Committee led by Barbara Crump
- Combined Board meeting re-instituted (2016)
- **Congregational Welcome:** We're so glad you came. Because of your presence, this service won't be the same. We invite you to Sing, Clap, Praise, Worship, and be free. Visitors....WELCOME TO THE JOURNEY!
- **Congregational Offertory Prayer:** Lord receive our gifts for the up building of thy Kingdom and mission on the journey.
- Selection of Mother of the Year (annually in May)
- Selection of Father of the Year (annually in June)
- Baptizing performed quarterly
- Praise and Worship from 9:45 – 10:00 a.m. on 1st and 2nd Sundays of each month conducted by Sister Barbara Smith
- 2013 – The Disciples of Praise – orchestrated by Wanda Tiller and other members provided praise and worship opportunities prior to 10:00 a.m. church service on 3rd and 4th Sundays
- Late 2015 to present, praise and worship prior to morning service is provided by Joyce Holmes Harris Memorial Praise and Worship Group led by Sister Kim Baker and others.
- In 2015 Thomas Williams, the grandson of Rev. Julia Hopkins and son of Deacon Joyce Williams was licensed into the ministry by Pastor Chatmon; also Rev. Vivian Kinney and Rev. Renee Jones (wife of Deacon Anthony Jones)
- Several scholarships established to assist students seeking education beyond high school. Students can apply for assistance from:
 - Marshall Johnson (member of PJBC and brother of trustee Delores Dickerson-Wood) was an active member, educator, and musician who was killed in a car crash on his way to the University of Virginia seeking his doctorate in Administration. The actual scholarship was started

because of Marshall's interest in education by his closet childhood friend, Dr. Emmett Fleming. Each year the scholarship committee sponsors fund raisers for scholarships. At the same time, a banquet is held in honor of Rev. Dr. Maryland Taft Fleming, one of our renowned sons of the church to commemorate his accomplishments.

- The Thomas Kenney Scholarship was started with contributions of approximately \$50,000 from Mr. Kenney himself. Scholarships are awarded based on interest accrued during the year. Mr. Kenney has been very supportive of children seeking higher education.
- The LeRoy Jones Scholarship is supported by programs, contributions/funds raised by Mrs. Albert Brooks and Rev. Renee and Deacon Anthony Jones in honor of the late Rev. LeRoy Jones.
- The Benjamin Lambert Scholarship was a result of Benjamin Lambert's membership at PJBC; however, this scholarship has been discontinued since his death.
- The Tuckahoe Baptist Association offers scholarships to our students who apply because of our participation in the association.

On June 24, 2001 Judy Pollard was the first female licensed to the ministry. This was the beginning of many: Sisters Linda Gresham, Shaniqua Jones, Jacquelyn Lightfoot, Julia Hopkins, and Jenee' Gilchrist. Brothers Justin House, George Jordan, and Robert Hill were also licensed into the ministry. Rev. Linda Gresham, Rev. Lamont Gooding, Rev. Justin House, Rev Greg Howard, Rev. Jacquelyn Lightfoot, Rev. Antoine Britt, Rev. Marquita Burton, and Rev. Timothy Jones have been Ordained.

In 2006, Sisters Minta Brown, LaVerne Coles, Nichelle Cooper and Pamela Knight were ordained as Deacons. In 2015 Brothers Kevin Dunn and Clarence Felder have been ordained as Deacons and are active participants of the board.

As of our 125th year celebration, veteran board members include: Bessie Henley, Kate Starke, Joyce Williams, Preston Anderson, Tyrone Bailey, Phyllis Waddey, Anthony Jones, Shirley Knight, and Bessie Brent making a total of 14 PJBC Deacon Board members.

Regular occurring events include:

- Black History Month activities (February)
- Youth Revival – February of each year
- Friends & Family Day – 3rd Sunday in March
- Pastor's birthday – April 23rd

- Pastor's Anniversary – 1st Sunday in May
- Women's Day – 3rd Sunday in May
- Vacation Bible School – June of each year
- Student recognition Sunday – June of each year
- Revival Services – 2nd week in July
- Back-to-school supplies collected and distributed to K-12 students (August)
- Men's Day – 2nd Sunday in September
- Deacon and Trustee Day – 2nd Sunday in October
- Church Anniversary – 3rd Sunday in October
- Church meeting – every quarter
- Missionary Circle is celebrated every 5th Sunday of the year
- Youth Choir Rehearsal – Saturday before the 1st Sunday
- Youth Sunday – 1st Sunday of each month
- Men's Choir rehearsal – Thursday before the 2nd Sunday of each month
- Men's choir responsible for 2nd Sunday worship music
- Mass Sanctuary Choir – responsible for service 3rd & 4th Sundays of each month
- Mass Sanctuary Choir – rehearsal every Tuesday night
- Disciples of Praise responsible for 3rd & 4th Sunday praise and worship (9:45 – 10:00 a.m.); responsible for 5th Sunday music during regular church service.
- Late 2015 the Disciples of Praise had a name change “The Joyce Harris Memorial Disciples of Praise” under the direction of Sister Kim Baker.
- For many years members have been expected and encouraged to participate in the NAACP. Dues related to this membership usually are collected by Deacon Ralph Fleming; however, because of his absence, one of our junior members, Brandon Rosado, has taken on the responsibility.
- Contributions to Lott Carey
- Contributions to Virginia Union University
- Contributions to Baptist Children's Home
- Missionary Circle sponsors Haiti children, sick & shut-in
- Strategic Planning Committee - Strategic Planning is a review and planning process that is undertaken to make thoughtful decisions about the church's future in order to ensure its success. It involves clearly defining the church's mission and an assessment of its current state and landscape. Strategic planning also requires a well thought out plan for how to properly allocate time, human capital and financial resources.

ARTICLES OF FAITH

I. The Scriptures.

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

II. The True God.

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

III. The Fall of Man.

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

IV. The Way of Salvation.

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

V. Justification.

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done,

but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

VI. The Freeness of Salvation.

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

VII. Regeneration.

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

VIII. Repentance and Faith.

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest and king, and relying on him alone as the only and all-sufficient Savior.

IX. God's Purpose of Grace.

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

X. Sanctification.

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

XI. Perseverance of the Saints.

We believe the Scriptures teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

XII. The Law and Gospel.

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

XIII. A Gospel Church.

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the ordinances of Christ; governed by his laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, and Deacons whose Qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

XIV. Baptism and the Lord's Supper.

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Savior, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to

commemorate together the dying love of Christ; preceded always by solemn self-examination.

XV. The Christian Sabbath.

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of God.

XVI. Civil Government.

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the Kings of the earth.

XVII. Righteous and Wicked.

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death.

XVIII. The World to Come.

We believe the Scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

CHURCH MOTTO

“Living Together in Love”

MISSION STATEMENT

The mission and aim of the Pilgrim Journey Baptist Church is in accordance with the Holy Scriptures, and undergirded by the Articles of Faith. We are established for the purposes of Christian education and spiritual development: spreading the word of God through evangelism and public ministry; empowering the fellowship through worship.

VISION STATEMENT

Living together in love and faith while extending God's promise through spiritual development, education, service, and fellowship.

PRINCIPLES

Composed of a group of collectives that define our self-identity, activity, and spirituality as a congregation. These collectives provide the congregation anatomy and strategies for how we proceed in ministry in the world.

- A Collective Consciousness
- A Collective Spirit
- A Collective Nature
- A Collective Faith
- A Collective Love
- A Collective Trust
- A Collective Mission
- A Collective Objective
- A Collective Optimism
- A Collective Peace
- A Collective Virtue
- A Collective Future

CHURCH DOCTRINE

Pilgrim Journey Baptist Church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches as indicated in the Articles of Faith herewith.

CHURCH ORDINANCES

Baptism. Baptism symbolizes the death, burial and resurrection of Jesus that has made possible our salvation. Baptism also symbolizes that a person through faith in Christ has passed from death to life and that this person has identified with Christ's death and resurrection (Romans 6:3-5; Colossians 2:12).

Only the total immersion of a person in water adequately symbolizes this death, burial and resurrection.

Deacons enrich the experience of baptism for both the baptismal candidates and the congregation by assisting the Pastor and the candidates in preparing for the ordinance. General responsibilities include:

1. Ensure that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.
2. Assist the Pastor in designating the proper order of candidates when there are multiple persons to be baptized.
3. Assist the candidates into and out of the pool and arrange to give as much privacy as possible.
4. Assign Deacons to assist candidates in dressing rooms. Remain in the area until all candidates are dressed and ready to leave.
5. Launder used towels and return to storage.

Communion. The Lord's Supper should be celebrated frequently by the assembled church (1 Cor. 11:26). While this is a most holy ordinance and should be observed with solemnity and dignity, the bread and the cup of the Supper are symbols of the broken body and the shed blood of our Lord Jesus Christ. In order to maintain the purity of this ordinance, the Deacons will faithfully seek to insure that believers are admitted to the Table. The Lord's Supper is celebrated by the church no less than once every month.

Deacons are responsible for preparing for communion service and assisting the Pastor with serving the congregation.

CHURCH ASSOCIATION & COUNCIL AFFILIATIONS

Pilgrim Journey Baptist Church is directly or indirectly affiliated with the following:

Lott Cary Foreign Mission Board
Virginia Union University

Tuckahoe Baptist Association
Henrico Minister's Conference
Baptist General Convention
Deacon's Conference of Richmond and Vicinity Women's Auxiliary & Youth
Department
National Baptist Deacon's Convention
Virginia State Deacon's Convention
NAACP (National Association for the Advancement of Colored People)
CARITAS (Congregations Around Richmond Involved to Assure Shelter)

WORSHIP SCHEDULE

- Sunday School 8:45 AM
- Worship Service Every Sunday 10:00 AM
- Communion Fourth Sunday
- Mid-Day Bible Study - Wednesday 11 AM
- Prayer & Praise - Wednesday 6:15 PM
- Bible Study - Wednesday 7:15 PM
- Men's Bible Study – Third Monday 7:15 PM
- Women's Bible Study - Thursday 7 PM

NOTE: Notifications of cancellations of services/activities due to inclement will be on local TV channels and a message on PJBC voicemail.

