

CONSTITUTION

OF

**NORTH ROANOKE BAPTIST
CHURCH**

ROANOKE, VIRGINIA

CONSTITUTION

PREAMBLE

We establish this constitution for the purpose of preserving and making secure the principles of our faith, and that we may be governed in an orderly manner, consistent with the accepted tenets of the churches affiliated with the Baptist General Association of Virginia and the Southern Baptist Convention.

ARTICLE 1 — NAME

This body shall be known as the North Roanoke Baptist Church

ARTICLE II: PURPOSE AND STATEMENT OF FAITH

SECTION 1: PURPOSE

The purpose of this church shall be the preaching and teaching of the Word of God, the administration of the ordinances of the New Testament, the provision of opportunities for the spiritual growth of its members through worship, training and service, the winning of lost souls to Jesus Christ, the offering of a needed ministry in its own community, and the spreading of the gospel of Jesus Christ throughout all the world.

Our mission of this church is to make fully devoted followers of Jesus Christ out of Unconnected People

To accomplish these tasks, we must train believers to **EVANGELIZE** the lost, **EDUCATE** the saved and **EXHORT** the fellowship for the purpose of **EXALTING** the Lord Jesus Christ.

Our extended mission is to send both means and manpower to the building of the kingdom of God everywhere.

SCRIPTURE SUPPORT:

- A. **EVANGELIZE**—"To share the good news of Jesus Christ with as many people as possible in our community and throughout the world" (Matthew 28: 18-20; 2 Peter 3:9)
- B. **EDUCATE**—"To promote personal, spiritual growth and discipleship through Bible teachings for the purpose of Christian maturity and effective ministry." (Matthew 18:20; Ephesians 4:11-13, 2 Timothy 2:2)
- C. **EXHORT**—"To encourage, support and pray for each other as members of the family of God. To share our lives and fellowship together." (Acts 2:44-47; Hebrews 10:23-25; John 13:34,35)
- D. **EXHALT**—"To give glory to God and praise Him in public worship services and individually." (Psalm 150; 1 Peter 4:11)

SECTION 2: STATEMENT OF FAITH

- A. This church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000. We covenant together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind.
- B. We believe that God created man in His own image. (Genesis 1:27)

- C. We believe the Bible is the inspired, inerrant and infallible Word of God. (2 Tim 3:16)
- D. We believe there is one God eternally existent as; Father, Son and Holy Spirit. (Gen 1:1; John 10:30; John 4:24)
- E. We believe the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His shed blood for atonement (Ephesians 1:7; Colossians 1:14); His bodily resurrection (John 11:25); His ascension (Acts 1:11); His rapture of the church (1 Thes 4:13-18) and His personal return to earth. (Rev 19:11-16)
- F. We believe that all mankind are by nature sinful and lost and that for salvation, redemption by the precious blood of Christ, through the power of the Holy Spirit is absolutely essential. (Romans 3:19, 23; 1 Peter 1:18-19)
- G. We believe that Satan is a literal being and that hell is a literal place of eternal conscious punishment of all unsaved. (Job 1:6,7; Matthew 25:46; Revelation 20:14,15)
- H. We believe that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of heaven and "by His indwelling power" enables Christians to live a godly life. (John 16:8; 1 Corinthians 3:16; 12:13)
- I. We believe that all mankind are justified on the single ground of faith in the shed blood of Jesus Christ. (Acts 13:38-39; Ephesians 2:8-9)
- J. We believe in the eternal security of the believer. (John 10:28-29; 6:47)
- K. We believe that baptism is a scriptural ordinance requiring immersion (Acts 8:38-39) of believers only. (Acts 2:41; Matthew 3:15-16)
- L. We believe that the Lord's Supper is a scriptural ordinance of the church to be partaken of by believers of like faith. (1 Corinthians 11:23-29)
- M. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the judgment of eternal punishment. (John 5:28-29; Revelation 20: 14-15)
- N. We believe in the biblical definition of marriage which is a union between one man and one woman. (Genesis 2:23-25) Sexual identity is determined by birth gender.
- O. We believe that any sexual relations outside of biblical marriage are in disobedience to God's Word. (1 Corinthians 6:18-20; 7:1; Hebrews 13:4).
- P. We believe that any form of sexual immorality, such as adultery (Exodus 20:14; Matthew 5:28; 1 Corinthians 6:9-10; Hebrews 13:4), fornication (Deuteronomy 22:20, 21; Hebrews 13:4), homosexuality (Leviticus 20:13; 1 Timothy 1:8-11), bisexual conduct, bestiality (Exodus 22:19, Leviticus 20: 15, 16), incest, (Leviticus 20: 11, 12, 14) pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. (Mark 7:20-23; Romans 1:18-32).
- Q. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (1 John 1:9)

- R. We believe that every person must be afforded compassion (Matthew 18:33), love (Leviticus 19:18, John 15:12), and kindness (2 Peter 1:7).
- S. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to conduct themselves in a manner with which is consistent with Article II: Section 2 and agree not to officiate events that are inconsistent with Article II: Section 2 of this Church's Constitution. (Acts 20:28; Ephesians 4:12; 1 Corinthians 4:1, 2; 1 Timothy 3:8-13; 1 Peter 5:1-4)

Article II approved by church on August 9, 2015

ARTICLE III: CHURCH MEMBERSHIP

SECTION 1: GENERAL

Membership in this church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll as defined by Article 3; Section 2.

SECTION 2: QUALIFICATIONS FOR MEMBERSHIP

- A. A personal commitment of faith in Jesus Christ for salvation.
- B. Baptism by immersion as a testimony of salvation.
- C. A public commitment to abide by the membership covenant as defined by Article 3; Section 3.

SECTION 3: MEMBERSHIP COVENANT:

The membership of North Roanoke Baptist Church shall consist of baptized believers who agree to:

- attend faithfully for spiritual maturity, fellowship and worship
- financially support the mission of the church through tithes and offerings
- pray regularly for the ministry of the church
- agree with the statement of faith as defined in Article 2; Section 2.

SECTION 4: ACCEPTANCE INTO MEMBERSHIP

A verbal acceptance into membership shall be by two-thirds (2/3) of the church body present.

