

SECOND CALVARY BAPTIST CHURCH

Established 1879

# Church Constitution



2940 Corprew Avenue

Norfolk, VA 23504

Rev. Dr. Geoffrey V. Guns, Senior Pastor

## **PREAMBLE**

### **MOTTO:**

**"When a man gets a good look at Jesus Christ, he'll never be the same again."**

**This Church does not seek to bring Christ down to man's level, but to bring man up to Christ's level.**

**Reposing our faith wholly in the Lord Jesus Christ for our salvation, believing in the teachings and practices of the New Testament and in those great distinctive principles for which they have ever stood, namely:**

- 1. The preeminence of Christ as our Divine Lord and Master.**
- 2. The supreme authority of the Bible and its sufficiency as our only rule of faith and practice.**
- 3. The right of private interpretation and the competency of the individual soul in direct approach to God.**
- 4. The absolute separation of Church and State.**
- 5. A regenerate Church membership.**
- 6. The beautiful, symbolic ordinances to the command of Christ.**
- 7. The complete independence of the local Church and its interdependence in associated fellowship with other Baptist Churches.**
- 8. The solemn obligation of majority rule, guaranteeing equal**

**rights to all and special privileges to none.**

- 9. The spiritual unity of all believers, for which the Master so earnestly prayed.**
- 10. A world-wide program of missionary fervor and evangelism in obedience to the final command of Jesus.**

**We therefore band ourselves together as a body of baptized (immersed) believers in Jesus Christ and adopt for our government, plan of worship and service, the following articles:**

**Constitution adopted July 17, 1950**

**Revised and Amended July 1, 1960**

**Revised and Amended December 18, 1972**

**COMMITTEE:**

**FELTON L. FULGHAM  
DEBORAH DRAYTON  
JOSIE COOPER  
MARY E. HASKINS  
AUDREY W. MILLS  
SHIRLEY R. CARR  
MICHAEL WILSON  
HENRY W. B. WALKER, PASTOR**

**CONSTITUTION**  
**OF**  
**SECOND CALVARY BAPTIST CHURCH**  
**NORFOLK, VIRGINIA**  
**ORGANIZED 1879 ON SIMPSON FARM**

(Adopted July 17, 1950: Revised July 1, 1960 and December 18, 1972)

**ARTICLE I**

ORGANIZATION

**Section 1:** This Church shall be known as Second Calvary Baptist Church of Norfolk, Virginia.

**Section 2:** Its mission is to represent Christ in the earth, that through Him the world might be saved.

**Section 3:** Its final source of authority in faith, doctrine, life discipline and practice shall be the Holy Bible.

**Section 4:** The government and rulings of this church shall be observed as set forth in "Hiscox Church Directory", and the stipulations set forth in this constitution.

**ARTICLE II**

OFFICERS

**Section 1:** The officers shall be the New Testament officers, viz; Pastor, Deacon and other required officers, viz; Trustees, Church Clerk, Treasurer, Financial Secretary, Financial Committee, Nominating Committee and such officers as the Church deems necessary.

**Section 2:** No member who is inactive shall hold office. Inactive means those who do not attend divine worship, do not contribute to the church budget and do not take of the Lord's Supper.

**Section 3:** Each chairman must keep oversight of his members. Members must report to their chairman when unable to serve. Each official as well as member failing to live up to his responsibility shall be reported to the Pastor and the Deacon Board and if the matter cannot be settled there, the matter will then be taken to the Church.

### **ARTICLE III**

#### **PASTOR**

**Section 1:** As often as may be rendered necessary by death or resignation of a pastor, the Church shall, within six (6) months, or as soon as possible, invite to the pastorate some Baptist minister of regular standing and good report. Such an invitation, in order to be valid, shall be by a majority vote of the members present at a meeting duly announced and expressly called for that purpose, notice of the meeting and its object having been given from the pulpit on the two (2) preceding Sundays.

