

The  
CONSTITUTION  
Of  
BURKE COMMUNITY CHURCH



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**BURKE COMMUNITY CHURCH  
CHARTER COVENANT**

Revised May 18, 2014

**I. BURKE COMMUNITY CHURCH STATEMENT OF FAITH**

**PRIMARY DOCTRINE**

1. GOD .....	5
a) GOD THE FATHER .....	5
b) GOD THE SON .....	5
c) GOD THE HOLY SPIRIT .....	5
2. THE BIBLE.....	6
3. MANKIND.....	6
4. SIN.....	6
5. REDEMPTION/SALVATION .....	6
6. ETERNAL LIFE .....	7
7. ASSURANCE OF SALVATION .....	7
8. SANCTIFICATION.....	7
9. CHRIST'S RETURN .....	8
10. JUDGMENT.....	8
11. THE CHURCH .....	8

**II. BURKE COMMUNITY CHURCH BY-LAWS**

A. <u>ARTICLE I: NAME</u> .....	9
B. <u>ARTICLE II: PURPOSE AND POWERS</u> .....	9
C. <u>ARTICLE III : THE CONGREGATION</u> .....	9
SECTION 1: COMPOSITION .....	9
SECTION 2: MEMBERS.....	9
SECTION 3: FRIENDS.....	9
SECTION 4: ROLL OF MEMBERS .....	9
SECTION 5: VOTING IN CONGREGATIONAL MEETINGS .....	10
SECTION 6: GENERAL POWERS.....	10
D. <u>ARTICLE IV: CHURCH DISCIPLINE</u> .....	10
SECTION 1: AGREEMENT .....	10
SECTION 2: PROCEDURE .....	10
SECTION 3: REINSTATEMENT.....	11
E. <u>ARTICLE V: VOCATIONAL PASTORS</u> .....	11
SECTION 1: QUALIFCATIONS .....	11
SECTION 2: DUTIES.....	11

SECTION 3: CALL OF VOCATIONAL PASTORS AND ASSOCIATE PASTORS .....	12
SECTION 4: TERMINATION.....	12
<b>F. <u>ARTICLE VI: THE COUNCIL OF ELDERS</u>.....</b>	<b>13</b>
SECTION 1: COMPOSITION AND GENERAL POWERS.....	13
SECTION 2: OFFICERS .....	13
SECTION 3: MEETINGS .....	13
SECTION 4: SPECIAL COMMITTEES .....	14
SECTION 5: RESPONSIBILITIES .....	14
SECTION 6: CRITICAL MINISTRY FUNCTIONS.....	14
<b>G. <u>ARTICLE VII: DEACONS</u> .....</b>	<b>14</b>
SECTION 1: DEACON COMMISSION .....	14
SECTION 2: APPOINTMENT OF DEACONS.....	14
SECTION 3: TERMS OF OFFICE.....	15
<b>H. <u>ARTICLE VIII: MINISTRY TEAMS</u>.....</b>	<b>15</b>
SECTION 1: LEADERSHIP OF MINISTRY TEAMS.....	15
SECTION 2: COMPOSITION OF MINISTRY TEAMS .....	15
SECTION 3: OPERATION OF MINISTRY TEAMS .....	15
SECTION 4: MINISTRY TEAM COORDINATION .....	15
<b>I. <u>ARTICLE IX: THE ROLE OF THE CHURCH STAFF</u> .....</b>	<b>16</b>
SECTION 1: COMPOSITION AND GENERAL POWERS.....	16
SECTION 2: LEADERSHIP OF THE CHURCH STAFF.....	16
SECTION 3: OPERATION OF THE CHURCH OFFICE.....	16
SECTION 4: DISPOSING OF TANGIBLE GIFTS .....	17
<b>J. <u>ARTICLE X: TRUSTEES</u> .....</b>	<b>17</b>
SECTION 1: COMPOSITION AND GENERAL POWERS.....	17
SECTION 2: OFFICERS .....	17
SECTION 3: MEETINGS .....	17
<b>K. <u>ARTICLE XI: CONGREGATIONAL MEETINGS</u>.....</b>	<b>17</b>
SECTION 1: SEMI-ANNUAL MEETINGS.....	17
SECTION 2: SPECIAL MEETINGS.....	18
SECTION 3: QUORUM.....	18
SECTION 4: ADJOURNED MEETINGS .....	18
SECTION 5: NOTICES.....	18
SECTION 6: CHAIRMAN AND CLERK .....	18
SECTION 7: RULES OF ORDER .....	18
<b>L. <u>ARTICLE XII: ELECTIONS OF ELDERS</u>.....</b>	<b>19</b>
SECTION 1: ELIGIBILITY .....	19
SECTION 2: TERMS .....	19