SECTION 5: TERMINATION OF MEMBERSHIP

- A. When someone dies their membership is terminated.
- B. Letter of transfer may be granted to any church of like faith and order.
- C. When a member of this church joins a church of different faith and order, membership in this church shall be terminated.
- D. If a member requests to be released from his obligation to this church, after the church has patiently endeavored to secure his continuance in the fellowship, such request may be granted and his membership terminated upon recommendation to the church from the deacons.

- E. Offense; should a member become an offense to the church and its good name for acts of immoral or unchristian conduct, or advocate doctrines out of harmony with that held by the church, the church may terminate his/her membership. Such a case must be referred to the pastor(s) and deacons for investigation and recommendation. In dealing with all such cases, the church will be guided by the New Testament on church discipline. The primary concern is restoration rather than punishment. No member may be excluded until he/she has been informed of the specified allegations against him/her and given an opportunity to answer. Exclusion shall require the vote of two-thirds (2/3) of the members present at a business meeting. (Matthew 18: 15-17)

- F. The public acknowledgement of a member's termination is to be announced at a business meeting and recorded in the minutes.

SECTION 6: ACTIVE MEMBERSHIP

The active membership roll shall consist of those who have fulfilled the requirements of membership and faithfully attend the services of the church. All active members are expected to abide by the membership covenant.

SECTION 7: RIGHTS OF ACTIVE MEMBERSHIP

Active members are entitled to vote at all business meetings once they have reached the age of 18. They may schedule the use of the church facilities, including weddings, reunions, and family gatherings with approval of the church administrator and secretary and in agreement with church policy concerning the properties in question. All such activities must be consistent with Article 2 Section 2 of our Constitution. Any such activity requires the sponsorship of an active voting member and attendance of a voting member.

SECTION 8: DUTIES OF ACTIVE MEMBERSHIP

Membership in a local church as expressed in the New Testament is deeply significant. As members of the family of God we are expected to become more like Christ. Therefore, members are expected:

- A. To be growing in likeness of the character qualities of Christ in thought, attitude, speech, action and abstain from all appearance of evil in word and deed.

- B. To lovingly respect and cooperate with the pastor and officers of the church in their leadership in the advancement of the work.

- C. To faithfully attend the services of the church.

- D. To faithfully give through tithes and offerings toward the ministries of the church.

- E. To agree with and abide by the constitution and by-laws of the church.

- F. To live in harmony and brotherly love toward other members exercising forgiveness and forbearance.

- G. To perform any special duties delegated to and accepted by the member. All members are expected to serve in some capacity in the ministries of the church.

SECTION 9: INACTIVE MEMBERSHIP

The inactive membership roll shall consist of those who have fulfilled the requirements of membership but have since become irregular in their attendance and therefore are not presently fulfilling their commitment to the membership covenant. This roll is made up of those who have stopped attending for a period of at least six (6) months. The inactive membership will be reviewed at least annually in the first quarter of the church year by the pastor(s) and deacons and will be subject to recommendation for termination to the church when deemed necessary. Financial contribution without attendance does not constitute activeness. Once an inactive member resumes regular attendance

by attending 4 consecutive Sundays they may return to active membership. Inactive membership forfeits all rights and privileges of active membership.

Article III approved by church on August 9, 2015

ARTICLE 4— MEETINGS

Section 1. Worship Services

A. The church shall meet each Sunday morning and evening and Wednesday evening for the worship of God. Changes in the regular schedule may be made to adjust for holidays or other reasons upon specific recommendation of the deacons or church council and voted on by the church in regular business meeting.

B. The church shall have Bible teaching each Sunday morning under the direction of the Sunday School Director.

Section 2. Moderator – The moderator of all church business meetings will be an elected moderator. See “Moderator” under Article 5, Section 5f.

Section 3. Regular Business Meetings — The church shall hold regular business meetings bi-monthly on Sunday nights, (to be designated by the church council) during the months of January, March, May, July, September and November. If it becomes necessary to hold the meeting on another night, notice will be given in the church bulletin, church calendar or letter to membership. At this time the material and spiritual conditions of the church will be discussed and plans proposed.

Section 4. Special Business Meetings — Special business meetings may be called after any worship service or regularly scheduled Wednesday prayer service as needed. A one week notice must be given either by church bulletin or letter to all members. Only business mentioned in the call of a special business meeting may be transacted at such a meeting. A special business meeting may be called only by the pastor or the chairman of the deacons.

Section 5. Stated Business Meeting— A stated business meeting is a regular business meeting at which prior notice has been given of specific items which will be discussed and voted on. A one week notice must be given of specific items to be presented.

Section 6. Other meetings of the church shall be set according to the needs of the congregation.

Section 7. No meetings or auxiliary organization shall be held in the church or elsewhere during the hours of Sunday worship services, Wednesday evening services, and revival services, unless authority has been previously granted by the church.

Section 8. At any regular business meeting of the church five percent of the resident membership shall constitute a quorum. For the call or dismissal of a pastor, the quorum shall be twenty-five percent of the resident membership.

Section 9. The fiscal year of the church shall run the same as the calendar year. The organizations year shall run from September 1 to August 31st.

Section 10. Roberts Rules of Order, Revised, shall be observed in all matters of parliamentary procedure involved in the business meetings of the church, the deacons and all committees or organizations authorized by the church.

Section 11. Inclement Weather Policy— in the case of inclement weather on Sundays, the Pastor, Chairman of Deacons and Chairman of the Property Committee shall jointly make decisions about cancellation of services. The congregation shall be notified by notices on the major local radio channels. Sunday school workers will be notified by telephone. In case of inclement water on weekdays, we will cancel if Roanoke City Schools are canceled.

ARTICLE 5—CHURCH OFFICERS

Section 1. Staff

The staff officers of this church shall be the pastor, associate ministers and other vocational leadership as needed. These persons shall be considered program staff. The program staff shall be ex-officio members of all organizations and committees of the church. The program staff shall be advisors for those committees assigned to them by the pastor. Other paid personnel shall be considered support staff.

Section 2. Elected Officers

The elected church officers will be the deacons, trustees, clerk, treasurer, moderator, and such additional officers as shall be required for the work of the church. These officers shall be elected by the church and shall be members in good standing.