**Section 2:** It shall be the duty of the Pastor to direct and supervise the public religious instruction of the congregation in the pulpit and in all other departments of the Church. He is the spiritual guide of the Church and must stand up for the defense of the gospel, and is responsible for the Church's orthodoxy. He must see that no false doctrine is taught or practiced in the Church. He shall administer the ordinance of the Church, preside at all Church business meetings, supervise and advise the Deacons in the conduct of prayer meetings and their general duties, watch over the personal experiences and lives of the members, exhorting, admonishing, reproofing, rebuking as one entrusted with the care of souls. He holds the same relation to the Church School, i.e.; he is Pastor of all. The period set for vacation shall be optional with the Pastor during one month of the year. His salary shall continue during the period of his vacation. The Pastor's position shall be permanent, but may be severed by resignation, as provided for in the policy of the Church.

**Section 2a:** An assistant to the pastor shall be approved by the church upon the pastor's request and that his compensation is the church's.

**Section 3:** The Church shall pay the Minister's Fund Insurance, Social Security and work out a Retirement Plan upon the call of a Pastor.

**Section 4:** In the event of the resignation of the Pastor, whether voluntary or requested, the party initiating the resignation shall be required to give the other party concerned ninety (90) days' notice to the expiration of the terms of office of the Pastor, unless otherwise mutually agreed upon by both the Church and Pastor. In case of resignation, voluntary or requested, his salary shall continue until his term of office has expired, and he shall be responsible for pastoral duties during the entire period. If he fails to attend his pastoral duties, his salary shall be forfeited (discontinued).

**Section 5:** The common policy being hearing many candidates preach on trial, as a method of selecting a Pastor is detrimental and ruinous to church unity and harmony, unscientific in effectiveness and a reflection upon modern Christian culture, and shall not be practiced in this Church. For the purpose of selecting a candidate to be elected to the pastorate, the Church shall elect a Pulpit Committee, whose duty it shall be to seek out a minister with qualifications as stated in the New Testament and suggested in the Directory for Baptist Churches by E. T. Hiscox, and submit his name to the Church for consideration after careful investigation and consideration of said minister's pastoral qualifications and ministerial ability. The Church shall, upon recommendation of the Pulpit Committee, elect by a majority present at a meeting of the Church a prospective candidate to the pastorate.

**Section 6:** The Pulpit Committee shall consist of not less than three (3) nor more than five (5) members, preferably men, women and youth who love the Church and the ministry; officers and members of the Church who by their experience and training are thoroughly qualified to evaluate and determine the pastoral qualifications and ministerial abilities of a candidate.

**Section 7:** The Pastor's Council shall be composed of Licentiates of the Church, the Deacon Board, Chairman of the Trustees Board, Director of the Church School, Director of the Church Training Hour, President of the Deaconess Board, Director of Christian Education, Chairman of the Enlistment Committee, Director of Music (if a member of the Church), Presidents or Chairmen of all

Auxiliaries, Church Clerk, Financial Secretary and Treasurer. The purpose of the Pastor's Council shall be:

1. To determine objectives
2. Plan ways of developing the program
3. To correlate the work of the Church
4. To evaluate the results of the Church's program
5. To analyze the reasons for failure or success

The Council shall recommend to the Church the budget of finances and activities for the coming year as presented by the Enlistment Committee. Meetings shall be held six (6) weeks prior to the Annual Church Meeting or upon call of the Pastor.

**Section 8:** A Nominating Committee shall be appointed at the Annual Church Meeting by the moderator, or chairman designated. Five (5), seven (7) or nine (9) members from the adult and youth membership shall make up the Committee. The Pastor is ex-officio. (For 500 members, a Committee of five (5) or so forth as the membership increases up to nine (9) members). No member is eligible for the Committee who is subject to re-election for the coming year. The duties of this Committee are: To recommend candidates for Deacons, Deaconess and Trustees as requested by the Pastor, to the Church. The Committee shall also coordinate and scrutinize the records of the suggested list of officers submitted by auxiliaries as to their characters, attendance, worship, communion, budgetary contributions, etc. The official list of officers must be ready a minimum of fifteen (15) and preferably thirty (30) days prior to the Annual Church Meeting. This Committee will begin its work upon its appointment and conclude at the next Annual Church Meeting. The Committee will have access to the membership roll for study during its work and recommendations.

## **ARTICLE IV**

### **DEACONS**

**Section 1:** All officers of the Deacon Board shall be approved by the Church. (Exceptions: Deacons of the Board prior to July 1946 are to be indefinite.)