SECTION 3: NOMINATIONS .....	19
SECTION 4: ELECTIONS .....	19
SECTION 5: VACANCIES.....	19
<b>M. <u>ARTICLE XIII: GENERAL PROVISIONS</u>.....</b>	<b>20</b>
SECTION 1: FISCAL YEAR.....	20
SECTION 2: REVIEW OF FINANCIAL STATEMENTS AND RECORDS.....	20
SECTION 3: AMENDMENTS OF BYLAWS.....	20
SECTION 4: DISSOLUTION OF THE CHURCH .....	20

# BURKE COMMUNITY CHURCH STATEMENT OF FAITH

## A. PRIMARY DOCTRINE

### 1. GOD

God has revealed Himself to be the living and true God. There is one God who is the Creator and Preserver of all things. He is one, existing eternally in the three Persons of the Trinity-- Father, Son, and Holy Spirit--who are of one essence and co-equal (Deut. 6:4-5; Matt. 28:19-20; 2 Cor. 13:14; Rev. 1:4-5).

#### a) GOD THE FATHER

God the Father works all things according to His own purpose (Acts 17:24-28). He is sovereign over all (Ex. 15:18; Ps. 97:1-5; Is. 6:1). His creative purpose and redemptive plan cannot be thwarted (Gen. 50:20; Prov.19:21; John 6:44; Acts 2:23).

#### b) GOD THE SON

Jesus Christ is God (Jn. 8:58, 20:28), the eternally pre-existent Son and living Word (John 1:1), who became incarnate through His miraculous conception by the Holy Spirit and His virgin birth (Matt. 1:18-24; Lk. 2:26-38). He is perfect Deity and true humanity united in one person (Phil. 2:5-11). Both natures are whole, perfect and distinct. He was tempted in all ways, yet lived a sinless life (Heb. 4:15). He was obedient to God the Father, even unto death (Phil. 2:8). He voluntarily atoned for sinners by dying on the Cross as their substitute and shedding His blood for the forgiveness of their sins (Rom. 3:22-26). He thus revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God (Rom. 8:1-4). On the third day in the tomb, He rose from the dead in the same body, though glorified, in which He lived and died (Lk. 24:31, 36; Phil. 3:21; Heb. 7:16, 24). He ascended bodily into heaven (Acts 1:6-11) and sits at the right hand of God the Father (Col. 3:1; Heb. 1:3), where He, the only mediator between God and man (1 Tim. 2:5), continually makes intercession for believers (Rom. 8:34; Heb. 7:25). He will come again to complete His saving work and to complete God's redemptive purpose (Jn. 14:3; 1 Thess. 4:16-18; Phil. 1:6).

#### c) GOD THE HOLY SPIRIT

The Holy Spirit reveals and glorifies Christ (Jn. 16:7-15) and applies the saving work of Christ to men (Eph. 1:17-18; Jn. 3:5-8; Rom. 8:14; 2 Cor. 3:18). He convicts the world of sin, truth, righteousness, and judgment (Jn. 16:8). He draws sinners to Christ (Jn. 6:44), imparts new life to them (Jn. 3:5-8), continually indwells them (Gal. 4:6-7) from the moment of spiritual birth in order to conform them ultimately to the image and likeness of Christ (2 Cor. 3:17-18), and seals them until the day of redemption (Eph. 1:13-14). His fullness, power, and control are appropriated in the believer's life by faith (Eph. 2:8, 9). The Holy Spirit alone administers spiritual gifts to the Church for the common good of all believers (1 Cor. 12:7).