Section 3. Church Council

The church council shall be composed of the Pastor as chairman, Program Staff, Sunday School Director, Missions Council Representative, Chairman of the Deacons, Moderator, Woman's Missionary Union Director, Senior Adult Ministry Director, Rophe Nurse Coordinator, Singles Ministry Director, Preschool Division Director, Children's Division Director, Discipleship Training Director, Ladies Ministry Director, Men's Ministry Director, and Outreach Director. Committee chairman and elected church officers may serve as ex-officio members without vote. This committee shall meet regularly to: recommend to the congregation suggested short-term objectives and plans; to review and coordinate program plans recommended by church officers, organizations and committees; and to formulate the church calendar and evaluate achievements in terms of church goals and objectives. All matters agreed upon by this council, calling for action not already provided for, shall be referred to the church for approval.

Section 4. Mission Council

The mission's council shall be composed of the WMU Director, Mission Center Representative, Men's Ministry Director, Directors of RA's, Director of Acteens, Director of GA's, and Director of Mission Friends. This council shall meet regularly to: coordinate missions work with the church council; conduct studies and recommend plans for local mission work; assist in planning the mission's emphasis; make recommendations concerning necessary resources; and maintain communications with outside groups (associational, state, and SBC).

Section 5. Elections & Responsibilities of Church Officers

A. Pastor

Responsibilities: The pastor shall perform those duties essential for the equipping of the saints; for the work of the ministry; for the edifying of the body of Christ." (Ephesians 4:12) He shall be Ex-officio member of all organizations, departments and committees, according to procedures which may be set forth in the Church Committee Manual. The pastor may call a special meeting to the deacons or any committee set forth in the Committee Manual to discuss special problems not covered in regular meetings or of such nature as⁷needing immediate attention. He shall conduct

religious on stated and special; occasions, administer the ordinances, and minister to members of the church and community and perform duties that usually pertain to the office; he shall have special charge of the pulpit ministry of the church and shall, in cooperation with the deacons arrange, for all workers to assist in revival meetings and special services. The pastor shall arrange, with approval of the deacons, for supply in the pulpit in his absence.

4

Election —Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of the pastor or the church.

The call of a pastor shall take place at a special business meeting. Notice of this meeting must be given to the congregation by letter. The election shall be upon the recommendation of the Pastor Search Committee (See Church Committee Manual).

B. Deacons

Number: There shall be a minimum of twelve deacons for the first three hundred resident members and such additional deacons as determined appropriate by the congregation of the church to meet the need of the church. It should be stressed, however, that our goal is not meeting a number but to seek qualified deacons, even if that number should be less than numerical goal.

Term of Service: The term of office shall be for three years. One-third of the number of deacons shall be elected annually. At the completion of a three year term, or part of a term exceeding eighteen months, a one year waiting period will be required for re-election.

Election of Deacons: During the month of April there shall be made available to the congregation a form for the purpose of recommending prospective deacons. A committee composed of the nominating committee; the pastor and three active deacons shall then nominate the number of qualified deacons to serve. Once the committee makes its recommendation of possible qualified deacons, each person shall be:

- (1) Notified by letter of their nomination. The letter will contain a list of Biblical qualifications for the nominee to give thoughtful and prayerful consideration.
- (2) Within a reasonable period of time, the pastor or chairman of deacons will visit each nominee for his response.
- (3) Those willing to serve shall be presented on a written ballot at a special business session.
- (4) In the event of a vacancy during the year, the nominating committee, pastor, and deacon sub-committee shall recommend a person to fill the vacancy with the process of election being the same.

Qualifications:

A. Spiritual

1. A deacon is a person who is a committed Christian, one who has received Christ as Lord and Savior, who is a devoted member of his church, who has embraced the Word of God as his way of life, and who is seeking to fulfill the will of God in his life.

2. A deacon is a person who has given a faithful witness of his commitment to Christ by righteous living, by being a good steward, by having and employing a basic knowledge of the scriptures, by

his love and compassion for other people, and by his sincerity and seriousness about doing God's will. (Acts 6: 1-8; 1 Timothy 3: 8-13)

B. Practical

1. A deacon is a person who has demonstrated maturity in his living, one who is capable of handling responsibilities and faithfully discharging the duties of the deacon.
2. A deacon is a person who is capable and able to render leadership and dedicated service to the church and to the cause of Christ.
3. A deacon is a person who is willing to give of self sacrificially in order to enhance the ministry of Christ and to edify the church.
4. A deacon is a person who shall work with and give assistance to the pastor in the performance of his duties.

C. Other Qualifications

1. A deacon is a person who has been a Christian for at least three years prior to his election.
2. A deacon is a person who has held membership in North Roanoke Baptist Church for at least one year prior to his election as a deacon.
3. Anyone elected to the office of deacon, if not already ordained, shall be ordained before beginning his term of office.

Responsibilities:

1. Deacons are responsible for assisting the pastor and church leaders in promoting and carrying out the total ministry of the church.
2. Deacons shall be concerned with the protection of the church fellowship and shall be promoters of church harmony.
3. Deacons shall be concerned about the welfare and needs of the entire church membership, keeping in close contact with that particular group assigned to them, and doing whatever possible to alleviate the needs and promote the welfare of the membership.
4. Deacons shall be aware of the churches image in the community and shall consistently work to promote a more effective witness by the church.
5. Deacons shall seek to promote and provide effective leadership in the church.
6. Deacons shall faithfully support all program organizations and ministries of the church, actively participating in those which are available to him as far as is possible, as well as being faithful in attendance at the worship services of the church.
7. Deacons shall assist in the observance of the ordinances of the church.
8. Deacons shall be faithful stewards, participating in the scriptural admonition of giving at least a tithe of one's income to the church, as well as promoting the stewardship program of the church.

9. Deacons shall faithfully attend the deacons meeting holding in secrecy those matter which should not be discussed with another person.
10. Deacons shall be aware of the Great Commission and seek with God's help to fulfill the calling of Christ in their life.

6

Expectations:

1. Deacons are expected to continually be committed to Christ and His church, living every day in such a way as to keep from bringing reproach upon the cause of Christ, His Church, or the office of deacon.
2. Deacons are expected to accept and discharge the above responsibilities, and any other as signed by the church to the best of their ability in a togetherness with Christ.
3. Deacons are expected to continue in their own personal spiritual development through regular Bible study, through a continuous prayer life, and by the application of God's truths to their living.
4. Deacons are expected to embrace the truths of God and the way of Christ in every facet of their living including the home, on the job, in their social and recreational relations, as well as in the church.
5. Deacons are expected to be spiritual leaders of the church, both in the direction and in the quality of their leadership.