**Section 2:** The Deacons shall be responsible to ascertain the material

well-being of the Pastor and report same to the Church at regular meetings. They shall use the alms of the Church for the relief of the needy members, visit the sick, distribute the elements of the Lord's Supper when requested by the members, and take a general interest in the welfare of the Church, cooperating with and assisting the Pastor in the performance of his duties. They shall make quarterly reports to the Church of the disbursements of the Communion Fund of the Church.

**Section 3:** They shall be the Pastor's private advisors in matters pertaining to the well-being of the Church. If and when the Pastor deems it necessary to elect more Deacons, Deaconesses and Trustees he will authorize the Nominating Committee to recommend candidates which through prayer and qualification shall be presented to the Church upon the Pastor's recommendation for election. Only such persons as possess scriptural qualifications as found in Acts 6 and I Timothy 3 will be recommended for election. The Deacons shall be set apart by the Pastor as given in Acts 6:3-4.

**Section 4:** If any Deacon, Deaconess, Trustee or any other leader is deemed overbearing or inefficient in the discharge of his official duties or by his occupation, deportment or conversation, is regarded as an improper person to hold said office, he or she may by a majority vote of the Church be removed from office provided he or she has been previously warned as to his or her misconduct.

**Section 5:** An offering for others shall be lifted at the close of the Communion Service and shall be held in trust by the Treasurer of the Board, not to exceed \$25.00. The excess will be submitted to the Church Treasurer. The Deacon Board shall also collect the mission and education monies and submit to the Church Treasurer for said purposes.

**Section 6:** Deacons shall be responsible for leading or assisting in the leading of the prayer services. Each Deacon shall lead a month at a time and shall take his turn according to the alphabetical arranging of names, also the Deaconesses, Trustees and other auxiliary leaders and Chairmen are to assist with the services.

**Section 7:** The Deacon Board shall be divided into four (4) groups, namely, A, B, C, and D. Each group shall be rotated in the order, electing annually one (1) group for a period of three (3) years; and no one group shall



succeed itself until the expiration of at least one (1) year. The rotation will begin as stated below:

Group A will be elected first for one (1) year

Group B will be elected first for two (2) years

Group C will be elected first for three (3) years

Group D will be elected first for four (4) years; thereafter the election put each group on a three-year rotation basis. (This does not refer to Deacons who were on the Board prior to July 1946.)

## **ARTICLE V**

### TRUSTEES

**Section 1:** All Trustees shall be approved by the Church. Not less than three (3) nor more than nine (9) members of eighteen (18) years of age or above shall be elected to constitute the Board of Trustees. (Three (3) members must be qualified at court.) A majority vote shall be necessary for the election of each one. The Trustees shall be elected annually, but subject to the removal when the Church deems it necessary. The Chairman of the Trustee Board shall be approved by the Church with all other officers.

**Section 2:** Vacancies on the Board during the year may be filled by recommendation of the Nominating Committee, approved by the Church, at any regular business meeting or meeting expressly called for that purpose, provided that notice of said proposed election be given from the pulpit the previous Sunday.

**Section 3:** Trustees, as legal representatives of the Church, shall hold all property of the Church in trust, but shall in no case dispose of any property or make major improvements to said Church property unless authorized to do so by vote of the members present at a business meeting of the Church. Trustees shall have power to keep all Church property in good condition. In the event of necessity, emergency or current need, the Trustees shall have the power to make whatever repairs or adjustments necessary up to \$1,000.00 and report same to the Church at the next regular business meeting of the Church. The Trustee Board is responsible for the current expenses of the Church, but in no case has it the power to increase or decrease the salary of any paid officers of the Church. The Church shall by a majority vote of the members present at a

regular business meeting set or regulate all salaries to the Pastor's Council. The Trustee Board shall have charge of all monies of the Church and its auxiliaries, but in no wise spend the (communion offering), mission or educational monies, except by order of the Deacon Board and Pastor. All monies shall be used for the legitimate expenses of the Church and its property.

## **ARTICLE VI**

### FINANCIAL SECRETARY

**Section 1:** The Financial Secretary shall keep an itemized account of all monies collected and submitted to the Church Treasurer and expended by the Church and write all checks on the treasury; i.e., if power is not given to some other person.

