

CONSTITUTION AND BYLAWS OF THE VILLAGE BAPTIST CHURCH

We, the members, do ordain and establish the following articles to which we voluntarily submit ourselves.

ARTICLE I NAME, ORGANIZATION, AND AFFILIATION

1. The name of this organization shall be Village Baptist Church ("VBC"), which was organized on March 9, 1961, in Adams County, Colorado. VBC was originally incorporated as a Non-profit Corporation, religious organization according to the laws of the State of Colorado on January 5, 1962 and re-incorporated as the same on October 25, 2001, having a Colorado state entity identification number 20011205880. VBC is voluntarily associated with the Baptist General Conference and Rocky Mountain Baptist Conference whose theology is biblically evangelical and whose people celebrate openness and freedom and serve needs of their fellow man in the context of Christ's Lordship.

ARTICLE II STATEMENT OF FAITH

1. **SCRIPTURE:** We believe the Scriptures, both Old and New Testament, to be the inspired Work of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the Divine and final authority for all Christian faith and life.
2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:1
2. **GOD:** We believe in one God, Creator of all things, infinitely perfect and externally existing in three persons; Father, Son, and Holy Spirit.
Deuteronomy 6:4; 2 Corinthians 13:14; Revelations 4:11; Hebrews 1:3; 1 Corinthians 8:6
3. **JESUS CHRIST:** We believe Jesus Christ is true God and true Man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead and ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate, and in the person of the Holy Spirit, He indwells the believer.
Isaiah 7:14; Matthew 1:18-25; 1 Corinthians 15; Hebrews 7; John 1:3-14; Romans 3:24-25; 1 Peter 2:21-25; Acts 1:9-10; I John 2:1-2
4. **HOLY SPIRIT:** We believe the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict, regenerate, seal, indwell, guide, instruct, and empower for life and service.
John 16:6-13; 1 Corinthians 12:12-14; Ephesians 1:13-14; Romans 8:9; Titus 3:5; Ephesians 5:18; 1 John 2:20-27.

We believe that the Holy Spirit baptizes every believer into the body of Christ at the moment of conversion (I Corinthians 12:13). He sovereignly bestows upon regenerated believers spiritual gifts for the purpose of building up the church (Ephesians 4:7-12; 1 Corinthians 12-14). These gifts are to be used in obedience to scriptural guidelines (I Corinthians 14:12-33). With respect to the present day use of charismatic tongues, should any feel the need for public use of "tongues" we would not condemn, but would request such to seek a church fellowship of similar doctrine and practice for the sake of church harmony (I Corinthians 14:40; Ephesians 4:2-3).

5. **MANKIND:** We believe man was created in the image of God but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
Genesis 1:26-27, 2:17, 3:16; 1 Corinthians 15:21-22; Romans 3:9-23; Ephesians 2:1-3; John 3:36.
6. **SALVATION:** We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only those who receive Jesus Christ are born of the Holy Spirit and thus become children of God.
Ephesians 1:3-14, 2:4-10; Titus 3:4-7; John 1:2, 3:16-36, 5:24; Romans 5:9-10; Romans 8:1.

7. **ORDINANCES:** We believe that baptism of believers by immersion and the Lord's Supper are ordinances to be observed by the Church during this age.
Matthew 28:19-20; Acts 2:38, 8:12, 35-38; Colossians 2:12; Luke 22:19-20; 1 Corinthians 11:23-29.
8. **THE CHURCH:** We believe the true Church is composed of all such persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ. We believe they are united together in the Body of Christ, of which He is Lord and Head, and are commissioned for the God given task of proclaiming the Gospel to every person. Every local church has the right under Christ to decide and govern its own affairs in accordance with Biblical standards. We believe that VBC must be free from interference by any ecclesiastical or political authority.
**2 Timothy 3:16; Acts 2:41-42; Romans 12:5; Ephesians 1:22-23, 5:23-24;
1 Corinthians 12:12-14; 2 Corinthians 11:2; Acts 14:27.**
9. **CHRIST'S RETURN:** We believe in the personal and imminent return of our Lord Jesus Christ, and that this has a vital bearing on the personal life and service of the believer.
Mark 13:32; 1 Thessalonians 4:13-18; John 14:3; 1 Corinthians 15; Revelations 1:7.
10. **JUDGMENT:** We believe in the resurrection of the body, the final judgment, eternal life with everlasting blessedness, and joy of the righteous and endless suffering for the wicked.
**Malachi 3:18; Matthew 25:34-41; John 5:28-29; Revelations 20:4-6, 11-15;
1 Thessalonians 4:16-17; 2 Thessalonians 1:7-9.**