ANNUAL DESIGNATED SPECIAL PROGRAM DATES

- 3rd Sunday in March – Family & Friends Day
- Easter Sunday – Sunrise Service & Regular Morning Service
- 1st Sunday in May – Pastor's Anniversary
- 2nd Sunday in May – Mother's Day
- 3rd Sunday in May – Women's Day
- 3rd Sunday in June – Father's Day
- 2nd Sunday in July – Homecoming/Revival
- 2nd Sunday in September – Men's Day
- 3rd Sunday in October – Church Anniversary
- 2nd Sunday in November – Deacon/Trustee Day
- 3rd Sunday in November – Harvest Sunday
- 2nd Sunday in December – Installation Service
- December 31 – New Year's Eve Service (rotate with sister churches)

CHURCH MEETING SCHEDULE

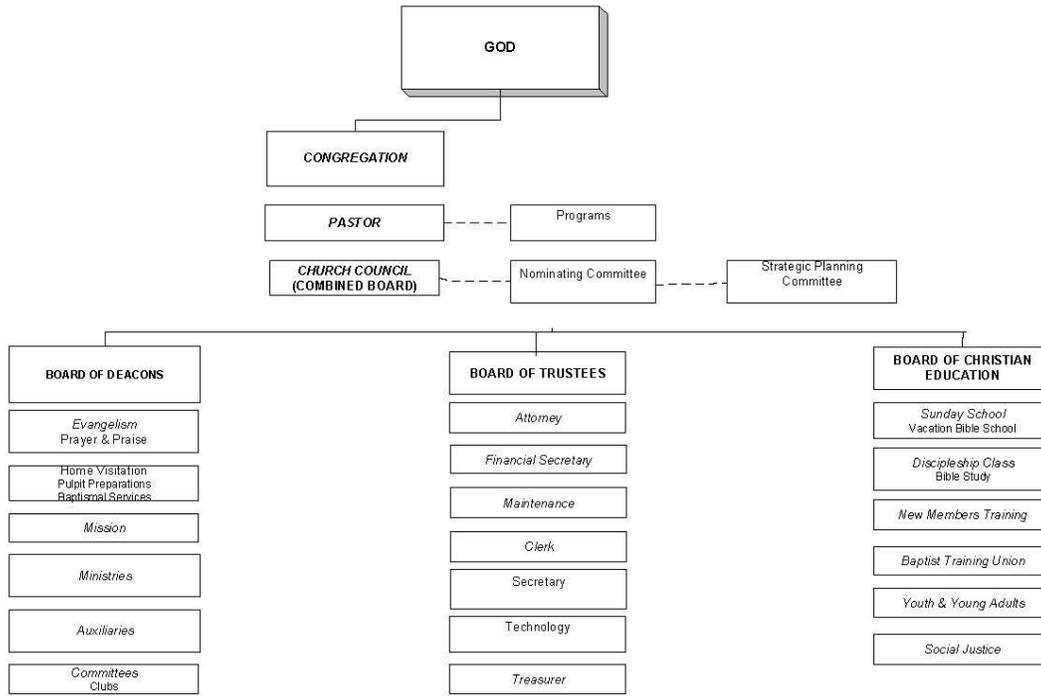
Church meetings are held the second Monday night of each quarter (January, April, July, October) at 7:00 p.m. at the church. At these meetings church business is conducted and ministries, auxiliaries, committees provide reports of their activities. Special meetings are called as needed, with a minimum of two weeks prior notice.

ORGANIZATION CHART

Web Site: www.pjbcrichmond.org
 Email: pilgrimjourneyinfo@gmail.com
 Web Master: pjbcweb@gmail.com

PILGRIM JOURNEY BAPTIST CHURCH

7204 Bethlehem Rd.
 Henrico, VA 23228
 (804) 672-9319



Thursday, January 05, 2017

CHURCH OFFICERS

Pastor

The Pastor serves as the spiritual shepherd of PJBC. He/She is primarily responsible for encouraging the spiritual life of the congregation through the pulpit ministry and pastoral leadership. He/She is expected to support Sunday School, prayer services, bible study, and all other ministries of the church.

The Pastor is a servant-leader and offers spiritual guidance and direction to the church. The Pastor, through pastoral counseling, is expected to mediate and counsel disagreements between parties within the church when necessary.

The Pastor is responsible for the worship ministry of PJBC and works with the Associate Ministers in planning, evaluating, and implementing the worship services and special events. He/She directs the ministerial staff.

The Pastor is also responsible for the pastoral ministry of the church. He/She seeks to be informed of needs meriting pastoral response and systematically visits the sick and shut-in members of the church. The Pastor is available for counseling at the request of church members. He/She also informs the congregation of significant needs and concerns within the church family.

The Pastor shall attend meetings of the Combined Board, and in general perform the duties common to Pastors in Baptist churches. He/She has the right to attend any meeting of any organization in the church and to provide leadership to any and all organizations of the church.

The Pastor serves as Moderator for all church meetings. He/She supervises workshops for church leaders and ministers and establishes seminars for various organizations or appoints a designee or a staff member.

The Pastor is available to conduct wedding ceremonies and funerals at the invitation of the membership.

The Pastor represents the church in a positive manner throughout the community, denomination affiliations and conventions.

Associate Ministers

Associate Ministers serve to extend, strengthen, and facilitate the ministry of PJBC by sharing the pastoral ministry of the church with specific responsibilities. They will assist in the worship ministry, visitation, and general Christian education.

Associate Ministers will assist the Pastor in the coordination of any church activities and ministries as needed. General responsibilities include:

- Assists any areas of the church's program ministry as needed (i.e. vacation bible school, weekly prayer service, Sunday School, etc.).
- Assume pastoral leadership in the absence of the Pastor.
- Share the worship ministry as requested by the Pastor.
- Visit the hospitalized, shut-ins, and prospective members as directed by the Pastor.
- Be available to the membership as counselor.

DEACONS

A. **Number serving.** The Deacon body shall determine the exact number based on the total church membership. The Deacon body initially began with seven.

B. **Qualifications.** Any member who is at least 21 years of age, has been an active member of the church for the past 12 months, is willing and able to serve and meets the requirements as recorded in the Holy Scripture (1 Timothy 3:8-13) may be qualified and eligible to be elected as a deacon. Deacons are to guard the unity of the spirit within the church in the bonds of peace.

C. **Nomination of Deacons.** Should be by the recommendation of Pastor or Deacon Ministry. Members may also make recommendations through the Pastor or Deacon Ministry. Final approval must be by the church body.

D. **Confirmation.**

E. **Deacon Leadership.** Deacon leadership shall consist of chairperson, vice-chair, secretary, and chaplain to be elected by the Deacon Body. They shall serve beginning with the regular meeting in January.

F. **Duties.** In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Pastor and staff in performing Pastoral ministries tasks;

proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education, ministry and application and lead the church in performing its tasks.

G. Interim Pastor Committee. Upon the resignation of the Pastor, arrangements for pastoral duties during the interim shall be the responsibility of the officers of the deacon body, acting as an Interim Pastor Committee. They shall assess the needs of the church during the interim time, as well as the other staff and leadership resources. They shall then be responsible to interview and recommend to the church a person to serve as Interim Pastor. They shall also provide for pulpit supply in the time before an Interim Pastor is called.

H. Spiritual Leadership. The deacons are to be zealous to guard the unity of the spirit in the church in the bonds of peace. By proper organization and method among themselves, they are to establish and maintain personal and fraternal relationship with, and inspire leadership of, the membership of the whole church, encouraging and relieving those who are in need.

1. **Christian Stewardship.** They shall be faithful in New Testament giving (tithes and offerings) and, whenever possible, in attendance at all church services. They shall seek to exercise their God-given talents in every possible way.

2. **Oversight and Advice.** They shall serve as a council of advice and conference along with the Pastor in all matters pertaining to the welfare and work of the church. With the Pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to evangelism, the development of Christians and the extension and growth of the Kingdom of God.

3. **Pastoral Assistance.** They shall assist the Pastor in serving the Lord's Supper in regular and special worship services, and to church members who are homebound or in nursing homes or similar facilities.

4. **Church Discipline.** In Counsel with the Pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to exercise oversight of the discipline of the church. In administering church discipline they are to be guided always by the principles set forth in Matthew 18:15-17 and 1 Thessalonians 5:12-14.

I. **Honorary Status.** The church may elect to Deacon Emeritus status, any deacon who by reason of age or infirmity shall, after honorable service, be no longer able to render active service.

TRUSTEES

A. **Duties.** The Trustees shall manage the legal affairs of the church. They shall have power to buy, sell, mortgage, lease or transfer church property by a specific vote of the church authorizing such action. The Trustees are also responsible for all insurance policies of the church and any staff insurance issues.

The Chairperson of Trustees shall execute all legal papers by order of the church and perform such other duties as may be prescribed by the church.

The Trustees shall provide the church and its leadership with assurance that all funds have been handled according to the instruction of the church, and under the recommendation of the Finance Committee.

Trustees shall educate the church in giving, money management, mission support and church budgeting. Trustees, along with Finance Committee, shall be responsible to develop a church budget to be presented to the church for adoption prior to the beginning of the next calendar year. They shall also administer the church budget to ensure that church expenditures are within the church budget.

Trustees have the responsibility of the maintenance and upkeep of church property and manage matters related to the administration of the building and grounds.

B. **Membership.** The Trustees shall consist of an odd number of members.

FINANCIAL SECRETARY

General responsibilities include:

- Make reports to the church in business meetings.
- Prepare annually a proposed budget and submit to the church for review at least one month prior to the regular annual business meetings.
- Accurately counting church contributions (Sunday School, worship service, special services)
- Maintain accurate records of income and expenditures.
- Work closely with all committee/ministry/auxiliary chairs regarding income/expenses for their respective line items.

TREASURER/ASSISTANT TREASURER

General responsibilities include:

- Serve to promote the financial operations of the church.
- Prepare all financial documents for Federal, State, and County governments.
- Prepare financial records with Financial Secretary for annual audit.
- Accurately counting church contributions (Sunday School, worship service, special services)
- Work closely with all committee/ministry/auxiliary chairs regarding income/expenses for their respective line items.

CHURCH STAFF

Church Clerk/Assistant Church Clerk

The Church Clerk serves PJBC by maintaining accurate records for the church and proceedings of all regular and special meetings of the church. General responsibilities include:

- Attend or be represented at all combined board and church business meetings. Have previous business meeting minutes readily available at all meetings.
- Prepare and maintain accurate meeting minutes and record of all other actions taken as required.
- Keep accurate record of all business transactions.
- Preserve all papers, valuable letters and records that belong to the church.
- Give legal notice of all meetings where such notice is necessary.
- Maintain an accurate roll of the church membership with dates and methods of admission and removal, change in name, correct mailing addresses, and other pertinent information.
- Coordinate scheduling of baby dedications with Pastor and parents.
- Prepare and present certificates for various occasions (membership, baptism, baby dedication, etc.).
- Prepare and mail letters to members for various reasons (sympathy, congratulations, get well, etc.).
- Make announcements to congregation during Sunday services.
- Distribute member offering envelopes.
- Serve on the Program Committee when needed for special events.
- Upon confirmation from Pastor, notify local TV stations of cancellations of services/activities due to inclement weather.