## **2. THE BIBLE**

The basis of our beliefs is the Bible, God's written Word, which includes and is limited to the 39 books of the Old Testament and the 27 books of the New Testament. It was uniquely, verbally, and fully inspired by the Holy Spirit, and it was written free from error in the original manuscripts. It is the supreme and final authority in all matters on which it speaks. It is the only infallible rule in faith and practice. All doctrinal statements must be measured against the full counsel of God in Holy Scripture (Josh. 1:8; Ps. 119; Jn. 17:17; 2 Tim. 3:15-17).

## **3. MANKIND**

People were created in the image and likeness of God (Gen. 1:26-27) to know, glorify, worship, and enjoy Him forever. Tempted by Satan, mankind willfully disobeyed God and sinned (2 Cor. 11:3, 14). Thus, people were alienated from their perfect Creator and plunged into a state of sin and separation from God (Rom. 3:9-20, 5:12-19). That historic fall brought all people under the sentence of eternal condemnation and death (Rom. 5:16, 18). Man's nature is corrupt (Titus 1:15), and he is thus, apart from the grace of God through faith, totally unable to please God (Rom. 8:8), have fellowship with Him, or even enter into His presence (Ps. 5:4; Prov. 28:9; Is. 1:15). Everyone is in need of salvation (Rom. 6:23) through the substitutionary death of Jesus Christ as full payment for his sin and renewal by the Holy Spirit.

## **4. SIN**

Sin is disobeying God and attempting to live and to meet our needs independently of Him (Rom. 3:10-26, 5:12-19; 1 Jn. 1:8-10).

## **5. REDEMPTION/SALVATION**

Human salvation is wholly a work of God's free grace and is not the work, in whole or in part, of human merit or goodness or religious ceremony (Eph. 2:8-9; Titus 3:5-7). We believe Jesus died upon the cross as a sinless substitute for sinners of all ages and times (Rom. 3:21-28, 5:17-19; Jn. 3:16). Without the shedding of blood, there is no forgiveness of sin (Heb. 9:22). Therefore, His death perfectly satisfies the demands of God's holy justice and appeases His holy wrath (Rom. 5:10; Col. 1:20-22).

All who receive, by faith, the resurrected Jesus Christ as Savior and Lord are spiritually born into permanent relationship with God by the indwelling Holy Spirit (Eph. 1:13-14). Thus, God imputes His righteousness to those who put their faith solely in the substitutionary death of Christ for their salvation (Rom. 4:11, 22-24). As a result of this faith, the redeemed sinner receives eternal life and is now freed from the penalty (Rom. 8:1) and power (1 Cor. 15:50; 1 Pet. 4:11) of sin and, in heaven, from the very presence of sin (Rev. 21:1-4). Redemption does not, however, promise that we will escape the earthly consequences of past, present, or future sinful acts (Heb. 12:6, 10; Deut. 8:5; Ps. 94:10). Neither is one's station in life, physical circumstances, financial status, etc., necessarily indicative of the state of one's heart before or after salvation. God may grant physical health and material prosperity to some, but

this is because of His specific grace alone in accordance with His sovereign purpose and plan (Phil. 4:10-13).

## **6. ETERNAL LIFE**

Eternal life is a relationship that begins at the moment of salvation and continues forever. Eternal life is knowing the one true and living God and Jesus Christ whom He sent (Jn. 17:3; 1 Jn. 5:11-13).

The great end, which Christianity sets before us, is the joy of eternal life in the knowledge and presence of the eternal God (1 Cor. 2:9; Phil. 3:30-21). Whoever rejects the Son will not see life, for God's wrath remains on him (Jn. 3:36; Rom. 8:6-8).

When the Holy Spirit indwells the new believer at the moment of salvation, He imparts this eternal life to the believer (1 Cor. 1:21-22).

Although all die physically, God will ultimately resurrect all believers in glorified bodies that are incorruptible, without sin, decay, illness, pain, or death—finally perfected for eternal life (1 Cor. 15:35-57; Rev. 21:3-4).

## **7. ASSURANCE OF SALVATION**

Since human salvation is wholly a work of God's grace and is not the work, in whole or in part, of human merit or goodness or religious ceremony, salvation rests securely with God.