C. Clerk

Duties: The church clerk shall keep a record of all the actions of the church, except as otherwise provided. The clerk shall be responsible for all correspondence pertaining to membership. The clerk is responsible for keeping a register of the names of members with dates of admission, dismissal, or death. Together with a record of baptisms. The clerk shall issue letters of dismissal voted by the church, preserve all communications and written official reports, and give legal notice of all meetings where such notice is necessary, as indicated by this constitution. The church may delegate some of these clerical duties to the secretary. The clerk will have at each regular business meeting the minutes of all such business meetings for one year prior to the current meeting for the purpose of clarification of previous transacted business. All church records are church property and shall be filed in the church office. The clerk shall also be responsible for determining if a quorum is present at the business meetings.

Election and Term of Service: The clerk shall be elected no later than the July business meeting and shall be elected annually. The clerk shall serve no more than three consecutive terms.

Assistant Clerk

An assistant clerk shall also be nominated and elected by the church in the same manner as the clerk to act in the absence of the clerk.

D. Trustees

Duties: The trustees shall, as provided by laws of the state of Virginia and action of the North Roanoke Baptist Church hold in trust the title of all property of the church and shall represent the church in all matters of legal responsibility, including the purchase and disposal of church real property. They shall execute all legal papers relating to the church and to the community as the

church may direct. They shall have no power to buy, sell, mortgage, lease or transfer any real property of the church without a specific vote of the church authorizing such action. All three trustees' signatures will be required for binding legal matters.

Election and Term of Service - Trustees shall be elected no later than the July business meeting and shall serve six year terms of service with one trustee rotating off every two years. They shall be eligible for re-election.

7
E. Treasurer

Duties: It shall be the duty of the treasurer to record, keep in a bank or banks, and disburse by check upon proper authority, all money or things of value that are given to the church, and keep at all time's an itemized account of all receipts and disbursements, render in regularly monthly account to the church to be preserved by the church clerk. All books, records and accounts kept by him shall be considered the property of the church.

Each year, before the March business meeting of the church, the treasurer's books shall be audited by the auditing committee, in case of resignation, the books shall be audited before the resignation is effective. The church treasurer shall give bond with surety to be approved by the body of deacons in the sum of \$10,000.00 and the church shall pay the premium of the bond. The treasurer shall be and ex-officio member of the budget committee.

Election and Term of Service: The treasurer shall be elected no later than the July business meeting and shall be elected annually. The treasurer may be re-elected.

Assistant Treasurer: An assistant treasurer shall be elected by the church in the same manner to act in the absence of the treasurer.

F. Moderator

Duties: The moderator will preside at all church business meetings, regular and special. The moderator shall maintain order of business prescribed by the church and standing rules of order prescribed in Roberts Rules of Order, Revised. The moderator may appoint a parliamentarian.

Election and Term of Service—The position of moderator shall be elected by the church no later than the July regular business meeting. The moderator shall be elected annually and may server no more than three consecutive years.

Vice-Moderator— In the absence of the elected moderator, the chairman of the deacons will serve as moderator. In the absence of both of these, the pastor shall act as moderator.

ARTICLE 6— OTHER CHURCH OFFICERS

In addition to those named in this constitution, other officers shall be the Sunday School Director, Directory of Men's Ministry, Director of Women's Missionary Union, and such additional officers as may be needed. All elected officers of the church and its organizations, unless otherwise stated, shall be elected for a term of one year, upon the recommendation of the nominating committee. Floor nominations for any elected office (except deacons) will be accepted. Employed members of the church staff are not included as other officers under this article. Should a vacancy occur during the year before the normal term expires, the office shall be filled by special election for the remainder of the applicable year.

Section A. Sunday School Director

The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday School. The director will look to the Minister of Education and pastor for counsel and leadership in the Sunday School. The director will, in turn, give leadership to the work of the Sunday School Council and serve as chairperson of this group. The director will work with the nominating committee in the enlistment of qualified teachers and staff for the Sunday School.

Section B. Director of Men's Ministry

The Men's Ministry Coordinator is to lead in providing organization, leadership, and resources to carry out the men's ministry work.

Section C. Director of Woman's Missionary Union

The Woman's Missionary Union Director is responsible to the church for leading, planning and conducting the work of the Women's Mission Ministry. This work includes Women on Mission and Mission Ministry opportunities.

Section D. Associational Executive Committee Representative

The church shall elect a person to be its Representative to this committee. It shall be the duty of the representative to attend all meetings of this organization and perform such service as may be required. The representative shall have no authority to commit the church on any matter except upon specific authorization by the congregation. This person will be responsible to report to the church any pertinent information.

Section E. Mission Support Ministry

The church shall elect a person to be its representative to this committee. It shall be the duty of the representatives to attend all meetings of this organization and perform such services as may be required. The representative shall have no authority to commit the church on any matter except upon specific authorization by the congregation. This person will be responsible to report to the church any pertinent information.

ARTICLE 7—ADOPTION AND AMENDMENT TO THE CONSTITUTION AND CHURCH COMMITTEE MANUAL

Section 1—Adoption

The adoption of this Constitution and Church Committee Manual shall effect a repeal of all previously adopted rules which may be in conflict.

This Constitution and Church Committee Manual shall be considered adopted and in immediate effect if and when at least 2/3 of the members present and voting at the business meeting at which the vote is taken shall vote in favor of adoption. This vote will be taken at a stated business meeting and shall be taken no less than 30 days after formal presentation of the Constitution and Church Committee Manual at a regular business meeting.

Section 2— Amendments

1. The Constitution Committee may recommend amendments to the Constitution and Church Committee Manual at any regular scheduled business meeting, provided intent has been given no later than one month prior to stated business meeting by church bulletin, church calendar or letter to the membership.

2. From the membership at large:

Members may recommend amendments to the Constitution and Church Committee Manual in the following ways:

A proposed amendment must be in writing and signed by a member from two (2) families in the church. This shall be given to the church clerk who will pass it along to the constitution committee, who will make specific wording recommendations and recommend to the church after study whether to adopt or reject the amendment. The Constitution Committee shall follow the procedure explained above.