Sexton

The Sexton is responsible for cleaning and maintaining the church and its facilities in order to provide a clean, comfortable, and worshipful atmosphere. General responsibilities include:

Sanctuary

- Cleaning of the church sanctuary, vestibule, pulpit, and choir loft.
- Vacuuming, dusting
- Cleaning windowsills and door casings
- Sweeping and mopping where required
- Removal of all trash from the visitor cardholders and hymnbook area
- Hymnbooks and Bibles should be neatly arranged in racks
- Clean and stock restrooms in vestibule
- Unlock the sanctuary Sunday mornings and lock Sunday after all of the day's activities have been completed.
- Clean and disinfect the baptismal pool before and after each baptism takes place.

Fellowship Hall

- Sweeping and mopping of floor
- Empty all trash cans, replacement of liners
- Clean windowsills
- Clean and stock restrooms in fellowship hall (toilets, sinks, floors, vanity, etc.)
- Buff floors when needed
- Set up and break down of tables and chairs for various activities

Offices/Classrooms

- Sweeping and mopping of floor
- Empty all trash cans, replacement of liners
- Clean windowsills
- Buff floors when needed
- Dusting furniture, shelves, etc.

Church Secretary

General responsibilities of the Church Secretary include:

- Responding to telephone messages as necessary.
- Assist Pastor with gathering information and maintaining his/her calendar
- Send letters to visitors and new members as requested by the Pastor and Associate Ministers.

- Prepare, print, fold bulletins for Sunday services.
- Maintain roster of significant contact names, addresses, and phone numbers.
- Inform Pastor and Associate Ministers of a sickness and/or death in the church community as needed.
- Assist Program Chairperson in preparing church-wide calendar of events.
- Maintain inventory of office supplies and re-order as needed.
- Arrange for needed repairs of office equipment.

MINISTRIES/AUXILIARIES

CARITAS

The Mission of CARITAS (Congregations Around Richmond Involved to Assure Shelter) is to raise awareness and attain resources for our homeless shelter week as well as to give thanks to people who graciously devote their time to serving God and Christ through fellowship with the people who have fallen economically, socially, or spiritually.

The purpose of our CARITAS Ministry is to provide support to those in need in every meal, shower, program, or service provided, serving God every year to tear down the enemy that delights in the less fortunate, broken in spirit, destitute, hungry, or suffering. Christ lives in our hearts and in the world every day we serve others in his name!

Board of Christian Education

The Board of Christian Education serves to extend, strengthen, and facility the ministry of PJBC by serving to promote the best methods of religious education and endeavor to adopt them in Sunday School, Vacation Bible School, Discipleship Classes, Children's Church, Bible Study, and Girl Scouts. The Board has general oversight of these programs and administers those affairs. The Board shall be acquainted with the best methods of religious education and church training and shall endeavor to adopt them.

The Board is responsible for selecting teachers, staff, and volunteers, and counseling them in the work of education, giving advice and receiving suggestions. The Board is also responsible to the church for planning, conducting, and evaluating the work of the aforesaid programs, looking to the pastors of the church for counsel and leadership.

The Board shall see that a full and accurate activity report is given at the regular business meetings of the church.

The Board prepares and submits annual budget requests to the Budget Committee. The Board also oversees the ordering of and distribution of curriculum and craft materials for all programs.

Evangelism Ministry

The purpose of the Evangelism Ministry is to encourage, equip, and support those called by God to witness and serve in our church and community by going out to spread the good news of Jesus Christ, our Lord and Savior and receive people of all ages into the congregation so they might develop a relationship with God in Christian community and grow as Christian disciples. This ministry will also help people understand how their life is a tool for evangelism.

The Evangelism Ministry is responsible for:

- Implementing a visitation program for members that are inactive and sick and shut-in to distribute devotional materials.
- Actively sharing faith with those who don't know Christ.
- Provide ongoing evangelism training
- Lead and organize outreach programs and develop community outreach events
- Oversee the hospitality ministries for first time guests to ensure they return again.

Health Ministry

The purpose of the Health Ministry is to provide educational programs to the congregation which promotes leadership and guidance in the areas of physical fitness, wellness, nutrition and healing. The duties and responsibilities may include, but are not limited to:

- Provide health education to members of all ages through newsletters/bulletin inserts, literature, workshops, classes, etc.
- Obtain qualified speakers for programs.
- Raise awareness of health-related issues.
- Offer health and wellness screenings, blood pressure checks, etc. in relation to the congregational needs.
- Arrange for emergency medical services during church services and on an as needed basis.
- Collaborate with other ministries, providing assistance and guidance as needed.
- Promote education to the congregation to increase their understanding of the physical as well as spiritual health.

Music Ministry

The Music Ministry serves to extend, strengthen and facilitate the ministry of PJBC through music ministry. This ministry coordinates activities and is responsible for the church music program. It is responsible providing music for Sunday worship services, special music programs, revival and other special worship occasions. The Music Ministry consists of the following:

Dance – To glorify God through the ministry of dance.

- Movements of Praise Dance Ministry - Children ages 5-17; practice Fridays at 6:00 p.m.
- Elements of Praise Dance Ministry - Adults ages 18 and above; practice Mondays at 7:00 p.m.

Choirs - To uplift the name of the Lord Jesus Christ through songs that encourage, inspire, motivate, and provide hope to the congregation as we journey toward a closer relationship with God.

- Joyce Harris Memorial Disciples of Praise – Adults; rehearsals Thursdays at 7:00 p.m.
- Journey Mass Choir – Male and Female, ages 19 and above; rehearsals Tuesdays at 7:00 p.m.
- Leroy Jones Memorial Chorus – All male, ages 19 and above; rehearsals first Thursday of each month at 7:00 p.m.
- Young Voices of Praise – youth choir ages pre-k – 18; rehearsals two Saturdays prior to 1st Sunday at 10:00 a.m.

Ushers

The primary responsibility of an usher is to greet churchgoers as they arrive at the church and again at the worship service. They can also escort guests to their seats, if assistance is needed. The ushers play an important role in contributing to the overall order of worship. As such, they conduct themselves in a positive manner befitting that responsibility. The following criteria have been established in order to provide a meaningful experience for those attending worship. General responsibilities include:

- All ushers should be present 15 minutes prior to the beginning of worship.
- Ushers must be stationed at each entrance to the sanctuary.
- Ushers must keep in mind the importance of welcoming each worship participant in a warm and friendly manner; remembering this is the first and most lasting impression people will have of our church.

- Ushers should be mindful of the elderly, handicapped, and anyone needing special assistance.
- If for some reason someone should leave the service prematurely, discreetly check to make sure they are not in need of help.
- Offerings are to be collected in an orderly and reverent fashion.
- He/She also sees to it that perfect order is kept in and around the church at all times during the services.
- They see that hymnals, fans, church literature, collection envelopes, and any other items that are to be distributed to the congregation are in their proper places.
- Distribute bulletins and service programs.
- Ushers have a goal of minimizing distractions during the music, prayer, scripture, and sermon.
- Ushers stand ready to assist anyone in the congregation who might need help, to aid latecomers in finding a seat, and to inform those in the sanctuary of any urgent matters.
- Ushers are responsible for cleaning the sanctuary (picking up bulletins, replacing hymnals, fans and bibles in the proper place).

PJBC consists of the following usher boards

- Ladies Auxiliary Ushers (Women)
- Male Ushers -
- Willing Workers Ushers (Women)
- James E. Kenney & Winstonettes Ushers (Youth)

Men's Ministry

The purpose of the Men's Ministry is to serve the church by developing, coordinating and administering an effective and comprehensive ministry to meet the needs of men of the church that enhances leadership skills of volunteers involved in this ministry. Primary duties and responsibilities include:

- Developing and coordinating men's Bible studies.
- Developing and mentoring men of the church, helping them grow spiritually.
- Developing and coordinating programs, men's conferences, service projects, trips, and retreats for men of the church.

Missionary Circle

The purpose and responsibility of the missionary circle is to address the spiritual and material needs of the church and local community as well as reaching out to provide assistance nationally and globally.

Pastor's Aide

The Pastor's Aide Ministry provides and/or assists the Pastor with whatever he needs to carry out God's mission of shepherding His people (ministry). One goal is to lift the Pastor, the First Lady, and their children up in prayer; by providing moral, spiritual, and financial support.

The Pastor's Aide Ministry is committed to showing actions of love by collaborating with the church's program committee in spearheading the church in celebrating the Pastor's Anniversary, birthday, and other special occasions; extending hospitality to visiting ministers, their families and guests.

The members of this ministry will maintain character that is acceptable to our Pastor, our congregation; however, most importantly to our Lord and Savior, Jesus Christ.

Prayer & Praise Ministry

This ministry practices a powerful prayer life, invites and encourages individuals to participate in corporate prayer, and holds weekly prayer and praise meetings. Praying with others brings encouragement to individuals and the church body collectively. There may be those in the church or community who are struggling with trials and temptations. As they are upheld in prayer, the Holy Spirit brings them encouragement and reassurance of His promises.

Corporate prayer has the ability to knit church members and the community together in a bond of fellowship and praise. People are edified and unified in common faith. As we pray together, we build love and concern for others and display our dependence on God.

Prayer and Praise is held each Wednesday evening at 6:15 pm. All are welcome to attend. Prayer request are also welcomed.

Transportation Ministry

The Transportation Ministry was created to provide a means of transportation for all who are in need to come to worship in God's House. The Ministry advances the Kingdom of God by providing a safe and convenient way for seniors, youth, and physically challenged members to attend various church services and functions.

The Transportation Ministry also provides a means of safe transportation of ministries, auxiliaries, committees, and congregation to attend various engagements, outside activities, and functions outside of PJBC.

The Transportation Ministry is responsible for the maintenance, records, and cleanliness of the church vans. It is also responsible for scheduling the use of the vans and drivers.

The Transportation Ministry maintains logs for historical information. Also, secure vans following church related activities.