All who are born again of the Spirit can be assured of their salvation from the very moment at which they trust Christ as their Savior and Lord. Nothing can separate us from the love of God (Rom. 8:38-39). This assurance is not based upon any kind of human merit or feelings, but on the promise of God and the testimony of the Holy Spirit to the believer through His Word. Further, when a person is born of the Spirit of God, he is a new creation (2 Cor. 5:17). He now desires to please God. This new inclination, the intent of the heart, is called repentance and is evidence of a changed life (Jn. 10:25-30; Rom. 5:1-5, 8:1, 28-39; 1 Jn. 2:19, 5:13). Therefore, the three-fold witness of salvation—the witness of Scripture, the witness of the indwelling Holy Spirit, and the witness of a changed life—is God's assurance that the believer is a child of God.

## **8. SANCTIFICATION**

From the moment of salvation, every believer is being conformed to the likeness of Jesus Christ by the Holy Spirit (2 Cor. 3:18; 5:17). This process is called sanctification. God's promise is that He is faithful to complete this process that He began in us (Phil. 1:6).

God created us in Christ Jesus to do good works which He prepared in advance for us to do so that people will see our good works and praise our Father in Heaven (Eph. 2:10). The Holy Spirit is the active agent in fulfilling these good works (John 15:5); the responsibility of the believer is to obey (1 Sam. 15:22).

Unrighteousness, such as sexual immorality, greed, adultery, homosexuality, or drunkenness is not acceptable in the holy life God desires for His followers. However, through

repentance, obedience to the Word of God, and empowering of the Holy Spirit, the believer is able to grow in holiness and actively participate in the life of the church, becoming more and more like the Lord Jesus Christ. (1 Corinthians 6:9-11)

## **9. CHRIST'S RETURN**

Jesus Christ will come again to the earth—personally, visibly, and bodily—to consummate history and fulfill the eternal plan of God the Father. No man knows the day and time of Jesus' return, but the fact of His return is certain. The Scriptures declare that when Jesus returns to the earth in glory, every eye will behold Him, every knee will bow, and every tongue will confess that Jesus Christ is Lord to the glory of God the Father. Christians are to be about the Father's business and are to maintain an attitude of expectancy (Acts 1:11; Heb. 9:28; Mk. 8:38; 2 Thess. 1:10; Rev. 1:7; Jn. 5:28-29; Rom. 8:17-21).

## **10. JUDGMENT**

There will be a day when everyone who has lived must stand before the Judgment Seat of Christ (Rom. 14:10; 2 Cor. 5:10; Heb. 9:27).

Christians—all who confess Jesus Christ as Savior and Lord—have already been judged at the Cross and have passed from death to life, from condemnation to salvation (Rom. 8:1). Their names will be in the Lamb's Book of Life (Rev. 3:5, 13:8, 20:12, 21:27), and they will be ushered into God's presence forever. Their works, however, will be judged and each Christian will receive what is due him for the things done while in the body (Matt. 5:12, 10:41-42, 16:27; Eph. 6:8; Col. 3:24).

Non-believers—anyone whose name is not found written in the Book of Life—will be thrown into the lake of fire, which is the second death, being punished with everlasting destruction and shut out from the presence of the Lord and the majesty of His power (Heb. 10:27; 2 Pet. 2:4, 9, 3:7).

## **11. THE CHURCH**

Jesus Christ is the Head of the Church, His Body (Eph. 2:19-22, 4:11-13). The Church is not a building or an institution; rather it is composed of all people who have received salvation. Christ's people are to assemble together regularly to devote themselves to worship, teaching, fellowship, breaking of bread, and prayer (Acts 2:42). The Lord Jesus Christ commanded His Church to proclaim the Gospel throughout the world and to disciple men of every nation, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to obey all He has commanded. The church is to reflect the love of Christ through its service to others (Matt. 28:16-20).

Two ordinances have been entrusted to the Church: baptism and communion. They are not, however, to be regarded as means of salvation.

# **BURKE COMMUNITY CHURCH BY-LAWS**

Revised May 18, 2014

## **A. ARTICLE I: NAME**

The name of this organization is Burke Community Church.

## **B. ARTICLE II: PURPOSE AND POWERS**

This church is organized for the purpose of conducting the ecclesiastical and corporate affairs of a local church in accordance with the “Constitution of Burke Community Church,” hereinafter referred to as the Constitution. Corporately, the powers of the church shall include the right to acquire personal and real property by purchase, gift, bequest, or device and to hold, sell, lease, convey, mortgage, or otherwise encumber same.