**Section 2:** Each auxiliary of the Church shall report all monies collected and expended by it to the Financial Secretary quarterly in writing. He shall in turn report these findings to the Church at each regular meeting of the Church. A similar report shall be made to the Trustee Board at its regular meeting by the Financial Secretary.

**Section 3:** The Financial Secretary may or may not be a member of the Trustee Board and the Finance Committee, but shall be elected by a majority vote of the Church.

## **ARTICLE VII**

### CHURCH TREASURER

**Section 1:** The Treasurer may be elected for an indefinite period, upon the recommendation of the Nominating Committee, and by a majority vote of the Church. In the case of a vacancy, a new Treasurer shall be elected in the same manner.

**Section 2:** All monies raised by the Trustees shall be submitted to the Church Treasurer who shall deposit same in a reputable bank in Norfolk, Virginia, in the name of the Second Calvary Baptist Church. If the Church requires bond, the bond shall be paid by the Church. He shall be able to furnish fidelity of character.

**Section 3:** The Treasurer shall keep an accurate account, and shall honor all orders from the Trustees by the Chairman and countersigned by the Financial Secretary.

**Section 4:** The Treasurer shall make a quarterly report of the financial status of the Church.

## **ARTICLE VIII**

### CHURCH CLERK

**Section 1:** The Church Clerk shall be elected upon recommendation of the Nominating Committee by popular vote of the Church for an indefinite period, subject to removal when the Church sees fit. A majority vote is necessary for a valid election. The Clerk may be the Financial Secretary if and when it is necessary, holding the same rank when he or she is the Financial Secretary.

**Section 2:** This officer shall be a good penman, as it is the duty of the Church Clerk to keep an accurate record of the business meetings of the Church.

**Section 3:** The Church Clerk shall maintain all records in chronological sequence and from time to time a detailed account of the reports of the Boards and Auxiliaries shall be given to the Church as reported by those Boards and Auxiliaries. (Said account to be given at a regular Church Meeting).

## **ARTICLE IX**

### AUDITOR

**Section 1:** One to three (3) persons shall be elected by the Nominating Committee and approved by the Church as Auditors, for an indefinite period to examine the accounts of the Treasurer, and all other accounts when submitted to the Church.

## **ARTICLE X**

### USHERS

**Section 1:** There shall be one (1) Head Usher, a Male Usher Board, Female No. 1, Female No. 2, Youth and Children's Usher Board. The members on the adult and youth boards shall be members of the Church in good and regular standing; the Children's Ushers will come from the Church School. Ushers shall be approved by the Church to keep order in and around the Church. They shall see that members and friends are comfortably seated, welcome visitors and provide them with seats, and collect the offerings at regular Sunday services at the request of the Financial Committee, Deacons or Pastor.

## **ARTICLE XI**

### DIRECTOR OF MUSIC AND ORGANIST

**Section 1:** The office shall be filled by a majority vote of the Church, upon recommendation of the Pastor, Chairman of the Deacon Board, Chairman of the Deaconess Board, Chairman of the Trustee Board, President of the Senior Choir, Missionary Circle and Director of the Church School. The Director of Music is to assist in the spiritual work of the Church by directing the religious music in the house of worship and when the Church goes out. He is subject to the Pastor.

**Section 2:** The Director of Music shall instruct the members of the choirs in songs of the Church, also superintend the members of the Church in congregational singing, and recommend voices for the department of the church music.

**Section 3:** The Director of Music shall have charge and care of the piano and organ.

**Section 4:** The Organist is under the supervision of the Director of Music and is to assist the Director. The Organist is responsible for playing the organ and piano.

**Section 5:** In case of resignation, requested or voluntary, of the Director of Music or Organist, thirty (30) days' notice shall be given each party. The

Music Committee shall have the power to act in case of resignations or request for same, and report to the Church at its next regular business meeting.

## **ARTICLE XII**

### **MEMBERSHIP RESPONSIBILITY**

**Section 1:** Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart and adopting the Covenant and Articles of Faith, as held by the Church, may upon baptism be received into membership of the Church.