Revised and Adopted 2/20/2011

ARTICLE 8—CHURCH COMMITTEES

Section 1— The church shall elect such committees as may be deemed necessary to carry out the ministries of the church. There will be three kinds of committees:

A. Administrative Committees

These committees shall be those that meet on a regular basis to administrate the business of the church and recommend policies that affect the ministries of the church. The members of these committees shall serve on a three year rotating basis, with one third of the members rotating off each year. There will be a one-year waiting period for re-election to the same committee. A church member can serve on only one administrative committee at a time. The members and chairpersons of these committees shall be elected by the church upon recommendation of the Nominating Committee.

B. Service Committees

These committees shall be those that perform a certain service for the church. These committees may or may not meet on a regular basis depending upon their function. The members of these committees shall serve one year terms of office may be re-elected. The members and chairpersons of these committees shall be elected by the church upon recommendation of the Nominating Committee.

C. Special Committees

These committees shall be those that are formed for a special short term purpose or project. The term of office for these committees shall be only as long as the project or purpose exists. The members of these committees shall be recommended to the church for election by the Nominating Committee. The Nominating Committee shall also provide a written document outlining the specific duties of these committees at the same time it makes its recommendations regarding committee membership. (This does not apply to the Pastor Search Committee.)

Section 2— Only one committee chairmanship may be served at one time. This includes both administrative and service committees.

Section 3— The purpose, qualifications, responsibilities, authority and relationships of all the committees of this church will be defined in the Church Committee Manual. This manual will serve as the guidelines for committee work at this church and as a resource for the church Nominating Committee in seeking our persons to serve on these committees.

Section 4— All committees are encouraged to conduct regularly scheduled meetings. (Revised & Adopted July 19, 1998)

**COMMITTEE
MANUEL FOR**

**NORTH ROANOKE BAPTIST
CHURCH**

ROANOKE, VIRGINIA

NORTH ROANOKE BAPTIST CHURCH COMMITTEE MANUAL

GENERAL QUALIFICATIONS FOR ALL COMMITTEE MEMBERS

1. Active Members of the Church— The church should expect that all who serve in church elected positions of leadership should be active members of the church, involved in, and committed to its total program.
2. A sense of God's Leadership— Those who serve in leadership positions in their church should feel God's leadership in accepting a position in which they can best use their God given gifts.
3. Leadership Potential— Those selected for leadership positions should at least have those qualities that make for potential leadership. This includes such qualities as personal commitment to Christ and to the church, dependability, consistency, initiative, creativity, and the ability to relate well to people.
4. A Desire to Serve— Those who serve in positions for volunteer leadership must have a sincere desire to serve the Lord, their church and those with whom they lead and work.
5. A Willingness to be Trained — Any leader enlisted by the church should indicate a willingness to be trained for the responsibility and to make the best possible preparation for it.

ADMINISTRATIVE COMMITTEES

All Administrative Committees shall have a chairman, vice-chairman and secretary. These committees shall elect their own vice-chairman and secretary at their first regularly scheduled meeting of the New Year. These committees will report to the church in business session at least quarterly and keep minutes of all proceedings in their meetings. These minutes are to be given to the church clerk and pastor.

BUDGET COMMITTEE

Purpose: This committee shall be responsible for planning the budget calendar, developing the budget, presenting and promoting the budget and administering the budget.

Qualifications: Persons serving on this committee should be good Christian's stewards and also have an understanding to financial management. This person should also be aware of the purpose and ministries of the church.

Responsibilities:

1. Make available budget request forms to all organizational and other appropriate persons.
2. Developed a budget calendar for the year.
3. Gather the budget requests and formulate a proposed budget based upon the overall purpose and ministries of the church.

4. Develop a procedure for establishing priorities for the budgeting areas.
5. Present the proposed budget to the church.
6. Promote the adopted budget.
7. Review budget spending to assure that money is spent according to the adopted budget.
8. Make necessary recommendations to the church and sometimes make decisions when unanticipated emergencies arise.
9. Assist in revising the budget when necessary.
10. Evaluate the budget process to judge its effectiveness.

Committee Authority:

This committee has the authority to develop a proposed budget based upon the purpose and ministries of the church. Once this budget is adopted it is to administer this budget by reviewing budget spending to make sure spending is in the line with budget requests. This committee also has the authority to make recommendations to the church when unanticipated needs arise.

Relationships:

This committee is to have a close relationship with all committee chairmen and organizational leaders in order to understand budget needs. This committee must be informed about the ministries of the church by being involved in church life. This committee is also responsible to present to the church a realistic but challenging budget. This committee is to work closely with the pastor and be leaders by example in stewardship.

Committee Member: 9+ (Church Treasure) an ex-officio member.

CONSTITUTION COMMITTEE

Purpose:

To prepare and recommend to the church change and updates of the current Constitution and Church Committee Manual.

Qualifications:

To understand the overall structure of the church and organizations of the church.

Responsibilities:

1. To review annually the Constitution and Church Committee Manual and make recommendations to the church for needed changes.
2. To review requests from members who make recommendations for changes. (See procedure in Constitution Article 7)

Committee Authority: This committee has the authority to make recommendations to the church within the stated guidelines in regard to changing all or part of the Constitution and Church Manual.

Relationships: This committee is to be responsible to the church for annual reports on its review.

Committee Membership: 6

12

LONG-RANGE PLANNING COMMITTEE

Purpose: Develop a tentative program of church work for five to ten years.

Qualifications: Persons who have the ability to see the overall ministries of the church and are able to see statistics and resources to develop and plan for the future. Ability to recognize needs and develop solutions to problems.

Responsibilities:

1. Discover and analyze long-range church and community needs.
2. Recommend long-range goals and long-range strategies to the congregation.
3. Evaluate the long-range effectiveness of church programs.
4. Interpret long-range goals and strategies to appropriate groups.

Committee Authority:

This committee has the authority to study and recommend to the church long-range plans and goals and to interpret these plans and goals to the congregation or appropriate groups.

Relationships: This committee must work closely with the church staff and other program organization leadership.