## **C. ARTICLE III: THE CONGREGATION**

### **SECTION 1: COMPOSITION**

The congregation is composed of members who have united on profession of faith, together with their children, and friends.

### **SECTION 2: MEMBERS**

Members shall be received by the Council of Elders upon giving assurance of their faith in Jesus Christ and their willingness to serve Him through this church. Members express their faith by participating in the life of the church; by exercising their spiritual gifts; by attending church services regularly; by giving of their time, talents, and treasure; by yielding honor, encouragement, and obedience to elders; and by participating in congregational meetings.

### **SECTION 3: FRIENDS**

The church, being primarily a fellowship of the saints with Christ the Head, welcomes the fellowship and service of non-members in all areas with the exception that non-members shall not lead a BCC-sponsored ministry; hold elected office; or vote at congregational meetings.

### **SECTION 4: ROLL OF MEMBERS**

A roll of members’ names shall be maintained by the Council of Elders through the church office. The roll shall indicate active or inactive status as determined by the Council of Elders.

Names shall be added to the roll when persons have been accepted into membership by the Council of Elders. Names shall remain on the roll until death or removal terminates the member's status by the Council of Elders.

## **SECTION 5: VOTING IN CONGREGATIONAL MEETINGS**

Voting is limited to active members who are eighteen years old or older. A member shall be considered inactive by the Council of Elders (reference Art. III, Section 4) if he or she has been absent from all services for one year, provided he or she is not hindered by sickness or disability, showing no interest and giving no response to contacts from the Council of Elders. Membership rolls shall be reviewed at least ten (10) days prior to a congregational meeting at which elections are scheduled to determine those eligible to vote in said elections. Absentee ballots may be requested and are acceptable if they have been delivered to the Clerk of the Council of Elders prior to the meeting. Proxy ballots will not be acceptable in any case.

## **SECTION 6: GENERAL POWERS**

The general powers of the congregation shall be:

- To authorize the trustees to transact corporate business such as buying, selling, receiving or giving real or other property.
- To elect its elders and the nominating and search committees.
- To call its senior pastor.
- To approve the annual ministry plan (including its associated budget).
- To make changes to the church Constitution and its bylaws.

## **D. ARTICLE IV: CHURCH DISCIPLINE**

### **SECTION 1: AGREEMENT**

Members upon joining the church agree to work and worship together in harmony, settling conflicts within the fellowship according to Scripture. Members agree not to pursue legal action against or sue in civil court, the pastors, officers, church staff or other members in connection with the performance of their official duties.

### **SECTION 2: PROCEDURE**

Christians are admonished not to "continue to sin" but to confess and forsake sinful acts and attitudes. In the event of persistent, unrepented sin, it may become necessary to correct sinning church members. The ultimate goal of any disciplinary action is to restore the Christian to full fellowship with God and the church.

- a) All church discipline shall be conducted with love, in privacy. Only after unsuccessful private attempts, according to the Scriptures, shall offenses be referred to the Council of

Elders and exclusion from church office or membership be considered.

- b) In the event of unrepented sin or unresolved differences between individual members, reconciliation and repentance shall be sought in private. Should such attempts fail, the matter shall be referred to the Council of Elders who shall carefully investigate the allegations. If necessary, after efforts to promote restoration and reconciliation, the Council of Elders shall effect final disposition of the case, which may include dismissal from any leadership position, role, office, and/or membership, if required.
- c) Elders as leaders are subject to stricter standards of discipline. In the event of unrepented sin and the failure of attempts to resolve the matter in private or within the Council of Elders, the Council shall consider public correction as an example, according to the Scriptures. (1 Timothy 5:17-20)

### **SECTION 3: REINSTATEMENT**

If the dismissed member repents, and if possible, makes restitution, he will be restored to the body by the Council of Elders.