ARTICLE III SUMMARY OF RELIGIOUS MISSION AND VISION

1. Exclusive of any and all other purposes and activities, the Christian religious mission of VBC is to fulfill the Great Commandment (Mark 12:29-31) and the Great Commission (Matthew 28:19-20) of the Lord Jesus Christ by preaching and teaching the Gospel of Jesus Christ through worship services and classroom instruction; by supporting Christian evangelistic and missionary activities in order to extend the Gospel throughout this land and the world; by rendering services and assistance - spiritual, educational and material - to families and individuals both from within the church body and the community at large; and by supporting programs of community organizations and government agencies providing humanitarian services.
2. **Village Baptist Church Statement of Values:**
 - A. **Teaching the Bible:** The Bible is God's Word. It is to be exalted and taught in everything we do. It is our only authority and our only source of knowing God.
 - B. **Transformation by the Bible:** The Holy Spirit will dramatically transform people who know and meditate on God's Word and apply its truths to their lives.
 - C. **Relevance:** God's Word must be communicated using the language and methods that relate to our community, our culture, and our generation.
 - D. **Missions:** We must participate, as much as possible, through prayer, financial, and personal involvement, in the business of spreading God's Word to communities outside our own.
 - E. **Prayer:** All we do must be in response to a loving relationship with God, humbly seeking His direction, guidance, and help.
 - F. **Worship:** When gathered, the church should uplift the Lord with songs of joy, attitudes of awe, and obedient response to His Word.
3. In fulfillment of our Christian mission and purposes all income received and not designated to other organizations and ministries will be used for the mission and purposes of Village Baptist Church.

ARTICLE IV MEMBERSHIP

1. REQUIREMENTS:

- A. Membership in the local body of believers known as Village Baptist Church is reserved for those who (1) profess Jesus Christ as their Savior; (2) have been baptized by immersion since their profession of faith; and (3) join by stating agreement with the VBC Statement of Faith stated in Article II above and the Membership Responsibilities stated in Section 2 of this Article IV below, and by making the following Membership Covenant as stated below.
- B. Those who come as new believers are encouraged, but not required, to attend an optional membership class taught by VBC.
- C. Membership Covenant: One makes the VBC Membership Covenant by: (1) signifying agreement with the VBC Statement of Faith and Membership Responsibilities; (2) professing a living faith in the Lord Jesus Christ; (3) declaring a time of being publicly baptized by immersion subsequent to a profession of faith; (4) agreeing with VBC's vision, purpose, and value statements; and (5) promising to uphold one's Membership Responsibilities as members of Village Baptist Church, to the best of one's ability, with the help and strength of God.
- D. Minor children and dependents wishing to become voting VBC members must do so separate and apart from their member or non-member parent or guardian by: (1) joining independently and making the Membership Covenant upon reaching the age of eighteen (18) years, and (2) meeting all of the above requirements by such time.

2. RESPONSIBILITIES: The responsibility of VBC membership is to endeavor, to the best of their own ability, and as God provides strength:

- A. To protect the unity of VBC
 - 1) by acting in love toward other members
 - 2) by refusing to gossip
 - 3) by resolving any conflicts with another member
 - 4) by following the leaders
(Hebrews 13:17; Romans 14:19; 1 Peter 1:22; Ephesians 4:29-32)
- B. To share the responsibilities of VBC
 - 1) by praying for VBC's mission
 - 2) by inviting the unchurched to attend
 - 3) by warmly welcoming those who visit
(Philippians 3:13,14; Colossians 4:2-6)
- C. To serve the ministry of VBC
 - 1) by discovering and using one's own individual spiritual gifts
 - 2) by allowing God's Spirit and leaders to equip the member
 - a) through consistent Bible reading
 - b) through consistent attendance in a weekly Sunday School class or small group study
 - 3) by developing a servant's heart
(Ephesians 4:11,12; 1 Peter 3:15; 4:10; Philippians 2:3-4,7)
- D. To support the testimony of VBC
 - 1) by attending faithfully
 - 2) by living a godly life
 - 3) by giving regularly
(Hebrews 10:25; Philippians 1:27; 1 Corinthians 16:2; 2 Corinthians 9:6-15)

3. VOTING: VBC members who have attained the age of 18 may vote on all matters brought before the congregation. For purposes of determining a quorum, only those members who have attained age 18 shall be counted.