Women's Ministry

The Women's Ministry serves the church by developing, coordinating and administering effective and comprehensive ministry to meet the diverse needs of women of the church and provides leadership skills to volunteers involved in the ministry. Primary duties and responsibilities include:

- Attending Women's Bible studies.
- Planning/attending programs to meet the needs of career women in the church.
- Helping women grow spiritually.
- Planning/attending women's conferences, retreats, prayer breakfasts, service projects, trips.

Young Adult Ministry

The mission of the Young Adult Ministry is to inspire, educate, and uplift young adults to become more spiritually sound through Christ centered learning, fellowship, and mission-minded service, both within and beyond our church.

The purpose is to provide opportunities for spiritual growth, support and service for young adults between the ages of 18-39.

Youth Ministry

The mission of the Youth Ministry is to provide fun and effective programs that promote spiritual growth, teach God's word and encourage evangelism and service in the community."

The purpose of youth ministry is to help youth learn more about their faith in Christ as well as equip them with the tools and resources needed to become mature believers and productive citizens.

COMMITTEES

Building Committee

The Building Committee is an Ad Hoc Committee which convenes for the specific purpose of major Church building projects. The Committee works on behalf of the Church body in suggesting and developing a major building plan initiated by the body. The Committee eventually works hand-in-hand with the Church Trustees in carrying out the Church body's approved building plan.

The Building Committee consists of volunteers (members representing a cross section of the Church to include auxiliaries, committees, and ministries). Their familiarity with church programs and activities gives them insight into how a building project can capitalize on opportunities for growth, outreach and member service. When there is a project to be undertaken, the committee meets quarterly and reports to the Church each quarter. Emergency meetings are called on an as-needed basis depending upon the nature of the business.

The Building Committee evaluates needs that new construction, renovation or remodeling can meet to align improvements with the church vision and mission statements. The research and analysis done may include gathering input from the congregation, surveying the members to identify skills and resources they might offer.

The Building Committee interviews architects and contractors. Often calling in an architect to prepare preliminary plans upon which financials can be based. Cost projections, financing and the prospect of a capital campaign to raise funds are included as part of the building committee's duties, although a special subcommittee may be charged with pulling together the numbers. The building committee chair then reports to the congregation, which may have to approve the proposed drawings, costs and time line.

The Committee makes recommendations on the selection of an Architect and any other professionals it deems necessary for the completion of a new or renovated building. All recommendations are submitted to the Combined Board for approval. The selection of an Architect and/or other professionals for building purposes are to be submitted to the Congregation for approval by majority vote.

Historic Committee

The purpose of the Historic Committee is to assist the church in preserving its history. This committee is responsible for ensuring the church keeps accurate records and information about its past and current activities. The committee will collect, organize and safeguard records of organization, church publications, pictures, and audio-visual artifacts. The committee will lead the church to appreciate its Baptist Heritage and its own past.

Kitchen Committee

The purpose of the Kitchen Committee is to enhance the church fellowship, strengthen church family ties through social functions, and ensure that the fellowship hall is well equipped and stocked with necessary supplies and equipment. Responsibilities and duties include, but are not limited to:

- Setting up appropriate arrangement of tables and chairs for fellowship hall events.
- Decorating tables during special church-wide fellowship hall events.
- Arrange food tables during covered dish events.
- Provide and serve ice, food, and beverages for church-wide fellowship hall events.
- Wash dishes and kitchen equipment following fellowship hall events.
- Inventory and maintain adequate stock of plates, cups, cutlery, napkins, condiments, table covers, etc. for all fellowship hall events.
- Organize and maintain kitchen equipment and supplies (i.e. dish cloths, dish towels, pans, serving ware, etc.)
- Cleaning of tablecloths, towels following church-wide fellowship hall events.

Music Committee

The purpose of this committee is to serve as an advisory group for the church music ministry. The committee consists of three (3) to five (5) members. Members are elected by the church body every three (3) years. All music groups and their leaders are directly responsible to the Music Committee.

General Responsibilities include:

- Meet once a month and when the need arises.
- Interview and recommend person for positions of church music ministry to be presented for consideration.

- Give input on purchase/maintenance of church instruments, hymnals, choir robes and other purchase requests by the choir director(s), choirs or the church membership.
- Make reports to the church in business meetings.
- Prepare annually a proposed budget for Music Ministry and submit to the church for review and consideration.
- Review musician and choir director(s) contracts and recommend amendments as required.
- Work close with choir director(s) and musician by providing support and assistance as needed.
- Assist choir director(s) and musicians in setting long term goals for the music ministry.

Program/Special Program Committee

The Program Committee is comprised of a team of dedicated individuals that coordinate and plan a variety of church wide events. They also assist other ministries, auxiliaries, and committees with events and activities upon request. The Program Committee Chair maintains the church calendar.

The Special Program Committee is a subcommittee that assists with the planning and coordination of the following:

Pastor's Anniversary
Homecoming/Revival
Church Anniversary

Scholarship Committee

The Scholarship Committee is responsible for the administration of the various scholarships and selection of recipients. General responsibilities include, but are not limited to:

- Place notices in church bulletins, and make announcements regarding available scholarships.
- Copy and distribute eligibility requirements to prospective graduates and parents (see appendix), scholarship applications with requirements attached.
- Review applications for selection of recipient(s). Applications are available 1st Sunday in June and are due by the 1st Sunday in July. The awards are given on the 1st Sunday in August.
- Recognize graduates at PJBC Education Day service (1st Sunday in June) and present Education Day program which includes a speaker who gives the Education Day Challenge and a reception for graduates and their families and

friends. Education Day programming also includes our annual literacy fair and reading challenge.

- Plan and execute fundraisers for scholarship program.
- Maintain records of applications and award recipients.
- Determine methods to invest Scholarship funds for best returns.
- Award scholarships on the 1st Sunday in August to recipients.
- Provide support for PJBC scholars from birth through 12th grade with back to school supply distribution on last Sunday in August.

Available Scholarships

- a. Marshall G. Johnson
- b. Benjamin Lambert
- c. Tuckahoe Baptist Association
- d. Rev. Leroy Jones
- e. Thomas Kenney

Strategic Planning Committee

The general purpose of the Strategic Planning Committee is to provide support and guidance throughout the development and implementation of the short and long term strategic plans.

Strategic Planning by Definition: "Strategic planning is a review and planning process that is undertaken to make thoughtful decisions about the church's future in order to ensure its success. Strategic planning involves clearly defining the church's mission and an assessment of its current state and landscape. Strategic planning also requires a well-thought out plan for how to properly allocate time, human capital and financial resources.

Responsibilities and duties include, but are not limited to:

- Champion the strategic planning process.
- Communicate plan(s) information, data and updates effectively.
- Gather information and collect data utilizing focus groups, surveys, questionnaires, interviews, etc.
- Read and comment on draft documents via email outside of meetings.
- Making recommendations as needed.
- Help identify critical strategic issues facing the church and assisting in analysis of alternative options.
- Seek experts from within the congregation to assist with fully developing plans.

- Developing a three to five year strategic plan with measurable goals and time targets.
- Provide periodic updates at church business meetings.
- Research and assist with development and/or implementation of special tasks assigned by the Pastor, Deacon Board, Combined Board, and Trustee Board.
- Meet quarterly and as needed.

TECHNOLOGY COMMITTEE

This committee serves to strengthen and facilitate the ministry of PJBC by maintaining and developing technologies to assist in the administration of church work. The committee oversees the church's use of its various media systems, including sound and recording equipment, televisions, DVD players, etc. General responsibilities and duties include, but are not limited to:

- Maintaining and upgrading the phone system as needed.
- Maintaining and upgrading the computer system as needed.
- Maintaining and upgrading office equipment as needed.
- Maintain inventory of DVDs and CDs.
- Recommending any new technologies that would facilitate and enhance the work of the church.
- Enlist, train, and schedule operators for all church events that require sound system equipment or audio-visual equipment.
- Maintain sound and audio-visual equipment in working order.
- Inventory and secure equipment after use.
- Review system operations and make recommendations for improvement and purchase of needed equipment.
- Provide sound system and audio-visual equipment for all PJBC activities and services as needed.
- Prepare annual budget request to the Trustees.
- Record video of Worship Services and special events, and make copies for distribution upon request.
- Upload worship services to Ustream.

PROCEDURES

SANCTUARY/FACILITY RULES

Honoring the Sanctuary

Every effort should be made to keep the sanctuary, furnishings, and equipment in “like new” condition. No objects shall be fastened to the walls, windows or furnishings.

Instruments. Only persons approved by the Pastor and/or Choir Director shall play the sanctuary instruments. These instruments shall not be available for student practice, lessons, or to play with.

Sound Equipment. Only approved Sound System Technicians, the Pastor, or Choir Director may regulate or monitor sound system equipment.

- **Rule 1: Speaking from the Pulpit:** Only the minister or invited speakers are allowed to speak from the center pulpit. When the Pastor or Minister is speaking from the pulpit there should be no walking or talking during this time. Please refrain if there is not an emergency.
- **Rule 2: Being in the Pulpit:** Only the minister, or persons authorized by the minister should ever be in the pulpit. Children should be taught at young ages that this is a sacred spot and can never be used as a play area. Adults should not walk in this area unless authorized to do so.
- **Rule 3: Enter and Exit As Directed:** If you must leave the sanctuary during church service, do not pass in front of the pulpit. Use the side aisles and exits so that you will not disturb others.
- **Rule 4: Maintaining Silence Before God:** During the service, the congregation is expected to actively participate in worship. However, God’s house is a place for reverence and worship, not loud and idle conversations (between each other or cell phones).
- **Rule 5: Treatment of Church Bibles and Hymnals:** Bibles and Hymnals that are placed in pews are to be treated with care and respect. They should not be written on or used to dispose of gum. The bindings should be cared for; the spines of Bibles and Hymnals should be protected. They are the property of the church and should not be taken home by parishioners. Parishioners should let the church leadership know if Bibles and Hymnals are in need of repair.