**Section 2:** Members from other churches of the same faith and order may be received by letter in the Norfolk vicinity and out of the vicinity (if letter cannot be obtained) by Christian Experience upon the recommendation of the Membership Committee.

**Section 3:** Those who have once been members of a Baptist church, but on account of peculiar circumstances have no letter of dismissal, may be received by giving satisfactory evidence of a change of heart, consistent Christian living and scriptural faith.

**Section 4:** Expelled members may be restored to the Church by confessing their errors and giving evidence of genuine repentance.

**Section 5:** All applications for membership shall be submitted to the Church by the Pastor for final action, after being carefully examined by the Pastor and Membership Committee and recommended by them.

**Section 6:** All persons applying for membership shall sign an application form.

**Section 7:** Members will be granted license to exercise their call as we believe to preach the gospel with the understanding that their licenses will be reviewed and renewed annually until such time as their licenses are made permanent or revoked. Licenses are not transferable.

**Section 8:** The Biblical standard of tithing shall be the minimum practice for the financial support of the Church.

Each member must register annually and sign his budget card as God has prospered him—as a Tither, a Sacrificial Giver or New Steps of Faith.

### **ARTICLE XIII**

#### **DUTIES OF MEMBERS**

**Section 1:** To themselves: The acquisition of religious knowledge, growth in grace and spirituality, consistency and external behavior, the control and radiation of every unholy temper.

**Section 2:** To Pastor: Submission to him in the spiritual exercise of his official authority, attend consistently upon his administration of the means of grace, have a Christian regard for his reputation in the Church, the community and at home, contribute freely towards his material support in proportion to their ability.

**Section 3:** To Members: To cultivate and cherish brotherly love for each other, visit and sympathize one with the other in affliction and sorrow, pray with and console each other, administer pecuniary to those who are in need, guard carefully each other's reputation, admonish affectionately and privately each other for faults and improprieties, and strive by all proper measures to promote each other's spirituality and prosperity.

**Section 4:** To those not of our Church but of the household of faith: We are to be charitably disposed, bear a prudent testimony against unscriptural and evil practices, be fulfilling of obligations and performing promises, live in a peaceful and neighborly manner, perform acts of kindness and charity whenever the opportunity presents itself, set examples of industry and honesty and generosity, and under all circumstances commend the religion of the Gospel.

**Section 5:** To the World: Be lights, lighting dark places, turn the world from darkness; seek to evangelize the world and win it for Christ.

**Section 6:** Each member shall contribute freely each Sunday or equivalently, to the current expenses of the Church, accordingly as the Lord has prospered him and according to the measure of his or her faith.

**Section 7:** When is a member active? Our membership consists of

professing Christians who register annually and attend divine worship services regularly when physically able, and contribute to the church budget.

**Section 8:** Elderly members and those who are not able to attend and contribute to the budget of the Church are carried on the active list of members by vote of the Church.

**Section 9:** It shall be the duty of all members leaving the vicinity of the Church to take letters of dismissal with them to other churches of the same faith and order. If the departure is for a short time, a letter of commendation shall be asked for. It would be practical to see the Pastor or other officers before leaving and they should furnish them with the name and address of the Pastor or Church Clerk within three (3) months after removal.

**Section 10:** Members joining by baptism, letter or Christian experience shall become members of the New Members Class and remain for a period of one (1) year. However, they may become associate members of any auxiliary of the Church upon request and approval of the Pastor and Deacon Board. All members joining any auxiliary shall be approved by the Official Board.

## **ARTICLE XIV**

### Loss of Membership

**Section 1:** Membership shall be forfeited only on the recommendations of the Pastor and Deacons, stating the section and clause of the Constitution By-Laws or Section in the Hiscox Church Directory under which action shall be taken by the Church at any stated meeting by majority vote.

**Section 2:** In private offenses, the New Testament method shall be strictly followed. In public offenses the initiative shall be taken by the Pastor, Deacons, and Deaconesses to investigate by visit or communication seek reconciliation and recommend to the Church for action at immoral conduct of its members, and that members found guilty of immoral conduct will not serve in any capacity until a Christian adjustment is made. If a prima-facie case is established and the accused repents, the case shall be submitted to the Church and the penitent rebuked and forgiven. If he be obdurate, the committee shall recommend forfeiture of membership.