4. **REMOVAL:** There shall be, not less frequently than annually, a review and revision of the Church Membership Roll by the Deacon Board. This review shall be conducted in accordance with Matthew 18:15-17, in that all possible attempts shall be made to restore any inactive members to active fellowship. In the event that such restoration is not possible, or if the affected member cannot practically attend VBC due to physical relocation from the VBC local area, or if the affected member is attending another church, the Deacon Board may act to remove these members from VBC membership and the Church Membership Roll. The Deacon Board shall notify the affected members in writing.

ARTICLE V GOVERNANCE

1. **GENERAL:** The governance of VBC is vested in the body of believers of which it is composed, subject to the provisions set forth in this Article V.
- A. The VBC fiscal year shall run from the first day of March through the last day of February of the following calendar year.
 - B. All ministerial staff, Elders, and Deacon Board members shall be members of VBC.
 - C. The Little Village Day Care Director shall be a member of VBC, unless otherwise approved by the Deacon Board.
 - D. Administrative support staff, to include secretarial staff, are not required, although preferred, to be members of VBC.
 - E. Christian education workers, to include Sunday School teachers, are preferred to be members of VBC, though exceptions may be approved by the Elder with responsibility for overseeing Christian Education.
2. **THE ELDERS:**
- A. **Term:** Unlimited, as long as the Elder meets the qualifications and responsibilities stated in this Section 2 and desires to serve.
 - B. **Number of Elders:** Minimum of three (3), the majority of which cannot be paid staff of VBC. If there are less than three (3) Elders, then the responsibilities and duties of the Elders shall be undertaken by the Deacon Board for such time as the number of Elders qualified and willing to serve is less than the minimum. For such time, any remaining lay Elders will temporarily serve on the Deacon Board, be considered in quorum determination, and have voting power while serving thereon.
 - C. **Responsibilities:**
 - 1) to provide leadership for the church (1 Timothy 5:17)
 - 2) to guard, defend and teach Biblical truth and doctrine (Titus 1:9)
 - 3) to shepherd God's flock (1 Peter 5:2)
 - 4) to coach the ministry of the Deacons (Acts 6)
 - D. **Process for selecting an Elder:**
 - 1) All of the Elders shall comprise the Elder Selection Committee. If there are less than the minimum number of Elders, the Deacon Board shall appoint the members of the Elder Selection Committee, which shall include all remaining Elders, if any, that are willing to serve.
 - 2) The Elder Selection Committee shall make available to the congregation a list of qualifications, duties, and responsibilities of an Elder.
 - 3) The Elder Selection Committee and other VBC members identify and nominate Elder candidates for the Elder Selection Committee's consideration. The Elder Selection Committee then contacts each Elder candidate to verify his willingness to serve (1 Peter 5:2).
 - 4) The Elder Selection Committee then contacts each Elder candidate to verify his willingness to serve (1 Peter 5:2)
 - 5) The Elder Selection Committee calls for a period of prayer and fasting by the congregation before a recommendation of any candidate for Elder is made.

- 6) The Elder Selection Committee posts the names of the candidates for Elder for member scrutiny. If any member objects to any Elder candidate, the objecting member shall first confront the candidate. If the objection is not resolved, the objecting member shall submit a written objection to the Elder Selection Committee. Sufficient reasonable time shall be provided for this process to be followed.
- 7) The Elder Selection Committee must then unanimously agree on the selection of each Elder candidate to be presented to the VBC members. The Elder Selection Committee then presents the Elder candidate(s) to the member congregation for vote and public affirmation. A vote of affirmation in favor of an Elder candidate by at least three-fourths (3/4ths) of the eligible voting members present affirms the candidate's selection; but a vote of affirmation by less than three-fourths (3/4ths) of eligible voting members present denies the candidate Eldership at that time.
- 8) The candidate is formally set apart by the laying on of hands during a worship service.