## **E. ARTICLE V: VOCATIONAL PASTORS**

### **SECTION 1: QUALIFICATIONS**

- a) Pastors, by virtue of their office, shall be voting members of Burke Community Church. They shall be men totally committed to Jesus Christ as Lord, filled with the Holy Spirit, with a burden for world evangelism, and be committed to the discipleship of Christians to maturity in Jesus Christ. They shall be personally active in winning the lost, binding up the broken-hearted, able to teach the Word accurately and effectively and to counsel believers spiritually. Most of all, they must be men of God, aspiring to holiness of attitude and life, who can lead Burke Community Church to fulfill its calling and to maintain its unity in the bond of peace.
- b) Associate pastors called to functional areas of ministry, by virtue of their offices, shall be members of Burke Community Church. They shall be totally committed to Jesus Christ as Lord, filled with the Holy Spirit, with a burden for evangelism, and be committed to the discipleship of Christians to maturity in Jesus Christ. They shall be people of God aspiring to holiness of attitude and life. Gifts, training, and experience, appropriate to the functional areas to which they are called shall qualify them.
- c) The Senior Pastor is an elder and serves on the Council of Elders.

### **SECTION 2: DUTIES**

- a) The Senior Pastor, in concert with the Council of Elders and other vocational pastors, shall teach the congregation biblical truths, exercise watchful and responsible care over the total ministry, shepherd the flock, provide spiritual leadership, train the elders and other pastoral staff to share pastoral and support duties, and disciple, direct, and monitor

the ministries of the other pastors.

- b) The Senior Pastor shall report directly to the Council of Elders; all other pastors and associate pastors shall report to the Senior Pastor or his pastoral designee.
- c) The Senior Pastor shall lead the church staff (see Article VIII) in developing an annual ministry plan that addresses ministry objectives, an integrated calendar of major events for the year, and an integrated budget to support the plan. The Senior Pastor shall ensure ministry teams are invited to submit their recommendations for the ministry plan. After receiving approval from the Council of Elders, the Senior Pastor shall present the ministry plan to the members for approval.
- d) Major sections of the ministry plan shall address equipping the saints for ministry, the multiplication of the ministry, and the current needs of need in the community.
- e) Once annually, but not later than the first Sunday in February, the Senior Pastor shall devote his sermon to “The State of Burke Community Church.”
- f) Associate pastors called to functional areas of ministry shall have those areas of ministry defined by the Council of Elders. Their ministries shall be reviewed annually by the Senior Pastor or his designee with a view toward adjusting assignments in light of their needs and gifts and the needs of the ministries of Burke Community Church. The Senior Pastor or his designee shall report the results of his annual review to the Council of Elders.

### **SECTION 3: CALL OF VOCATIONAL PASTORS AND ASSOCIATE PASTORS**

- a) For Senior Pastor, the Council of Elders shall announce the need for a search committee and the date for a meeting to be held in three weeks to address this issue. During the next two weeks the Council of Elders shall receive names in nomination for this search committee. One week before the meeting, the Council of Elders shall prayerfully choose a list of members to be on this search committee. The membership shall ratify or reject the list by their vote at the meeting.
- b) The Search Committee shall prayerfully investigate prospects for Senior Pastor, using the guidelines stated in Article V, Section 1, and direction from the Council of Elders. They shall submit the names of one or more qualified persons to the Council of Elders.
- c) The Council of Elders shall consider the committee’s recommendation, and in coordination with the search committee, shall conduct any additional investigation or interviews deemed necessary, and shall recommend a single candidate to the congregation.
- d) For pastors other than the Senior Pastor, the Council of Elders shall be the final hiring authority and set, conduct or delegate any investigation or interviews deemed necessary in support of the hiring process.

### **SECTION 4: TERMINATION**

Vocational pastors or associate pastors may resign from Burke Community Church by giving written notice of intent to resign to the Clerk of the Council of Elders sixty (60) days in advance. Any vocational pastor or associate pastor may be dismissed for cause by a unanimous vote of the Council of Elders, at a meeting duly called with notice to all members of the Council of Elders wherein the purpose of the meeting is stated and after opportunity is given to the vocational pastor/ associate pastor to explain his position in relation to the cause

for dismissal. In the case of termination of a pastor who is also an elder, a unanimous vote of the other elders is all that is required.