**Section 3:** Forfeiture of membership shall be by exclusion or erasure.

A. By Exclusion

1. For any outward violation of moral law.
2. Pursuing any course of conduct unbecoming professing Christians, or which may in the judgement of the Church be disreputable to the body.
3. Failing to register annually.
4. For all offenses as outlined in the Hiscox Directory.

B. By Erasure

1. For holding and advocating doctrines opposed to those set forth in the Articles of Faith.
2. For neglect or refusal to contribute toward defraying the expenses of the Church according to their several abilities.
3. For habitual absence from Church for more than one (1) year without communication with Pastor, Deacons or Church Clerk.

**Section 4:** Any person deprived of membership by the provisions of this Article, may be reinstated by a majority vote of the Church, on a recommendation of the Pastor and Deacons, should satisfactory evidence of genuine repentance for wrong-doing be shown, or should the Church consider that the reasons for such forfeiture of membership are no longer operative.

**Section 5:** Members failing to attend and partake of the Lord's Supper, for three consecutive months, also failing to pay their Church tithes and offering for three (3) months, or failing to attend divine services for six (6) months, shall not be considered in good standing in the Church. Voting in the Church shall be done only by members in good standing.

## **ARTICLE XV**

### MEETINGS

**Section 1:** The Divine Worship services shall be each Sunday at 11:00 a.m. and the Evening Worship at 6:45 p.m.

**Section 2:** The Lord's Supper shall be observed each second Sunday at 3:30 p.m. except by suggestion of Pastor and Deacon Board.



**Section 3:** The Church School shall be held from 9:30 a. m. to 10:40 a.m. each Sunday.

**Section 4:** The Church Study Hour shall meet each Sunday 5:30 p.m. to 6:30 p.m. unless otherwise rescheduled.

**Section 5:** Church meetings for transaction of business shall be held quarterly or semi-annually. There must be one annual meeting in December.

**Section 6:** Special meetings may be called at any time by the Pastor, and when the Church is without a Pastor, by the Chairman of the Deacon Board.

**Section 7:** Fifteen (15) members of the Church shall constitute a quorum for the transaction of business.

**Section 8:** Mid-week prayer meetings shall be held each Wednesday at noon, Bible Study from 7:30 p.m. to 8:15 p.m. and Prayer Meeting at 8:20 p.m.

**Section 9:** Problems dealing with the moral and spiritual welfare of the Church shall first be presented to the Deacon Board for its disposal, if possible, and if not, then to be recommended to the Church.

**Section 10:** The Church Year shall run from December through November of the coming year.

## **ARTICLE XVI**

### **AUXILIARIES**

All auxiliaries and leaders shall be approved by the Church.

**Section 1:** All auxiliaries of the Church shall be subject to the ruling of the Church.

**Section 2:** Each auxiliary of the Church may have its by-laws for its internal government which does not in any way conflict with the Constitution of the Church. The executive officers shall account to the Church for the proper working of their several departments.

**Section 3:** Each auxiliary shall make quarterly financial reports in writing to the Church through the Financial Secretary and report the general condition of the auxiliary. The Treasurer shall report the money of the auxiliary at this time also. If money is needed, the President shall have an order drawn by the Financial Secretary and signed by the President and Secretary which will be honored by the Church Treasurer.

**Section 4:** The treasury of each auxiliary shall be depleted at the end of the year, and each auxiliary shall have accredited to its account five (\$5) at the beginning of the church year.

**Section 5:** The Chairman or Head of the auxiliary may be elected to office for two consecutive years, but not for more than three (3) years before that elapse of one (1) year to the same office.

## **ARTICLE XVII**

### YOUTH FELLOWSHIP

**Section 1:** The Youth Fellowship is set up for Christian training and nurture for the children and youth of the Church and community with sponsors. The Department shall have strict supervision under a trained leader, laymen or minister under the direct care of the Pastor.

## **ARTICLE XVIII**

### COMMITTEES

**Section 1:** The first persons named on a Committee shall be the chairman of the Committee. No business shall be considered unless a quorum be present. (Example: For a Committee of five (5), three (3) must be present or two-thirds of the Committee when due notice has been given to all members of the Committee).