E. Qualifications:

- 1) 1 Timothy 3:1-7; Titus 1:5-9.
- 2) The requirements limit the role of Elder to men, and refer to the current, comprehensive lifestyle of a prospective Elder. For example, "husband of one wife" means that the candidate is committed to his wife; that he is in no way sexually immoral. Therefore, through wisdom and discernment, each candidate would be screened to prove a consistent and reputable fidelity in and out of marriage. None of the foregoing requirements are intended to prohibit an unmarried man from serving as Elder.

F. Removal or restitution of an Elder in habitual sin:

- 1) A member should disregard any unsubstantiated claim of sin made against an Elder. In fact, God expects His children to sustain and support any brother instead of joining the enemy (Ephesians 4:2). The Lord will reveal what is hidden (1 Timothy 5:24).
- 2) One who witnesses any sin or has been offended by an Elder must gently confront him alone first (Matthew 18:15; Galations 6:1). If the Elder shuns repentance, the offended party must go to the assembled Elders to testify against the unrepentant Elder. The Elders take note and work for reconciliation, but the Elders cannot accept an accusation against an Elder as fact without at least two witnesses (1 Timothy 5:19). The offended party responds by praying and by forbearing any further accusation against the affected Elder.
- 3) When two or three have witnessed an Elder's sin, and the Elder in question remains unrepentant, the Elders then expose his sin and rebuke him before the congregation (rebuke publicly, 1 Timothy 5:20). If the Elder in question then confesses his sin, he should be restored (wisdom dictates the specific restoration). If the Elder refuses to admit his sin, the Elders have no choice but to excommunicate the offending Elder.

G. Church decision making under Elder leadership:

The following steps are expected to take place in order:

- 1) An attendee of VBC notes an issue that may require a decision of the leadership.
- 2) The concerned attendee then takes the issue to an Elder in VBC or to the appropriate Ministry Team or committee (e.g., Outreach, Worship, Executive Committee). If the attendee presents the issue to a Ministry Team or committee, that Ministry Team or committee may choose to take the issue to an Elder. The Elder then decides if the issue should be presented to the assembled Elders or to another Ministry Team or committee. If the Elder delegates the issue to a Ministry Team or committee and that group cannot render a decision, the issue goes back to the Assembled Elders.
- 3) The informed Elder raises the matter with the assembled Elders. The Elders discuss the biblical principles that bear upon the issue and come to unanimity regarding a recommended course of action.
- 4) The Elders determine whether or not the issue is of such import as to require congregational decision. If it is determined that the matter does not require congregational input, the Elders' unanimous decision is implemented. If it is of sufficient importance to merit the entire congregation's consideration, the Elders arrange to take their unanimous recommendation to the congregation. Factors for determining the degree of import of any given issue will be determined by the scriptural maturity of the Elders as they deal with the Scriptures and are sensitive to the congregation's desire and needs for communication.
- 5) If the Elders have determined to take the matter before the congregation, the matter is introduced to the people, explained as thoroughly as necessary, and the Elders' unanimous recommendation is made to the people. The congregation discusses the matter until everyone is prepared to make a decision. A decision is determined by ballots unless otherwise indicated. For an issue to pass, a two-thirds (2/3rds) majority of eligible voting VBC members present is required.

Because of the tendency toward polarization in the democratic debate process, we recommend that all viewpoints come together in the spirit of love in support of the majority decision.

3. **THE DEACONS:** The Board of Deacons (also referred to herein as the “Deacon Board”) has vested in it all the powers and authority usually ascribed to a Board of Directors or Board of Trustees in a corporation and shall have authority to use these titles when and as necessary in handling corporate, business, legal, or other civil matters of VBC.

A. **OFFICERS:**

Each year the Deacon Board shall elect from its membership a Chairman, Vice-Chairman, Secretary, and Treasurer. The duties, powers, and authority of these officers shall be as follows:

- 1) **Chairman:** He shall preside at all business meetings of the Deacon Board and of the VBC congregation, acting as moderator thereof, according to agenda he and the Deacon Board prepares. He shall provide for the performance of duties of all other Deacon Board offices. He may act on behalf of VBC in all business and legal matters, including, but not limited to, the power to bind VBC with respect to legal obligations, to the extent expressly authorized by the Deacon Board.
- 2) **Vice-Chairman:** He shall assist the Chairman as requested thereby. He shall preside as and perform all Chairman duties, with all power and authority thereof, in the absence of, or upon delegation by, the Chairman.
- 3) **Secretary:** He shall keep a record of the proceedings, including the minutes, of all business meetings of the Deacon Board and of the VBC congregation and, as directed by the Deacon Board, oversee the maintenance, administration, and execution, as applicable, of the official VBC Membership Roll, records of all baptisms, corporate records, and other documents pertaining to the business and legal matters of VBC.
- 4) **Treasurer:** He shall oversee the receiving, holding, and disbursing of all checks, monies, bonds, or collateral funds of any kind belonging to VBC, as directed by the VBC membership or the Deacon Board. Under such oversight, all funds shall be held in a bank and in such financial accounts or instruments approved by the Deacon Board, and the payment on all accounts shall be by check request or order authorization of payment. At periodic meetings, as may be determined necessary by the Deacon Board or voted affirmatively by the eligible voting VBC members, but in any event no less frequently than the annual business meeting, the Treasurer shall present a complete set of financial statements prepared and conforming in all material respects to generally accepted accounting principles applied on a consistent basis. Un-audited statements of receipts and disbursements shall be available to all other business meetings and presented to the Deacon Board at their regular meetings. Annual financial statements shall be audited by an individual or committee appointed by the Deacon Board and comprised of members outside the Deacon Board.

B. **ELECTION OF THE DEACONS:**

- 1) **Number of Deacons:** The Deacon Board shall be composed of not less than four (4) members, comprising the officers, but not more than twelve (12) members. The Deacon Board shall determine the exact number of its members.
- 2) **Term of Office:** Deacons shall be elected to serve an initial term of three (3) years and re-affirmed through the same election process by the VBC membership annually thereafter.
- 3) **Qualifications of Deacon:** Deacons shall be elected from a list of nominees who fulfill the scriptural definition as found in Acts 6:1-6 and I Timothy 3:8-13, be a current member of VBC for at least six (6) months prior to nomination, and be presented to the VBC Congregation as a nominee by the Deacon Nominating Committee described in section 4.F of this Article V.
- 4) **Nominations:** Nominations to the Deacon Board shall be determined by a Deacon Nominating Committee, an ad-hoc committee which may be formed by the Deacon Board to nominate additional or replacement Deacon Board members for election at any time, subject to the maximum number of members stated in paragraph B.1 above. The committee shall consist of two (2) Deacon Board representatives and four (4) members at large. The Chairman of this committee shall be one of the four members at large and shall be elected within the committee. The Chairman shall have the responsibility for contacting all nominees under consideration. The slate of Deacon nominees shall be presented to the VBC congregation by the Deacon Nominating Committee at least two (2) weeks prior to the election.
- 5) **Elections to Affirm:** A vote of affirmation in favor of a Deacon candidate by at least three-fourths (3/4ths) of the eligible voting members present affirms the candidate’s selection; but a vote of affirmation by less than three-fourths (3/4ths) of eligible voting members present denies the candidate Deaconship at that time.

- 6) **Removal, Absence, or Resignation of Deacons:** A Deacon may resign from the Deacon Board at any time, but should do so in writing. A Deacon may take a leave of absence of not more than three (3) months explicitly by written request in advance, or implicitly by missing six (6) consecutive meetings, during which time said Deacon becomes inactive, is not eligible to vote on the Deacon Board, and is not considered in determining a Deacon Board meeting quorum. Following said leave, a Deacon may be requested to resign or be recommended and voted for removal. A Deacon may be removed from the Deacon Board only by recommendation of the Deacon Board presented to and voted by the congregation for a removal vote of greater than three-fourths (3/4ths) of the eligible voting VBC members present.