Committee Membership: 9

MEMORIAL COMMITTEE

Purpose: To recommend to the church a process of administration for memorial gifts and to process gifts as they are given.

Qualifications: To be aware of the overall purpose of the church and its ministries.

Responsibilities:

1. To develop and recommend to the church a process for accepting and administrating memorial gifts.
2. To process the gifts given to the church and recommend use of these gifts according to the established procedures.
3. To make appropriate recognition of these gifts.
4. Keep and accurate record of gifts given to the church.

Committee Authority: This committee has the authority to recommend to the church a procedure for

acceptance and use of memorial gifts.

Relationships: This committee should report to the church any memorial gifts and give a recommended use based on the established procedures.

Committee Membership: 3

13 MUSIC COMMITTEE

Purpose: To assist the minister of music in planning, scheduling, conducting and evaluating the music ministry.

Qualifications: Appreciate music and its importance to the complete worship experience.

Responsibilities:

1. Work with music leaders to assist in providing a comprehensive music program to enhance the worship services and other musical presentations.
2. Make recommendations to the personnel committee in regards to selection of paid staff in positions of minister of music, organist, and pianists.
3. Assist personnel committee with writing job descriptions of the above positions and make recommendations when upgrading of positions and salaries are necessary.

Committee Authority: Has the authority to make recommendations to the Personnel Committee in the regards to music personnel. To assist the Minister of Music in the planning and evaluating of the music ministry. Make recommendations to the Audio-Visual Committee in regards to audio needs.

Relationships: Work closely with the minister of music and personnel committee.

Committee Membership: Organist, pianists of worship services, handbell director, president of senior, adult and youth choirs, and 3 members elected at large.

NOMINATING COMMITTEE

Purpose: To lead in staffing all church-elected leadership positions filled by volunteers.

Qualifications: Have a general knowledge of church membership; to be able to communicate with people and to be able to match needs with person's gifts and abilities.

1. Select, interview and enlist church program organization leaders, church program leaders, church committee chairmen and members and general officers.
2. Screen volunteers before they are invited to serve.
3. Distribute a volunteer leadership according to priority needs.
4. Assist in discovering and enlisting persons to fill leadership positions.
5. Present volunteer workers to church.

Committee Authority: This committee has the authority to recommend to the church persons to serve on committees, in program organizations and general officers

Relationships: This committee is to work closely with the minister of education and other program organization leadership in recruitment of leaders. This committee is to work closely with committee chairmen in order to evaluate effectiveness of committee members.

Committee Membership: 6 + Sunday School Director

14

PERSONNEL COMMITTEE

Purpose: To assist the church in matters related to personnel administration and management. (This includes all paid staff other than the pastor.)

Qualifications: The persons who serve on this committee shall be persons who are committed to the ministries of the church and are involved in the churches ministries. If possible, they should have some knowledge of personnel administration and management. No present staff member or immediate family member of a staff member shall serve on this committee.

Responsibilities:

1. Study and recommend the need for additional church staff.
2. Prepare and update position descriptions.
3. Recruit, interview and recommend new personnel.
4. Developed and recommend a salary program for the church. (A complete salary program includes salaries, expenses, and benefits the church provides for the staff. Also this would include privileges staff members have such as time away from church for conducting conferences, for vacation, and for personal development.)
5. Develop and recommend policies and procedures for staff members. (This would include such things as absences, employment practices, leaves of absences, time off, working hours, etc.)
6. Annually interview staff members about staff needs and expectations.
7. Counsel with staff to correct problems, and if need arises recommend dismissal after following proper procedure. (See Addendum A—Dismissal of Paid Staff Employees for Procedure.)

Committee Authority: This committee shall have the authority to recommend to the church the employment and dismissal of paid program staff members (excluding the pastor). This committee shall also have the authority to employ and dismiss support staff after consultation with the appropriate

Supervisor(s). This committee shall have the authority to recommend to the church a salary program for the paid staff (annually through the budget process). This committee shall also have the authority to

recommend to the church additional staff needs. Supervision of staff will not be one of the duties of this committee. Supervision of paid staff will be accomplished in the following order: supervision of program staff and secretaries by pastor; supervision of custodian by minister of education; supervision of music staff by minister of music.

Relationships: This committee shall consult with the following persons and committee in developing position descriptions, developing a salary program, and evaluating job performance and consideration of employment for staff members, Music personnel-music committee; custodian—minister of education and property committee; program staff and secretaries—pastor.

Committee Membership: 6

15

PROPERTY COMMITTEE

Purpose: To assist the church in care of all property and buildings.

Qualifications: It is helpful if these committee members have an understanding of specific areas of maintenance procedures and/or skills related to these areas.

Responsibilities:

1. Inspect all church properties periodically.
2. Consult with program leaders concerning space allocations.
3. Recommend changes in use of facilities and property.
4. Make recommendations to the personnel committee concerning maintenance personnel, employment, and training.
5. Develop and recommend policies and procedures related to church property and space. (These include maintenance, insurance, use of buildings, properties, and space.)
6. Develop and recommend arranging, equipping, and administration of parking space.
7. Prepare budget recommendations.
8. Consult with church organization leaders and other groups concerning adequate furnishings.

Committee Authority: This committee has the authority to recommend to the church changes in use of facilities and policies and procedures for use of space. This committee also has the authority to recommend to the personnel committee persons for employment as custodian and recommend to the personnel committee a job description for this person. This committee has the authority to use funds budgeted for its area in accordance with the established budget procedures.

Relationships: This committee must be in contact with church organizational leadership and other groups to be aware of space and furnishing needs. This committee must also have communication with the Personnel Committee in regards to custodial performance. When emergency needs arise, this committee will need to be in contact with the Budget Committee for any unbudgeted requests.

Committee Membership: 12

16
SERVICE COMMITTEES

AUDIO-VISUAL COMMITTEE

Purpose: To purchase, maintain and supervise use of all audio-visual equipment.

Qualifications: Some understanding on audio and video equipment.

Responsibilities:

1. Set up and monitor sound system for all services
2. To tape appropriate services for use in tape ministry.
3. Assist in the production of special musical productions.
4. Review needs for new equipment and updating of old equipment and make recommendations to the budget committee in regards to these needs.

Committee Authority: To make requests for and purchase needed equipment within budget guidelines. To monitor the use of all audio and video equipment.