- Rule 6: Treatment of the Communion Table: The Communion table is used for one of two holy ordinances (ceremonies or rites) of the Baptist Church. Ministers and others who are in charge of the Communion service are the only persons permitted to use it. Personal items should never be placed on the Communion table.
- Rule 7: Treatment of the Baptismal Pool: Baptism is the other important ordinance of the Baptist Church. In many churches the baptismal pool is covered and they are typically drained of water until the day of the ceremony. However, some churches have more easily accessible baptismal pools. No one is to ever go into the baptismal pool unless they have specific instructions to do so by church leadership (typically ministers, deacons or trustees).
- Rule 8: Treatment of the Pews: Pews are the benches that we sit in on Sundays and for other church services. We should treat them respectfully. The Bible holder compartment is not a trash bin. Please dispose of your trash properly.
- Rule 9: Language that Honors God: Part of your commitment to God is to use language that honors God. Swearing in the sanctuary or any other part of the church is forbidden.
- Rule 10: Enter and Exit as Directed: Typically, you are not supposed to enter or leave the sanctuary during prayers, the reading of the Scripture or the sermon. You are also to remain in church until the closing benediction (final prayer of the service) has been said. Ushers, considered gatekeepers of the church, will remind you of these rules if you arrive late, have left to use the restroom, or have another reason to walk into or out of the sanctuary. Of course, emergencies are special cases and will be dealt with as they occur.
- Rule 11: No Food, Beverages or Chewing Gum in the Sanctuary: If you must feed your children, please do so before entering the sanctuary, or take them outside of the sanctuary to feed them. This includes drinks as well. This is another way of respecting the sanctity of God's house. Use of these items is too casual in church and runs the risk of ruining church property and wasting tithes made to God on repairs that would not otherwise be necessary. While the chewing gum rule is sometimes broken, its use should be kept to a minimum, and it should always be disposed of properly (not under pews, in Bibles or on other church property). We do understand that chewing gum or having mints as a breath freshener is acceptable.

Honoring the Church Building, Fellowship Hall, Classrooms

The church facilities are created primarily for worship, training, fellowship and furtherance of the Gospel. Any group using the facilities should not be in conflict with these basic needs. This policy has been designed to define appropriate usage guidelines of the facilities that promote maximum benefit for the church family and community.

The church considers its facilities to be the House of God. All persons should conduct themselves accordingly as responsible individuals while participating in activities using church facilities.

- Rule 1: The fellowship hall and classrooms are primarily for church activities.
- Rule 2: All groups must check the calendar before making plans to use the facility.
- Rule 3: The church does not furnish tangible items such as paper plates, cups, napkins, etc.
- Rule 4: Be certain to keep the church clean as a way to honor God. After church classes, activities and church meals, make certain that all chairs and tables are where they are supposed to be, and throw away all paper in trash bins.
- Rule 5: Eat Only Where It Is Allowed.
- Rule 6: The person scheduling use of the fellowship hall or class rooms is responsible for securing windows, doors and lights.
- Rule 7: Clean up after yourself in the bathroom and cooperate with any other rules of the church sanitation staff.
- Rule 8: A clean church is a healthy church. A clean church is one of the factors guests use to determine if they will come back for another visit and or even unite with the church.
- Rule 9: Smoking, alcoholic beverages, and disorderly conduct are prohibited on the premises.

- Rule 10: Keep the Outside of the Church Building Neat and Clean. The outside of the church reflects the inside of the church. Make certain that trash is picked up, that flowerbeds are tended, and that nothing unsightly mars the look of God's house.

TRANSPORTATION REQUESTS

The vehicles must be reserved in advance through the Transportation Ministry. Vehicles are reserved on a first come, first served basis.

The key to the vehicles are signed out in the Trustee Office and must be returned with the checklist when the trip is completed.

FINANCIAL PROCESS

A. Budgeting

1. The church budget shall operate on a calendar year, and the budget will be developed according to the schedule, with specific dates set by the Trustees each year.
2. The church budget is a program plan for the coming year, with expected expenditures indicated. It does not represent actual funds available, and expenditures are governed by the policies set below.

The Financial Secretary posts the deposit transactions into the financial system using the “Summary of Receipts” book recordings.

B. Expenditures

1. **Responsibility.** Committee/Auxiliary/Ministry officers and/or chairpersons, directors, department heads, and staff members are responsible for all the expenditures of the line items in their area. Any purchases made within that area of program or ministry must be requisitioned and approved by the person. Also, supplies used from the office for any area will be charged to those respective line items (such as paper, postcards, postage, etc.). While the Treasurer is not responsible to approve each expenditure, the Treasurer will consult with the Financial Secretary to determine the availability of funds and the budgeted amount before any disbursement is made.
2. **Purchasing Procedures.** Requisition Forms (available in the Trustees Room) are required in advance for all purchases, and must be completed with the following information: date, person to whom check is to be made payable to, amount, description of service or item, account (ministry/auxiliary/committee) to

be charged, name and signature of chairperson/officer. Receipts are necessary for all purchases and must be turned in.

3. **Competitive Bids.** Major purchases and/or capital project are subject to competitive bidding. The Trustee Board shall decide which purchases constitute a capital improvement or major expenditure, and shall then determine a competitive bidding process for that item.

4. **Communication.** Should there be a need to pass mail or various reports on to committee/auxiliary/ministry chairs, staff, or department heads, the Trustee's Office will distribute. Communication and cooperation are vital to make this system run as smoothly as possible so that the financial needs of all organizations can be processed fairly and quickly.

PROGRAM/ACTIVITY SCHEDULING

In order to secure facilities for planned activities, individuals and Ministry/Auxiliary/Committee Heads must contact the Program Committee Chair in advance to confirm if dates/times are available on the church calendar.

WEDDINGS/RECEPTIONS

To rent the church facilities for weddings/receptions, interested parties must initially contact the Church Clerk. The Clerk will provide potential renter with appropriate paperwork to complete. Upon completion of paperwork, the Clerk will forward to a Trustee to coordinate the event with the renter.

FUNERALS/REPASS

The Pastor is to be notified when a death has occurred. The Bereavement Committee is to be notified also who will assist the family where possible.

Fees for Use of Church Facilities

1. Weddings

SANCTUARY	MEMBERS	NON-MEMBERS
Use of Sanctuary	None	\$300
Custodian*	\$75	\$75
Pastor	Negotiated	Negotiated
Sound Technician	\$50 (optional)	\$75 (optional)
TOTAL	\$125 minimum	\$450
FELLOWSHIP HALL	MEMBERS	NON-MEMBERS
Use of Fellowship Hall	None	\$125/hr. (\$100/hr. over 3 hrs.)
Custodian	\$75	\$100
TOTAL	\$75 minimum	

A non-refundable deposit of \$100.00 is required at the time the wedding is placed on the church calendar. The balance of fees must be paid to the church office no later than two weeks prior to the wedding. A separate check will be made to the Pastor for non-member weddings.

2. Personal Occasions (i.e. wedding/baby showers, anniversaries, birthdays, etc.) are limited to church members only. It is understood that the member using the facility will be responsible for cleanup and returning the facility to its original condition.

Fellowship Hall Utility Defrayment \$75

Church facilities are available for rental (\$125/hr. or \$100/hr. over 3 hours)

3. Other Organizations*

Fellowship Hall	\$50.00 per session
Classrooms	\$25.00 per session
Clean Up*	\$50.00 minimum

***Church membership will have no bearing on fees for worthy organization meetings.**

Only the Trustee Board shall have the discretion to waive fees for extenuating circumstances.

All organizations/persons using the church facilities will be given a copy of the church guidelines on property use. The guidelines should be reviewed by the using organization/person, signed and a copy filed in the church office.

KEY ASSIGNMENTS

1. For security purposes, door keys will be issued only by the Trustees. Members desiring a key to the main sanctuary and fellowship hall for a specific, approved purpose will be required to sign and be responsible for these key(s). A record will be maintained by the Trustees indicating those people with keys.
2. Only staff members, church officers, and Trustees will be issued keys to the church office area.
3. Keys **MAY NOT BE DUPLICATED OR LOANED**. It will be the responsibility of the key holder to maintain trust.

APPENDICES

GUIDELINES FOR USE OF CHURCH VANS

DRIVERS

- All driver's must be at least 25 years of age.
- All drivers must have a clean driving record (no moving violations or chargeable accident within the last 3 years)
- All drivers must have a valid driver's license on record in the church office.
- All drivers must be approved by Transportation Ministry.
- All drivers must be familiar with van operation.
- All drivers are responsible for completing the van "check list" before and after each trip, noting any problems on the list.

OPERATING RULES

- Be sure the vehicle is properly parked in the church parking lot under a light.
- Use parking brake.
- The driver and all passengers must wear seat belts. Children of appropriate age must be secured in car seats (not furnished by the church).
- There is to be no standing nor should arms or heads be out of the vehicle when it is moving.
- Clean up trash: candy wrappers, food wrappers, drink cups – anything that can spoil the interior, or was not in the van before its use.
- Turn everything off – interior lights, radio, heating/cooling system, etc.
- Lock all doors and windows.
- No smoking or consumption of alcohol is allowed in the van.
- Passengers and driver count should never exceed maximum usage as stated by the manufacturer of the van (currently 12).
- Make sure van is filled with regular gas at the end of your trip prior to returning to the church. Each group is responsible for paying for its own gas. If reimbursement is coming from a committee or ministry team, fill out the appropriate reimbursement form and submit it to the church office.
- Vehicle keys are to be returned to the church office immediately after the trip is completed. Do not keep or duplicate keys. All vehicle keys are to be kept in the Trustee Office.
- Mileage and destination information must be logged in the log book.
- Written permission from parents of children and youth will be necessary before they can ride in a church vehicle. Emergency information and

authorization to provide emergency medical care for each rider who is a minor will be kept in the vehicle.

RESERVATIONS AND SCHEDULING OF VEHICLE

- The vehicles must be reserved in advance through the Transportation Ministry. Vehicles are reserved on a first come, first served basis.
- The key to the vehicles are signed out in the Trustee Office and must be returned with the checklist when the trip is completed.

CARE AND MAINTENANCE

- All care and maintenance of the vans are the responsibility of the Transportation Ministry. If there is a problem with the operation of a church-owned vehicle, it should be reported to the chair of the Transportation Ministry.
- When the vehicle is returned, all trash and items for the particular use of the outing must be emptied from the vehicle. If there has been a spill, it is to be cleaned.
- Any damage to the interior or exterior of the vehicle is to be noted and reported to the Transportation Ministry.

DRIVER PRE-TRIP/POST-TRIP INSPECTION CHECKLIST

Vehicle License # _____
 Inspection Date _____

Odometer Reading _____
 Time _____ a.m./p.m.

Check any item that needs attention. Provide details under Comments section.