C. DUTIES OF THE BOARD OF DEACONS:

- 1) **To unburden the Elders:** To unburden the Elders who are to be “devoted to prayer and the ministry of the Word.” (Acts 6:1-4)
- 2) **To assist in shepherding:** The Deacons are to assist the Elders and Pastors in providing a shepherding ministry to the congregation. This may require:
 - a) Assisting the Elders in administering the ordinances
 - b) Visiting the sick
 - c) Counseling
 - d) Comforting the bereaved
 - e) Interviewing candidates for membership
- 3) **Temporal and Other Duties:** Serving the body of Christ; to serve tables; the daily distribution of food to widows (The word “deacon” means simply “one who serves.”) (Acts 6:1,2)
 - a) Responsible for Benevolent Fund disbursements.
 - b) The administration and supervision of the care, maintenance, improvements, and use of all VBC property.
 - c) Responsible for all Federal, State, and City ordinances that pertain to VBC and compliance to these laws.
 - d) Supervise the raising and dispersing of funds in accordance with the adopted budget approved by the VBC congregation.
 - e) Prepare a budget for each ensuing fiscal year and present it to the VBC congregation for approval.
 - f) Inform the VBC congregation at least quarterly as to the financial condition.
 - g) Keep and maintain adequate records.
 - h) Insure VBC-owned buildings for at least eighty (80%) percent of book value against loss due to fire casualty.
 - i) The Board may authorize non-budget expenditures of up to three thousand dollars (\$3,000.00) in any one month. The executive committee of the Board may approve non-budget expenditures as defined in Section 4.A of this Article V without calling a meeting of the full Board. Expenditures, encumbrances, or the sale of property that involve values in excess of three thousand dollars (\$3,000.00) must have VBC approval. Notwithstanding the foregoing, however, in situations where actions which the Deacon Board deems need to be taken in the best interests or to meet the needs of VBC, but where a congregational meeting cannot be convened before the action must be taken, the Deacon Board may authorize an expenditure of up to five thousand dollars (\$5,000). Such expenditures may be made no more than twice per fiscal year, and the congregation must be notified immediately thereafter of the reason for the expenditure.

D. MEETINGS OF THE BOARD OF DEACONS:

- 1) **Frequency of meetings:** The Board of Deacons shall meet face-to-face, in-person on a regular basis, not less frequently than twelve (12) times each fiscal year. The Chairman of the Deacon Board shall schedule meetings as needed to conduct the business of VBC, the Deacon Board, and to carry out the duties required by this Constitution and bylaws.
- 2) **Quorum:** For business meetings of the Deacon Board, a quorum shall consist of greater than fifty percent (50%) of the then active Deacons.
- 3) **Voting:** Each Deacon shall have one equal vote. The Deacon Board shall seek to reach a unanimous consensus on all issues before it. In the event that, in the Chairman’s (or in his absence, the Vice-Chairman’s) judgment, such consensus can not be achieved, a super majority of two-thirds (2/3rds) of the then active Deacons shall rule on any question before the Deacon Board; provided, however, that a unanimous vote of the active Deacon Board members shall be required for a recommendation of disbandment pursuant to Article VII, Section 2 hereof.

- 4) **Virtual meetings:** The Deacon Board may use email, conference calls, voice mail, and other virtual meeting capabilities as necessary or convenient to conduct special business meetings from time to time, provided said virtual meetings are not included in the minimum frequency of meetings as stated in D.1 above. Virtual meetings shall be conducted applying the same quorum, voting, resolution, documentation, minutes, and record-keeping formalities used for face-to-face in-person meetings.
 - 5) **Visitors:** All Board meetings will be open to all VBC members on a non-voting status. When the agenda includes confidential matters, at the discretion of the Chairman, visitors may be excluded from that portion of the meeting.
4. **STANDING COMMITTEES:** The following committees shall be established under the direction of the Board of Deacons to assist in conducting the business of the Church:
- A. **Executive Committee:** Shall consist of the Deacon Board officers and Pastor(s). They shall meet as often as necessary to administer and supervise the week-to-week operations of VBC. They may approve a non-budgeted expenditure of up to \$500.00 per month according to prudent discretion if all committee members are in agreement. They shall report to the full Deacon Board each month on any action taken.
 - B. **Finance and Stewardship:** Shall consist of the Treasurer, a Financial Secretary appointed by the Deacon Board, a pastor (preferably the Pastor of Administration if applicable) and at least three (3) VBC members at large appointed by the Treasurer. They shall meet monthly to review all income and expenses and make recommendations to the Deacon Board regarding non-budgeted expenditures and other financial matters. They shall report each month to the full Deacon Board regarding recommendations and authorized actions taken.
 - C. **Campus Improvement Team:** Shall be responsible for maintenance, repairs, and improvements to the facility. Where possible, the committee may perform, or at least assist in performing, these, but where such maintenance, repairs, or improvements cannot be performed by the committee, they should be recommended to the Deacon Board so appropriate action can be taken.
5. **MINISTRY TEAMS:** The following ministry teams are established to assist in accomplishment of VBC's mission and vision as set forth by the Elders. Each ministry team shall be overseen by an Elder of the Church, who will be responsible for the organization, membership, and activities of the team.
- A. **Biblical Foundations:** This ministry team will be responsible for programs related to providing VBC members with a strong Biblical foundation, including, for example, but not limited to, Christian Education, Children's Church, Vacation Bible School, etc.
 - B. **Outreach:** This ministry team shall be responsible for programs related to evangelizing and spreading the Word of God to the unchurched, including, for example, but not limited to, Outreach to the local Community, Local Missions, Support of international missions, etc.
 - C. **Community:** This ministry team shall be responsible for activities which strengthen familial bonds among the membership of the Church, provide for fellowship and growth, and/or invite and welcome other into our midst, including, for example, but not limited to, holiday get-togethers, youth programs, visitor followup, etc.
 - D. **Worship:** This ministry team shall be responsible for activities designed to give the Church opportunity to meet and participate in worship and praise, including, for example, but not limited to, coordination of Sunday morning worship services, music programs, provision for and maintenance of musical instruments related to these programs, etc.
6. **OTHER APPOINTED POSITIONS:** The following individual positions shall be established each year by the Board of Deacons.
- A. **Financial Secretary:** Shall be appointed by the Deacon Board. He or she shall keep a record of names and offerings of individual contributors and furnish each with an annual statement of their giving record.
 - B. **Church Clerk:** Shall be appointed by the Deacon Board. He or she shall maintain the membership roll as directed by the Deacon Board and keep a record of all baptisms and transfer of records.