Relationships: This committee must communicate with the minister of music and other appropriate persons in regards to audio needs. It also must be in communication with minister of education in regard to video needs.

Committee Membership: 6

AUDITING COMMITTEE

Purpose: To annually conduct a through audit of the treasurer's books

Qualifications: An understanding of bookkeeping and auditing procedures.

Responsibilities:

1. To annually conduct a through audit of the treasurer's books and present the results of this audit to the church no later that the March business meeting.
2. In case of resignation of the church treasurer to audit the books before the resignation is effective.

Committee Authority: This committee shall have access to the treasure's books and related documents that shall allow for a thorough audit.

Relationships: This committee shall communicate with the church treasurer to work out the best time and procedure to audit his books.

Committee Membership: 4 per approval at business meeting March 15, 1989

BAPTISMAL COMMITTEE

Purpose: To assist the pastor to prepare for and administer baptism.

Qualifications: Learn baptismal procedures.

Responsibilities:

1. See that all necessary baptismal equipment and facilities are available and ready prior to each baptismal service.
2. Recommend to church property committee any additional equipment needs.
3. Assist candidates at baptism time.
4. Assist pastor at baptism time.

Committee Authority: This committee has the authority to recommend to the property committee any needed baptismal equipment.

Relationships: This committee needs to be in contact with the pastor and church secretary in regards to scheduled baptismal services.

Committee Membership: 4

BENEVOLENCE COMMITTEE

Purpose: To study the needs of church families and families in the community to which the church should minister and design a plan for meeting these needs.

Qualifications: A desire to meet the needs of those around us. Ability to communicate with and understand the needs of church families and families in the community whom we can help.

Responsibilities:

1. Develop guidelines for the work of this committee. (This may include what kind of assistance may be provided, how much assistance may be provided, how a person applies for assistance, etc.)
2. Study the needs for assistance in the church family and in the community.
3. Work with other groups that have benevolent actions. (WMU, Sunday School, Deacons, etc.)
4. Survey and determine available community agencies.
5. Recommend budget request for monies needed for ministering to people.
6. Investigate and administer benevolence resources as needed.
7. Make reports to the church.

Committee Authority: This committee has the authority to study and develop guidelines for assistance to persons in the church and the community. This committee also has the authority to request from the church monies for ministering to people and to investigate requests and administer benevolence resources.

Relationships: This committee is to work closely with other groups that have benevolent actions to make sure no duplication is to take place. Also this committee is to work closely with community agencies that administer benevolent resources.

Committee Membership: 3

COMPUTER COMMITTEE

Purpose: The purpose of this committee is to guide the church staff in the selection and implementation of computer hardware/software.

Qualifications: Programming experience is required, preferably in dBase III management and word processing. Also knowledge of Unix operating systems on the AT&T 7300 would be helpful.

Responsibilities:

1. Consult with the staff on any application that they feel could be better performed through an automated system.
2. Research and analyze available software to perform agreed upon application.
3. Prepare and present a proposal for the implementation of the application to the budget committee.
4. Assist in the installation and implementation of the application by arranging for training, etc.
5. Verify that proper documentation and system backup procedures are followed.

Committee Authority: This committee has the authority to investigate and analyze applications in order to make recommendations. Its purpose is not to make changes to any existing office procedure without the agreement of the church staff.

Relationships: The church staff provides the primary interface to the computer committee. A few other leaders such as the director of Sunday School may occasionally work with the committee.

Committee Membership: 3+

COUNTING COMMITTEE

Purpose: To receive, verify, and deposit all monies given to the church.

Qualifications: Should have Monday mornings available.

Responsibilities:

1. Collect money from Sunday services and Sunday School and deposit money in the night deposit at the bank following the morning service.
2. Count monies on Monday or following banking day.
3. Record as outlined in Counting Committee Procedures.

Committee Authority: This committee is authorized to receive, verify and deposit monies given to the church according to the procedures listed in Counting Committee Procedures.

Relationships: This committee must work with the treasurer and financial secretary.

Committee membership 8+ substitutes

FLORAL COMMITTEE

Purpose: To provide for the sanctuary flowers and/or decorations for each Sunday's services.

Qualifications: Enjoy decorating with flowers.

Responsibilities:

1. Suggest and recommend procedures for securing, arranging, and disposing of flowers for church services.
2. Will be responsible for the sending of flowers or suitable memorials to the immediate families of church members in case of death of a son, daughter, sister, brother, mother, father, husband or wife.
3. Work with the budget committee in requesting floral committee budget.
4. Secure and provide flower arrangements for church services and the bereaved.
5. Dispose of flower arrangements.

Committee Authority: This committee has the authority to the church procedures for securing and disposing of flower arrangements; to recommend policies related to providing flowers for the bereaved; to request budget funds for these purposes; and to administer these funds.

Relationships: This committee needs to be in contact with the pastor and staff in coordinating flower arrangements and decorations with events that take place in the sanctuary.

Committee Membership: 5

HOSPITALITY COMMITTEE

Purpose: To provide coordination, setup, decorations, and needed food services for church fellowships and special events.

Qualifications: Persons who have the skills to carry out the specific purposes of this committees work.

Responsibilities:

1. Plan and organize fellowship events.
2. Provide the necessary coordination for these events.
3. Coordinate the needed food services for these events.
4. Request funds from budget committee for events.

Committee Authority: To purchase needed items and request of church membership items for fellowship events.

Relationships: To be in contact with church council about scheduling of events that would need the involvement of this committee. To coordinate with custodian the arrangements for these events. Coordinate supply needs with the kitchen committee.

Committee Membership: 8

KITCHEN COMMITTEE

Purpose: To supervise use of the kitchen and make sure supplies are stocked.

Qualifications: Knowledge of running kitchen equipment.

Responsibilities:

1. Supervise use of the kitchen.
2. Stock the kitchen with needed supplies.
3. Recommend needed upgrading of kitchen equipment.

Committee Authority:

This committee has the authority to coordinate the use of the kitchen with all groups. Also to purchase supplies within budgetary guidelines and recommend needed new equipment to budget committee.

Relationships:

To work with other groups who request use of the kitchen facilities, especially the hospitality committee.

Committee Membership: 4

LORD'S SUPPER COMMITTEE

Purpose:

To assist the pastor and deacons in the preparation of the Lord's Supper.