Tires	Other Equipment
OK Needs Attention _____ Proper inflation	OK Needs Attention _____ Windshield Wipers
OK Needs Attention _____ Adequate tread	OK Needs Attention _____ Fans and defroster
Leaks (look underneath)	OK Needs Attention _____ Mirrors
OK Needs Attention _____ Oil	OK Needs Attention _____ Horn
OK Needs Attention _____ Other	OK Needs Attention _____ Heat/AC
Gauges	OK Needs Attention _____ Seat belts
OK Needs Attention _____ Fuel	Noises
OK Needs Attention _____ Temperature	OK Needs Attention _____
OK Needs Attention _____ Dashboard warning light	COMMENTS
Lighting System	
OK Needs Attention _____ Headlights	
OK Needs Attention _____ Brake lights	
OK Needs Attention _____ Turn Signals	
OK Needs Attention _____ Hazard Lights	
OK Needs Attention _____ Reflectors	
Safety Equipment	Vehicle Condition Following Driver's Inspection
OK Needs Attention _____ Fire extinguisher	____ Condition of vehicle is acceptable
OK Needs Attention _____ Reflective triangles/flares	____ Defects noted above have been repaired
OK Needs Attention _____ Emergency contact info.	____ Defects noted above need not be repaired for safe operation of vehicle

Transportation Ministry Signature _____

Date _____

Driver's Signature _____

Date _____

**PILGRIM JOURNEY BAPIST CHURCH
7204 Bethlehem Road
Henrico, VA 23228**

WITHDRAWAL SLIP

MUST BE COMPLETED BY Auxiliary/Ministry/Club: DATE: _____

Auxiliary/Ministry/Club to be charged: _____

Amount Requested: _____ Check Amount _____ Check No. _____

**Check Date _____ Make Check Payable To: _____
For _____**

Authorized Signatures:

Group President or Designee

Chairperson – Finance Committee

Group Treasurer or Designee

Church Treasurer

.....

**PILGRIM JOURNEY BAPIST CHURCH
7204 Bethlehem Road
Henrico, VA 23228**

DEPOSIT SLIP

MUST BE COMPLETED BY Auxiliary/Ministry/Club: DATE: _____

Auxiliary/Ministry/Club to be credited: _____

Deposit Amount _____ For: _____

**By _____
Auxiliary/Ministry/Club Member**

**Signed _____
Chairperson – Finance Committee**

Date

**Signed _____
Treasurer**

Date

FACILITY REQUEST FORM

Policies for Use of Church Facilities

Instructions for Use:

- 1. Secure request form from church office.**
- 2. Please read over policies concerning use of facilities.**
- 3. Check church calendar to see if the facility you are requesting is being used (located on bulletin board in Fellowship Hall). In pencil, please put your name, event, and time of activity on church calendar.**
- 4. Please fill out Part 2 of request form. Keep Part 3 as a checklist of responsibilities to be done after using facility.**
- 5. Return Part 2 to either the Chairperson of the Deacons, or a Deacon for approval of request. The Deacons meet the Saturday before the 4th Sunday of every month. You may check with the chairperson to see if your request has been approved.**
- 6. After using the facility, use checklist Part 3 to insure that everything is done. Have checklist signed. A church staff member, Associate Pastor, or Deacon may sign the checklist.**

PART 2

DATE SUBMITTED _____

REQUEST FOR USING CHURCH FACILITY

NAME OF PERSON OR ORGANIZATION MAKING REQUEST:

FACILITY REQUESTED (Sanctuary, Fellowship Hall, Kitchen, Classrooms)

NATURE OF ACTIVITY

EXPECTED ATTENDANCE (total) _____

DATE REQUESTED _____

TIME REQUESTED _____

NAME OF PERSON RESPONSIBLE _____

HOME PHONE _____

CELL PHONE _____

EMAIL _____

.....

APPROVAL
(Diaconate Use Only)

Approved _____

Denied _____

Reason for Denial _____

Chairperson of Deacon _____

Signature

PART 3

CHECK LIST

INSTRUCTIONS FOR PERSON CONCERNING CHECK LIST APPROVAL

NAME _____ **DATE** _____

FACILITY USED _____

DATE & TIME FACILITY WAS USED _____

NAME OF PERSON RESPONSIBLE _____

THE FOLLOWING ITEMS HAVE BEEN DONE: (PLEASE CHECK OFF)

(For Sanctuary Use)

- Pulpit, chairs, altar table are back in place
- Lights turned off

(Fellowship Hall Use)

- All lights turned off
- Tables and chairs stored or put back in place
- Lights off in restrooms
- Toilets flushed
- Floors swept
- Trash bagged and taken out
- Kitchen is cleaned and presentable

SIGNATURE _____
(Church Staff member, Deacon, or Associate Pastor)

MISSIONS: GENERAL ASSISTANCE REQUEST

PJBC offers assistance to members, by request, who are struggling financially due to unforeseen circumstances. Its receipts consist primarily of contributions from members of the Church. Expenses consist of funds disbursed for its intended purposes at the direction of the Pastor.

Assistance is intended as a source of last resort, to be used only after the Church member requesting assistance has explored all other possibilities of help from family, friends, savings, or investments.

Assistance is intended to be a temporary help during a time of crisis.

The purpose of assistance is to meet people's basic needs. Some of the most basic needs, or circumstances, under which financial assistance may be given:

Fund:

- Utilities (lights, gas, water)
- Food (i.e. gift card)
- Medical (prescription drugs medically necessary for the treatment of an illness or injury)
- Transportation to or from a place of employment (bus tickets)
- Shelter (one night at hotel/motel).

Process of Applying for Assistance

A Church member or household seeking assistance should take the following steps:

1. Obtain a Request Form from the Church office. The form must be completed fully, with all supporting documentation attached.
2. The request will be reviewed by the Deacons or Missionaries. They may also contact utility companies, landlords, etc. to verify need.
3. If it is determined that the member is eligible for assistance, they will be aware of the amount and how the funds will be disbursed.

Disbursement Guidelines:

- a. The disbursement is intended to be **a one-time** gift for someone going through a difficult financial crisis. It is given after the person has used their personal resources and requested help from family and friends
- b. Disbursements will typically be made to individuals no more than once a year.
- c. Checks for disbursements will be made out to third party agencies such as utility companies, landlords, etc.
- d. Before disbursement we require a request form be submitted, ID, and supporting documentation.

Non-Members:

Due to our location, PJBC frequently have members of the community visit the church office seeking assistance. Our goal is to treat these individuals with love and respect while ensuring that the Church and our employees are safe.

It is our policy to:

- a. Never give out cash.

- b. Request positive ID.
- c. Request documentation, a phone number of someone we can contact to verify their situation.
- d. Provide information/direction to the local agencies/shelters for appropriate needs such as lodging, clothing, etc.
- e. Evaluate the situation to see what assistance can be provided as appropriate.
- f. Restrict movement of the non-members unless escorted with preferably two other individuals.

All applications and supporting documentation will be kept locked in the Trustee Office for a period of three years.

Application process can take up to 72 hours to ensure supporting documentation has been collected.

REQUEST FOR ASSISTANCE FORM

Name: _____ Date _____

Address: _____

Email Address: _____ Phone _____

Are You a Member of PJBC? Yes No If so, how long? _____

Funds Needed Payment of (provide appropriate documentation, i.e. bill, prescription, notice, etc.):

Utilities Medication Food Transportation
 Other (Explain) _____

Amount Requested: \$ _____ Date Funds Are Needed _____

Provide Name, Address, & Phone Number of each Party to whom requested funds will be paid:

What steps have been taken to obtain financial assistance from non-church sources?

How will you meet this (these) financial obligations going forward?

.....
(For official use only)

Has Requestor received assistance from PJBC in the past 12 months?

Yes No What was the total amount received? \$ _____ Date _____

Action Taken: Approved Amount: _____
 Not Approved Reason _____

Signed: _____ Date _____
Deacon/Missionary Designee

SCHOLARSHIP ELIGIBILITY

Pilgrim Journey Baptist Church
7204 Bethlehem Road
Henrico, VA 23228

TO: Our High School Graduates to Be and Parents For Your Information

FROM: The Scholarship Committee
Mrs. Bonita Glover, Chairperson

RE: Eligibility for All Scholarships Processed by the Scholarship Committee

The following criteria must be met before the 4th Sunday in June if applying for first semester scholarship funds or the 2nd Sunday in January if applying for second semester scholarship funds for college:

1. You must be a registered member of Pilgrim Journey Baptist Church who is in good standing **(at time of submitting scholarship application)** which is defined as being no more than **three months delinquent in church dues.**
2. You must be an active member in regular attendance participating in at least one of the activities noted:
 - a. Church organizations
 - b. Youth events
 - c. Sunday School
 - d. Sunday morning worship
3. You must have evidence of good academic standing **(No less than 2.0 GPA)** from your high school with a current transcript or report card attached to scholarship application.
4. Students receive scholarships the 1st Sunday in August for the first semester and 3rd Sunday in January for the second semester.

Applications for scholarships will be available on **Education Day, the 1st Sunday in June.**

CHURCH

CONSTITUTION

AND

BYLAWS

CONSTITUTION

PREAMBLE

For the preservation and security of our faith, and so that this body may be governed in an orderly manner and for the purpose of preserving the liberties of each individual member of this church 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

This body shall be known as the Pilgrim Journey Baptist Church of Richmond, Virginia.

Article II. Mission Statement

The mission and aim of the Pilgrim Journey Baptist Church is in accordance with the Holy Scripture, and under girded by the Articles of Faith. We are established for the purposes of Christian education and spiritual development; spreading the word of God through evangelism and public ministry; empowering the fellowship through worship.

Article III Articles of Faith

I. THE SCRIPTURES.

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction: that it has God for its author, salvation for its end, and truth without any mixture of error for its matter: that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

II. THE TRUE GOD.

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

III. THE FALL OF MAN.

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

IV. THE WAY OF SALVATION.

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement for our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with divine perfections, he is in every way qualified to be a suitable, a compassionate, and all-sufficient Saviour.

V. JUSTIFICATION.

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

VI. THE FREENESS OF SALVATION.

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

VII. REGENERATION.

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance and faith, and newness of life.

IX. GOD'S PURPOSE OF GRACE.

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who truly believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

X. SANCTIFICATION.

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness; that it is a progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

XI. PERSEVERANCE OF SAINTS.

We believe the Scripture teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

XII. THE LAW AND GOSPEL.

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of the visible church.

XIV. BAPTISM AND THE LORD'S SUPPER.

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Saviour, with its effect, in our death to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

XV. THE CHRISTIAN SABBATH.

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purpose, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of God.