ARTICLE VI PASTORATE AND STAFF

1. THE PASTORS:

- A. The Pastors shall be members of VBC. The Pastors shall perform all the functions of the ministry and are ex-officio members of the Board of Deacons. Each of their terms of office shall continue until he resigns or he is removed by VBC action.
- B. The Pastors shall be in charge of all staff personnel as assigned by the Deacon Board, but hiring and dismissal shall be subject to the provisions set forth in this constitution under Section 3 of this Article VI.

2. PASTORAL RELATIONS:

- A. **Pulpit Committee:** When it is necessary to call a Pastor, a Pulpit Committee shall be formed consisting of the Deacon Board members and such others as the Deacon Board may appoint to take the necessary steps in securing a Pastoral candidate. The Committee shall investigate the merits of every man under consideration in regard to personal character, education, ministerial record, and preaching ability to determine his fitness for the pastorate. When a suitable man has been found, the Committee shall recommend him to VBC for their consideration.
- B. **Calling a Pastor:** The call of a Pastor shall come before VBC at the Annual Business meeting or a specially called business meeting. Only one candidate shall be presented to VBC at one time. The vote shall be by written, secret ballot of eligible voting members requiring a two-thirds (2/3rds) majority for extending a call.
- C. **Pastors' Salary and Vacation:** Salary and amount of vacation shall be fixed at the time of the call. A change in salary may be proposed by the Deacon Board for approval by VBC. Vacation schedule shall be approved by the Deacon Board.
- D. **Terminating of Pastors:**
 - 1) The Pastor shall first give his resignation to the Deacon Board before it is presented to VBC by the Deacon Board.
 - 2) All action to dismiss the Pastor shall be referred to the Deacon Board for its consideration, before action is taken by VBC. The Deacon Board shall be required to present to VBC any written request for the dismissal of the Pastor when signed by one-tenth (1/10th) of the eligible voting membership of VBC. The pastoral relation shall in all cases be formed or dissolved by an affirmative secret ballot of a two-thirds (2/3rds) majority of the members present at a business meeting of which notice shall have been given in VBC announcements on the two (2) Sundays preceding such a meeting.

3. ADDITIONAL STAFF:

- A. **Ministerial staff:** The Deacon Board shall be responsible for recommending individuals to VBC. Any person under consideration shall be introduced to VBC and the membership shall be given ample opportunity to review his qualifications. A vote shall come before VBC at a specifically called business meeting. A call shall require the affirmative vote of at least two-thirds (2/3rds) of the members present.
- B. **Maintenance Personnel:** The Deacon Board shall be responsible for hiring individuals to maintain VBC property.
- C. **Salary and Vacations:** For any additional staff member, salary and amount of vacation shall be determined at the time of hiring. The Deacon Board may approve changes in salary consistent with cost of living increases. Changes in salary in excess of cost of living increases may be proposed by the Deacon Board and submitted to VBC for approval. The Deacon Board shall approve vacation schedules.
- D. **Termination of Additional Staff:** Termination of non-pastoral staff may be done as an action of the Deacon Board. Resignations of non-pastoral staff may be accepted by the Deacon Board.