**Section 2:** Any member of a Committee or body or board who deliberately and habitually absents himself from meetings of the body, having been given due notice for the meetings shall be summarily excluded from the Committee and said body shall proceed with its business with the remaining members until the vacancy so created can and is filled. In the event of the

impossibility of attending a meeting because of circumstances over which the member has no control, he shall, if possible, notify the Committee or board of such occurrence prior to the meeting.

**Section 3:** Any Committee or body having met with the proper number present for the transaction of business, shall have the power, if the chairman be absent, to elect or select a chairman from the body and proceed with its work.

**Section 4:** In each meeting of the Church, Official Boards, and Committees, the length of time a member shall be allowed to speak and the number of times he shall be heard on the same question or subject shall be regulated at the beginning of the meeting.

**Section 5:** A visitor in any meeting may not be allowed to speak or remain without the consent of the body.

**Section 6:** The following shall be Standing Committees of the Church:

1. Finance Committee (with three (3) co-chairmen and eight (8) or more members)
2. Nominating Committee
3. Kitchen Committee
4. Housekeeping Committee
5. Decorating Committee
6. Auxiliaries District Steering Committee – Birth Month Fellowship
7. Evangelistic Visitation Committee
8. Donation Committee
9. Education Committee
10. Music Committee
11. Tithing Enlistment Committee
12. Anniversary Committee
13. Civic Committee
14. Membership Committee

## **ARTICLE XIX**

### PURCHASES

**Section 1:** No article shall be purchased nor project launched in the name of Second Calvary Baptist Church whose price or cost exceeds the present budget except in the case of extreme emergency and on vote of the Church.

## **ARTICLE XX**

### FELLOWSHIP WITH OTHER CHURCHES

**Section 1:** This church as far as possible, shall have fellowship with Baptist and other Protestant Churches that have been set apart by that faith or communion.

## **ARTICLE XXI**

### FUNERALS

**Section 1:** All funerals held in the Church shall be closed casket during the service, but deceased may lie in state prior to the service. If desired by the family, caskets may be opened at the graveside. All fraternal ceremonies shall be held at the grave.

## **ARTICLE XXII**

### AFFILIATIONS

**Section 1:**

1. Baptist World Alliance
2. National Baptist Convention of America
3. Virginia Baptist State Convention
4. Tidewater Peninsula Baptist Association
5. Sunday School and Baptist Training Union Congress

## **ARTICLE XXIII**

### CHANGES AND AMENDMENTS

**Section 1:** Any Article or Section of an Article of this Constitution may be amended, modified or repealed by a two-thirds (2/3) vote of the members present at a meeting for that purpose; said meeting having been announced from the pulpit from one to three months previously.

**Section 2:** This Constitution supersedes any previous or similar documents adopted by this Church.

**Section 3:** See Page—Article IV, Section A  
Delete: Second Sentence

**Section 4:** The Gift and Donations Committee will insure that, as far as possible, members of this Church and others who are in need will be remembered and given help in light of their condition. This Committee will also insure that gifts and donations for one person will not be duplicated when there are others in need.

- A. This Committee will investigate the need of persons requesting assistance and will make quarterly report of all monies received and to whom donated.
- B. One-third (1/3) of the membership of this Committee will be needed to conduct the business of the Committee.

**Section 5:** Section 7 – Page 10 – First sentence changed to read: The Deacon Board, Deaconess Board and Trustee Board shall be divided into four (4) groups each, namely: A, B, C, D.

**Section 6:** All Auxiliaries will plan and hold two (2) or three (3) of their meetings during the year at the Church.

**Section 7:** All paid personnel of the Church will be subject to the Pastor's appointment and removal.

**Section 8:** If/when the Pastor requests an Assistant (s), the Assistant (s) will be appointed by the Pastor and will be subject to the Pastor. The Assistant

(s) salary will be agreed upon by the congregation, Pastor and Assistant (s).

**Section 9:** (September 26, 1983)  
Article XXII, Section I  
Delete 2. National Baptist Convention of America  
Add 2. National Baptist Convention, U. S. A.

**Section 10:** (December 14, 1987)  
Article IV, Section 7  
Strike entire section