XIV. CIVIL GOVERNMENT.

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Prince of the kings of the earth.

XVII. RIGHTEOUS AND WICKED.

We believe the Scripture teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked, and under the curse; and this distinction holds among men both in and after death.

XVIII. THE WORLD TO COME.

We believe the Scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be judged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell, on principles of righteousness.

Article IV. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive Lord the Jesus Christ as our Saviour,

And on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost,

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; ordinances, 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 through all nations

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances;

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;

To abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly 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 Saviour to secure 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 principles of God's Word.

Article V. Character

Section 1. Policy:

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.

Section 2. Doctrine:

This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches as indicated in the Articles of Faith herewith.

BY-LAWS

Article I. Membership

Section 1. Qualification:

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord, and who:

- (1) Present themselves for membership by letter, baptism, experience of grace (Christian experience) or watch care having been accepted by majority vote of the church.

Section 2. Responsibility and Duties of Members:

Members are expected, first of all, to be faithful in all the duties essential to the Christian life. Members are also expected to:

- (1) Register and pledge financial support yearly
- (2) regularly attend worship service, Sunday School and Bible study of the church
- (3) actively participate in one or more ministries or committees of this church
- (4) spiritually support the pastor
- (5) attend and participate in church business meetings, and
- (6) new members must attend new Members 'Class.

Section 3. Rights:

Any member sixteen (16) years of age and over, who has paid all back pledges within ninety days of the new pledge, and is an active member in attendance and support the church financially, may attend and vote in the transactions of church business. Members must be 18 years of age or older and in good standing to vote on all matters pertaining to purchase, sale or mortgaging of property or any other church business.

Section 4. Good Standing:

A member is considered to be in good standing if he/she:

- (1) Abides by regulations in section 2
- (2) Actively participate in one or more activities, and
- (3) Is not more than 3 months behind in his or her pledges

Section 5. Quorum:

Ten percent (10%) or 30 members of the active roll of membership shall constitute a quorum, except that for the election of officers, ten percent (10%) or 20 members, and for the call of a Pastor, fifty percent (50%) of the membership shall be necessary.

Section 5. Termination By Request:

The continuance of membership shall be subject to the principles and usages of the Baptist churches, and especially as follows:

- (1) Any member in good standing who desires a letter of dismissal and recommendation to any other Baptist church is entitled to receive it upon his/her request. In case of removal to another community, he/she should promptly make such request.
- (2) If a member in good standing request to be released from his covenant obligations to this church for reasons which the church may finally deem satisfactory, after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such request may be granted, and his membership terminated.
- (3) The membership of any person shall be terminated (except by letter) at the meeting when the recommendation for such action is made.
- (4) All requests for termination of membership or action looking thereto shall first be considered by the deacons, who shall make recommendation to the church.

Section 6. Restoration:

Any person whose membership has been terminated for any reason may be restored by vote of the church.

Article II. Church Officers

Pastor: Chief Executive

A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which two (2) weeks' notice shall be given to the church body.

Termination of contract may occur by request of the church with ninety days' notice given to the Pastor and with a vote of three-fourth (3/4) majority of the church. The congregation of the church must be notified two (2) weeks prior to a vote of termination.

The Pastor may request termination of contract with a notice of ninety days (90) days given to the church prior to the last date of his/her service.

Retirement age is established as of his/her sixty-fifth birthday or until a time as determined by a vote of three-fourth (3/4) majority of the church.

The Pastor is to be the spiritual leader in the religious cultivation of the church. His ultimate purpose of the gospel is to win souls to Christ, and to edify the saints. He must not neglect his preparations for the pulpit. He is not to be involved in the finances of the church except in an advisory position. He should preside at all church meetings of the church.

Section 1. Responsibilities and Duties:

The Pastor shall preach, attend meetings of the Combined Board, and in general perform the duties common to Pastors in Baptist churches. He is expected to support the Sunday school, prayer services, bible study, and all other ministries of the church.

The Pastor has the right to attend any meeting of any organization in the church and to provide leadership to any and all organizations of the church.

The Pastor will be expected to preach, teach, perform marriage ceremonies, conduct funerals, represent the church at denominational meetings, conventions and ministerial fellowship meetings and be available to relevant community projects and visitations of the sick in our church.

The Pastor serves as Moderator for all church meetings. He supervises workshops for church leaders and ministers. Establish seminars for various organizations or appoints a designee or a staff member.

The Pastor is expected to counsel in these areas:

- (1) Pre-marital
- (2) Marriage
- (3) Personal
- (4) Special Groups
- (5) Leaders and perspective leaders, etc.

Mediation Procedure

The Pastor through pastoral counseling is expected to mediate and counsel disagreements between parties within the church when necessary.

Annual Goals:

- (1) Must present quarterly reports
- (2) List Accomplishments

In preaching, he/she must be able to make himself/herself heard and must present his/her materials in an understandable manner.

Section 2. Qualifications:

The Pastor must be a good organizer.

The Pastor must have a Divine call to the ministry.

The Pastor must provide previous year's accomplishments.

The Pastor should be a graduate of an accredited seminary, Bible College or the equivalent.

Section 3. Selection of Minister

Meeting - Call to elect Pastor

Pulpit Committee will seek out new pastor.

Ultimate purpose is to save souls.

Bring souls to Christ.

Pulpit Committee of Deacons And 2 Members At Large

Selection as needed - upon vacancy of Pastor.

Select Chairperson.

Select Secretary.

Set up profile of ideal pastor.

From open congregational meeting.

1. Decide how to secure name of capable, worthy candidate.
 - a. Name submitted by members and local pastors.
 - b. Baptist Conference, ABC, SBC, (if member).
 - c. Dean of Seminaries.
 - d. Other visiting ministers who have served our pulpit in past.

2. Elimination of least desirable by Committee.
 - a. Experience.
 - b. Over qualification.
 - c. Pastor of local churches (neighborhood church).

3. Investigation of possible candidates.
 - a. Obtain complete records.
 - b. Certainty of availability.

4. Suggested things to look for in a candidate.
 - a. Length of service in present and previous church.
 - b. How he conducts worship service, preaching, teaching, counseling. . .
 - c. Family situation (present & past).
 - d. Present salary range.
 - e. Reason for leaving or change.
 - f. Age, sex, and race (little consideration

5. Compare list of candidates with ideal pastor's profile drawn up in #2 to present BEST candidate to congregation.
6. Present candidate with a skeletal outline on church and current program.
7. Receive his proposed program.
8. Present candidate's proposed program to congregation.
9. Candidate conducts worship.
 - a. Fellowship, question and answer period
 - b. Repass
10. Call Church Meeting by Chairman of Deacon Board to vote on candidate (post for 2 consecutive Sundays - 3/4 's of those present at meeting carry the vote).
11. Pulpit Committee notifies candidate of church's decision.

(Proposed April 11, 2016 - review 2012 Constitution and By-laws content prior to amending)

Joint Board/Combine Board

Statement:

This BOARD will coordinate and execute church administrative suggestions.

Board consist of:

1. Pastor
2. Deacon Board
3. Trustee Board
4. Financial secretary & Assistant Financial Secretary
5. Clerk
6. Treasurer & Assistant Treasurer
7. Director of Board of Christian Education

8. Two representatives from each group in the church, they may be comprised of:
 - a. President or leader and one member
 - b. Two members designated by president in his/her absence
 - c. All joint board members must be in good financial standing and attend regularly (3 of 4 meetings)
9. Secretary

Duties and Responsibilities:

1. Accept, consider, discuss and recommend all approved issues to the regular church meeting for acceptance or rejection.
2. Send written recommendation to group or member submitting request with an explanation of request denial or deferral.
3. Allowed one vote per recommendation.

Selection of Officers:

1. The Moderator shall be the Pastor or the chairman of the deaconate ministry who presides; in the absence of both, the clerk shall call the church to order and a moderator pro-tem shall be elected.
2. Secretary - chosen annually (Designee)
3. Parliamentarian - chosen annually

Agenda for Joint Board:

- | | |
|----------------|---|
| 1. Devotions | 5. Recommendations |
| 2. Roll call | 6. Discussion – 5 minute limit – Rebuttal (5min.) |
| 3. Minutes | 7. Action taken on recommendation |
| 4. Reports | 8. Closing |
| a. Trustee’s | |
| b. Deacon’s | |
| c. Other’s | |
| d. Treasurer’s | |

(Amended April 11, 2016 from the 1983 Constituion and By-Laws and reinserted on April 11, 2016)

Deacons

Section 1. Number:

As the congregation membership increases, the number of deacons may be increased by the recommendation of the pastor and approval of the church body.

Section 2. Selection of Deacons:

Should be by the recommendation of pastor or deacon ministry.

Members may also make recommendations through the pastor or deacon ministry.

Final approval must be by the church body.

Section 3. Responsibilities and Duties:

- (1) To see that the Gospel is proclaimed to Believers and Unbelievers.
- (2) To pray for, assist, visit the sick and needy church members, and other persons in the community.
- (3) Build Christian Fellowship among church members.
- (4) Serve as Christian spiritual leader.
- (5) In the absence of the pastor, it becomes the deacon's responsibility to conduct the devotional meetings, church services, and church ordinances.
- (6) In counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, the Deacons are to seek to know and have over sight of the well-being of the church.

Section 4. Qualifications:

Deacons are to guard the unity of the spirit within the church in the bonds of peace.

He/she should be subjected to the qualifications as outlined in I Timothy 3:8-13.

Trustees

Section 1. Number:

There should be at least seven (7) trustees. Replacement and or additions will be determined by recommendation of the Board of Trustees and approved by the church body every three years.

Section 2. Selection of Trustees:

Should be by the recommendation of the Trustee Board to the Combine Board.

Members may also make recommendations through the Trustee Board.

Final approval must be by the church body.

Section 3. Responsibilities and Duties:

The trustees should hold themselves bound by every consideration of morality and honor to carry out the wishes of the church and whatever technical rights civil laws and the decisions of courts may give them in certain emergencies. They are to take care of the current expenses.

The trustees are to take care of church property in trust such as:

- (1) real estate
- (2) cash
- (3) stocks and bonds
- (4) deeds and titles
- (5) bank notes
- (6) personal property (building, grounds, furnishing, etc.)
- (7) purchasing committee (for major purchases for the general church.)
- (8) make recommendations for paid personnel

Section 4. Qualifications:

- (1) Trustworthy
- (2) Responsible

- (3) Regular attendance
- (4) Must be in good standing
- (5) Good judgment
- (6) Thrifty
- (7) Working knowledge of the law and high degree of spiritual quality

Nominating Committee

Nominating Committee will seek out all prospective candidates for office. This committee will be selected when needed by the church for approval every three years.