Qualifications:

General

Responsibilities:

1. Have all necessary Lord's Supper equipment and materials in place prior to each observance of the ordinance.
2. Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after the observance.
3. Recommend purchase of additional equipment.

Committee Authority:

To secure the needed supplies for the observance of the Lord's Supper.

Relationships:

This committee needs to coordinate with the deacons and pastor the schedule for the observance of the Lord's Supper.

Committee Membership: 4

MEDIA LIBRARY COMMITTEE

Purpose:

To provide media resources and media services to support the church in the achievement of its mission.

Qualifications:

An understanding of media procedures or a willingness to be trained for this task.

Responsibilities:

1. To acquire media resources (books, videotapes, magazines, etc) for use by the church membership.
2. To catalog and maintain these resource.
3. To promote use of the resources contained in the Media Center.
4. To set hours of service and make these known to the church membership.
5. To provide quarterly lists of resources that are available that will help Sunday School teachers in their preparation.
6. Acquire resources that will complement the special emphases of the church.
7. Recommend to the church reels and procedures for the media center.

8. Request funds for the purchase of media/library resources and supplies.

22

Committee Authority: This committee has the authority to recommend to the church rules and procedure for use of media/library resources. This committee also has the authority to purchase resources and supplies with church budgetary guidelines.

Relationships: This committee must be in contact with the organizational leadership of church to find out what resources are needed to carry out the ministries of the church. Also this committee needs to be aware of the special emphases of the church in order to supply resources.

Committee Membership: 5

NURSERY COMMITTEE

Purpose:

To staff the toddler and infant nurseries for all church related functions.

Qualifications:

A love for children and the ability to communicate with others the need for qualified preschool workers.

Responsibilities:

1. Recruit qualified persons to work in the nursery.
2. Set up a schedule for each quarter and notify workers of this schedule.
3. Call scheduled workers to remind them of their assignment.
4. Find substitutes when there is a schedule conflict.
5. Obtain paid help for special services.

Committee Authority:

This committee has the authority to recruit church members for service in the nursery and to hire paid workers for special services.

Relationships:

This committee needs to know when any events are scheduled that is not regularly scheduled events; therefore, the church council needs to be in constant contact with this committee.

Committee Membership: 4

USHER COMMITTEE

Purpose:

To assist the church staff in conducting the worship services and special programs of the church.

Qualifications:

Dependability, outgoing and friendly.

Responsibilities:

1. Greet people before and after services.
2. Seat people during the services.
3. Provide information to persons concerning church services, programs, and facilities.
4. Distribute bulletins.
5. Receive offerings.
6. Be alert to the needs of persons during the service.
7. Help maintain order.

Committee Authority:

This committee has the authority to help maintain order during services and help persons in need during services.

Relationships:

This committee needs to be aware of the church calendar and any special changes in order of services that will affect them. They must coordinate their duties with the pastor and staff.

Committee Membership: 28 including youth ushers.

SPECIAL COMMITTEES

Pastor Search Committee

This special committee shall consist of seven members. These persons shall be nominated by the deacons. Additional nominations can be made from the floor. The seven persons securing the highest number of votes shall be elected by the church in a stated business meeting. This committee shall bring one name at a time for consideration of the church as pastor, and no nomination shall be made except those of the committee. An affirmative vote of at least three-fourths (3/4) of those present and voting shall be necessary for extending a call. Voting shall be by ballot. Should the one recommended by the committee fail to receive a three-fourth vote, the committee shall be instructed to seek out another minister, and the meeting shall be adjourned without debate. A pastor thus elected shall serve until the relationship is terminated by his request, or the churches request. Thirty days notice will be given by the pastor or the church upon resignation or termination of employment of the pastor.

The agreement reached between the Pastor Search Committee and the Deacons and accepted by the prospective candidate for pastor will become a part of the notification of the special called meeting to consider the candidate for the position of pastor and will become part of the church record. Terms of agreements will include among other items, salary, expenses, benefits, vacation, revivals, conventions, moving expenses, pay for absences from pulpit, and other matters incidental to the pastorate. When a pastor is called this committee shall be disbanded.

Appendix A—Procedure for Dismissal of Paid Staff Employees

Only after much consideration will this alternative measure be undertaken. If such a condition does arise that the dismissal of a paid staff employee appears to become necessary, the personnel committee will:

- A. Seek assistance and advice from the pastor, deacons, and the appropriate administrative committee concerned with this position to determine what action to take or seek a solution to the problem.
- B. Consult with the employee as a committee of at least two members of the personnel committee to seek cooperation of the employee to correct any problem area.
- C. If further steps are needed, a meeting with the employee and the entire personnel committee to be documented in the minutes of the meeting of the committee, and a copy of any specific recommendations be given to the employee. These recommendations will become a part of the personnel committee meetings minutes.
- D. Failing to correct the problem at this point, the personnel committee will seek the approval of the deacons and appropriate standing committee and will advise the employee that his/her services are no longer desired and offer the employee the opportunity to resign.
- E. For Program Staff—if the employee declines to resign, a written notice signed by the personnel committee will be given to the employee indicating the committee's intent to recommend to the church in the next regular business meeting for termination of his/her employment. If no resignation is submitted by the next regular business meeting, the personnel committee will make a recommendation to the church concerning the matter being able to bring forth details of the above steps. Action of the church will be final.

25

For Support Staff — if the employee declines to resign, a written notice will be given to the employee by the personal committee indicating the employee's termination of employment. In regards to the support staff, action of the personnel committee after following proper procedure is final.

July 19, 1998

CHURCH PLANTING COMMITTEE

This special committee shall consist of seven members the seven persons shall be recommended by the nominating committee and shall be elected by the church in a stated business meeting. The duties of this committee will be the following:

- A. Discover needed areas and location of ministry.
- B. Recommend and monitor our financial aid to mission endeavors.
- C. Research other possible avenues of financial support, i.e., local, state, and national mission bodies.
- D. Recommend new work for approval by the church.
- E. Serve as liaison between North Roanoke Baptist Church and the new work.
- F. Report to North Roanoke Baptist Church of the progress of the new work.
- G. Consult with associational and state leaders to insure coordination and cooperation with their local entities.

September 21, 2003