- 4. **SALARY REVIEW:** The Deacon Board shall review all pastoral and support staff salaries on an annual basis prior to the Annual Meeting.

ARTICLE VII MEETINGS, AMENDMENT AND PROCEDURE

1. **BUSINESS MEETINGS:**

- A. The Annual business meeting shall be held during the month that ends the fiscal year, as designated by the Deacon Board. The agenda and proposed budget shall be published with the VBC bulletin at least two (2) weeks prior to the meeting. The agenda shall include at least a ministry review, a financial report, Deacon Board actions, and consideration of new business.
- B. Additional Ministry Review meetings may be held at the discretion of the Deacon Board.
- C. Special business meetings may be called for stated purposes by the Deacon Board or upon written request to the Deacon Board of at least fifteen (15) voting members of VBC. Notice shall be given from the pulpit at least two (2) Sundays preceding the meeting, and matters considered shall be limited to those contained in the notice. Emergency business meetings may be called by the Deacon Board with less than two weeks notice only in situations where circumstances beyond the control of the Deacon Board dictate that action must be taken in less than the time frame required to give two weeks notice to the congregation, but congregational approval of the action is either required by the constitution or desired by the Deacon Board.
- D. A quorum shall consist of at least twenty percent (20%) of the eligible voting members at the regularly scheduled business meeting or special business meeting. The minimum voting age shall be eighteen (18) years of age.
- E. A two-thirds (2/3rds) majority of all eligible members present and voting shall be required to decide any questions before the VBC congregation.
- F. Parliamentary Procedure: When problems in procedure occur within the Deacon Board, in a standing committee, or in a VBC business meeting, the Executive Committee will determine the governing rule.

- 2. **DISBANDMENT:** Disbandment of the congregation and dissolution of VBC shall require a unanimous Deacon Board vote and resolution, and Deacon Board recommendation to the congregation, requiring a written vote in favor of disbandment of greater than three-fourths (3/4ths) of all eligible voting VBC members of record on the VBC Membership roll, including both those absent from, and those present at a congregational meeting to decide such matter. In the event of disbandment of the congregation, the property, or the sale proceeds thereof, shall be transferred in accordance with lawful wind-up of non-profit religious organizations, and may include transfer of property and other assets to the Rocky Mountain Baptist Conference. The Executive Committee shall be responsible for winding up the business affairs of VBC.

- 3. **PROVISION FOR AMENDMENT:** Changes to this constitution may be desired from time to time. To encourage amendment rather than to disregard its provisions, the following procedure is specified:

- A. Any member may submit a written notice of a proposed amendment to the Deacon Board at least four (4) weeks prior to the Annual business meeting, or a special business meeting, called by the Deacon Board.
- B. The Deacon Board shall place the proposed amendment on the agenda for the meeting. At the meeting, the petitioner may move for consideration of the amendment.
- C. The constitution and bylaws shall be reviewed at least every three (3) years by a committee approved by the Deacon Board.

ARTICLE VIII MISCELLANEOUS

1. VBC is organized, and this Constitution and Bylaws shall be construed, under the laws of the State of Colorado.
2. The principal offices of VBC shall be in Thornton, Colorado. VBC, as required by the laws of Colorado, shall at all times maintain a registered office and agent in Colorado, and maintain in good standing as to corporate status with state authority.
3. VBC, at its offices, shall keep correct and complete books and records of account, and shall also keep minutes of the proceedings of its Deacon Board, and shall keep a record of the names and addresses of all Deacon Board members and all VBC members. All books and records may be inspected by any Deacon Board or VBC member at any reasonable time.
4. VBC is a faith-based organization and looks to God as the ultimate supplier of all spiritual and temporal needs. The Deacon Board, VBC staff, and VBC membership shall, however, assume an attitude of responsibility and honest endeavors before God to obtain and manage funds for the organization's expenses and ministry.
5. Effective Date: This Constitution and Bylaws are effective, as amended, the 26th day of February, 2006.