Section 1. Selection of Nominating Committee:

The Nominating Committee should be appointed by the church at the last quarterly church meeting.

The Nominating Committee should consist of eleven members as a rotating committee (every three years).

Section 2. Responsibilities and Duties:

1. Present the duties that are to be performed for each position to the candidates.
2. Receive from each candidate a short resume that will be placed on the bulletin board.
3. Present the candidates to the church at the second quarterly church meeting.
4. Organize voting procedures for the third quarterly church meeting and prepare ballots.
5. Any adult member in good standing is eligible to hold office.

Transition to Office

To better benefit the church, each outgoing officer is requested to assist newly elected officers for one quarter to help them get acquainted with their duties and responsibilities.

(Proposed April 11, 2016 (review 2012 Constitution and By-laws content prior to amending))

Moderator – Church Meeting

The moderator shall be the pastor. In the absence of the pastor, the chairman of the diaconate ministry shall preside; in the absence of both, the clerk shall call the church to order and a moderator pro-tem shall be elected.

BOARD OF CHRISTIAN EDUCATION

Sunday School Superintendent and Assistant Superintendent

The Sunday School Superintendent and assistant will coordinate and supervise all the efforts of the department.

Section 1. Selection of Superintendent:

The Superintendent is elected by the church body every 3 years.

The same person may serve no more than 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Section 2. Responsibilities and Duties:

1. Arrange for the selection of Sunday School officers and teachers
2. Along with the Pastor, helps to determine the direction of the Sunday School.
3. Oversee the devotional and closing periods.
4. Coordinate and directs instructional methods.
5. Schedule periodic Sunday School staff meetings

Section 3. Qualifications:

1. Responsible
2. Knowledge of the Bible

3. Prompt
4. Supervisory skills
5. Patience
6. Loyal

Secretary

The Secretarial position can be held by a member or non-member.

Section 1. Selection of Secretary

The Secretary is hired by the Board of Trustees and can be terminated by the Board of Trustees.

Section 2. Responsibilities and Duties:

1. The Secretary must proficiently utilize all office equipment;
2. All documents should be proofread;
3. Church bulletins should be completed no later than Wednesday:
 - Submitted to the Program Committee by Thursday at 9 a.m.
 - Program Committee will be responsible for resubmitting the bulletin with any corrections to the secretary by Thursday at 6 p.m.
 - Responsible for maintaining a minimum of two ink cartridges (black and color) at all times.
4. Responsible for acknowledging all e-mails and incoming calls in a timely manner;
5. Responsible for submitting a list to the Trustees for the purchase of office supplies;
6. Should notify Board of Trustees of malfunctioning equipment immediately;
7. Should maintain Pastor and church calendar;
8. Responsible for communicating dates with Chairs of all ministries; and
9. Plan calendar meeting twice per year to include the heads of all organizations, clerk and program chair (October and April).
 - Calendars for upcoming year should be distributed by January and June.

Section 3. Qualifications:

1. Loyal
2. Efficient
3. Responsible
4. Patient
5. Prompt
6. Accurate
7. Excellent Grammar
8. Ability to operate office equipment
9. Excellent written and oral communication skills.

Clerk and Assistant Clerk

The Clerk will make an accurate record of the proceedings of all regular and special meetings of the church.

Section 1. Selection of Clerk:

The Clerk is chosen every 3 years.

The same person may serve 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Section 2. Responsibilities and Duties:

1. The Clerk of the church shall keep suitable permanent records of all church and combined board meetings, and a record of all other actions as required.
2. He/she shall keep a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms.
3. He/she shall issue letters of dismissal voted by the church.
4. Preserve on file all communications and written official reports.
5. Give legal notice of all meetings where such notice is necessary.

6. He/she shall consider it a part of his responsibility to promote loyalty and efficiency in church life.
7. Call to the attention of the moderator any member that tries to carry on business and is not in full standing with the church.
8. Read all notices where the good and welfare of the church are considered.
9. Will counter sign checks in the absence of either the Treasurer or Financial Secretary.

Section 3. Qualifications:

1. Loyal
2. Efficient
3. Responsible
4. Patient
5. Prompt
6. Accurate
7. Knowledge of bookkeeping
8. Ability to operate office equipment

Financial and Assistant Financial Secretary

The Church Financial Secretary coordinates efforts with the treasure and will promote unity of giving throughout the church and its organizations.

Section 1. Selection of Financial Secretary

The Financial Secretary is elected by the church body every 3 years.

The same person may serve 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Section 2. Responsibilities and Duties:

1. Keep a record of all totals received through any channel of church offering.
2. Investigate all bills not provided for in the budget.
3. Keep budget balanced.
4. Counter sign all checks.
5. Counts all money and records each individual gift.
6. Keep a detailed record of all receipts and expenditures.
7. Prepares a financial statement for individuals at the end of each year.

8. Keep records open for inspection at all times.
9. Report financial records at church business meetings.

Section 3. Qualifications:

1. Trustworthy
2. Dependable
3. Accounting and bookkeeping skills
4. Able to use good business procedures
5. Willingness to work with others
6. Unquestionable integrity
7. Working knowledge of the law and high degree of spiritual quality.

Treasurer and Assistant Treasurer

The Church Treasurer is chosen to hold, disburse, and account for all monies.

Section 1. Selection of Treasurer and Assistant Treasurer

Treasurer and Assistant Treasurer should be elected every 3 years.

Treasurer and Assistant Treasurer may serve 4 consecutive terms of office. However, if no one applies for the position, the current person will be allowed to serve another term.

Section 2. Responsibilities and Duties:

1. To receive and pay out vouchers upon receipt.
2. Keep account of all money or things of value paid or given to the church.
3. Keep an itemized account of all receipts and disbursements.
4. Financial records should be available for inspection at all times by members in good standing and for auditor.
5. All payments should be made by check and signed by the Treasurer, counter signed by the Financial Secretary. The Church Clerk will counter sign checks in absence of either the Treasurer or Financial Secretary.
6. To present members with a copy of church budget.
7. Submit a report quarterly.

Section 3. Qualifications:

1. Unquestioned integrity.
2. Acquainted with good business procedure.

3. Skilled in bookkeeping and accuracy and dependable.
4. Working knowledge of the law and high degree of spiritual quality.

Church Finances

1. Church finances are conducted through the general treasure.
2. Special offerings must be identified prior to collections and deposited into the church treasure. A church check will be drawn to the appropriate party excluding the pastor's anniversary.
3. Organizations of the church are permitted to keep up to \$300.00 in their personal treasure. All other funds should be deposited into the general treasure.
4. Requisitions must be written and signed by the president and secretary of the organization when requesting funds.
5. Budgeted items are automatically approved provided funds are available.
6. Items that are approved in advance by the church require only an approved requisition.
7. Items that are not budgeted or pre-approved by the church must be approved by the church before implementation.
8. The church reserves the right to prioritize the use of all funds.

Music Director

Hiring of the music director is governed by the Trustees.

The music director's responsibility is to provide worshipful music for all services and departments of the church, and shall have general oversight and direction of the music. He/she is to direct the choir or choirs in practice and public singing and is to cooperate with the pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

The music director is responsible for the piano or organ.

The music director shall abide by his/her signed contract.

Musician

Hiring of the musician is governed by the Trustees.

The musician's responsibility is to play the piano/organ in an effort to provide worshipful music for all services and departments of the church.

The musician shall abide by his/her signed contract.

Music Committee

All music groups and their leaders are directly responsible to the Music Committee. There should be 3 (three) to 5 (five) persons on the Music Committee.

Section 1. Selection of Music Committee

The Music Committee is elected by the church body every 3 years.

The same person may serve 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Section 2. Responsibilities and Duties:

1. Two persons from the committee are to attend the Combined Board and church meetings and make a report at the church meeting.
2. Will screen and recommend to the Combined Board candidates to direct choirs. The candidates must be approved by the church.
3. Initiating at least one music workshop annually.
4. Must be aware of all practice sessions, of which there should be a minimum of one and preferable two before designated worship service date.

Chairperson of Kitchen Committee

The Chairperson of Kitchen Committee shall oversee the kitchen, it's up-keep and cleanliness. Prepare and serve food or refreshments during church anniversary, homecoming and the pastor's anniversary.

Section 1. Selection of Chairperson of Kitchen Committee

The Chairperson of Kitchen Committee is elected by the church body every 3 years.

The same person may serve 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Chairperson of Ushers

The Chairperson of Ushers shall assure that there is a sufficient number of ushers to care for the seating and comfort of the congregation, the greeting of visitors, the prevention of interruptions and distractions, the lifting of offering, and similar needed services.

Section 1. Selection of Chairpersons of Ushers

The Chairperson of Ushers is elected by the church body every 3 years.

The same person may serve 4 consecutive terms in office. However, if no one applies for the position, the current person will be allowed to serve another term.

Article III. Meetings

Section 1. Worship:

1. Public worship services shall be held each Sunday and on other times as determined by the church
2. The Lord's Supper shall be celebrated on the fourth Sunday of each month, or at such other times as the church may determine.
3. Occasional religious meetings may be appointed by the pastor at his discretion, or by vote of the church.

Section 2. Business:

1. At any of the regular meetings for worship, the church may, without special notice, act upon the reception of members or upon the dismissal of members to other churches, with the recommendation of the deacons, but not act upon any other business.
2. The pastor may, and shall, when requested by the deacons, or trustees, call from the pulpit special business meetings, the particular object of the meeting being clearly stated in the notice.
3. All church officers are to be elected in the last meeting (business) of the year.

4. At all special meetings, 25 – 30% membership shall be necessary to constitute a quorum for the transaction of business.

Meeting Notice

For Church meetings public notice shall be given two (2) weeks in advance, in writing, stating in general terms the purpose of the meeting, the date, time, and place.

Called Business Meetings

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

(Proposed April 11, 2016 - review 2012 Constitution and By-laws content prior to amending)

Article IV. Amendments

This Constitution and accompanying By-laws may be amended by a two-thirds vote of the members present and voting at any annual meeting of the church, or at a meeting specifically called for that purpose, the proposed amendment must be stated in the call.

(Revised: February 2003 and September 2012- Amended April 11, 2016)