## **F. ARTICLE VI: THE COUNCIL OF ELDERS**

### **SECTION 1: COMPOSITION AND GENERAL POWERS**

The Council of Elders of the church is constituted by a minimum of six (6) elected elders and the Senior Pastor. All elders serve on the Council of Elders as co-equals. The Council of Elders shall exercise government and discipline, and take the oversight of the spiritual interest of the church by feeding, shepherding, and leading the flock, as described in the Holy Scriptures. To accomplish these responsibilities, the Council of Elders is granted authority to exercise other powers not expressly delegated elsewhere in these by-laws.

### **SECTION 2: OFFICERS**

The officers of the Council of Elders shall be the Clerk and such other officers as the Council of Elders may from time to time appoint or elect. The Clerk shall be selected annually by the Council of Elders.

### **SECTION 3: MEETINGS**

- a) Regular meetings of the Council of Elders will be held at least once each month. A two-thirds vote of the Council of Elders attending any meeting will be sufficient to postpone the next scheduled meeting of the Council of Elders, but an alternative date for the meeting must also be approved.
- b) Special meetings of the Council of Elders may be called by the Senior Pastor, or in his absence, by the Clerk of the Council of Elders, or upon request of any two elders.
- c) A quorum of half of the serving elders shall be required for the transaction of business in any meeting of the Council of Elders. A majority vote of the elders attending a meeting shall decide all questions unless the Council of Elders agrees to require unanimity.
- d) All meetings of the Council of Elders shall be open to observation by any active member of the church; the only exception being executive meetings specifically closed by two-thirds vote to discuss sensitive matters.
- e) Any active member or designated representative of any organization of the church can petition the Council of Elders for the purpose of appearing before the Council of Elders on any matter by scheduling such an appearance through the Clerk.
- f) The Clerk shall duly record any actions taken by the Council of Elders in the minutes, which shall be available to any member of the congregation at a time and location announced to the congregation. In addition, the Clerk shall notify all persons specifically affected by Council of Elders action in a timely manner.

## **SECTION 4: SPECIAL COMMITTEES**

Special committees may be appointed by the Council of Elders for specific tasks and may include both members and friends of the church.

## **SECTION 5: RESPONSIBILITIES**

- a) The Council of Elders maintains oversight over all areas of ministry. It is responsible for approving the spiritual direction of the church. The church staff shall submit annually a ministry plan to the Council of Elders who is accountable to the membership and before God to seek and to provide the direction for the ministries of Burke Community Church. The Council of Elders shall recommend a final ministry plan to the congregation for their approval at the fall congregational meeting.
- b) The Council of Elders acts as a counsel for the Senior Pastor.
- c) The Council of Elders shall review the state of ministries of Burke Community Church and shall evaluate annually the Senior Pastor.
- d) The Council of Elders also maintains an active counseling role, participating in laying on of hands, and in providing spiritual assistance to the members of Burke Community Church.

## **SECTION 6: CRITICAL MINISTRY FUNCTIONS**

To be a church, certain ministry functions are necessary. Without them, we would not be a church. The Council of Elders will ensure that the following ministry functions are always operational at Burke Community Church:

- Worshipping God.
- Equipping the saints for the work of the ministry.
- Outreach to Burke, Fairfax County, and the uttermost parts of the Earth.
- Caring for the internal needs of our church body.

## **G. ARTICLE VII: DEACONS**

### **SECTION 1: DEACON COMMISSION**

A Deacon Commission is established for the express purpose of meeting practical benevolent needs in the body and to free up elders for teaching and shepherding the flock (Acts 6).

### **SECTION 2: APPOINTMENT OF DEACONS**

Members of the Deacon Commission are appointed by the Council of Elders, after being tested by the Council in accordance with I Timothy 3 and Titus 1.

### **SECTION 3: TERMS OF OFFICE**

The Council of Elders shall designate terms for the office of Deacon and provide oversight to the Deacon Commission.

## **H. ARTICLE VIII: MINISTRY TEAMS**

### **SECTION 1: LEADERSHIP OF MINISTRY TEAMS**

- a) A member of Burke Community Church who has a passion and a gift to conduct the specific ministry shall lead ministry teams.
- b) Ministry team leaders are expected to support the church vision and statement of faith.
- c) Ministry team leaders will be evaluated by pastoral staff before being commissioned by the Council of Elders as responsible for their area of ministry.

### **SECTION 2: COMPOSITION OF MINISTRY TEAMS**

Ministry teams are composed of the members and friends of Burke Community Church who together assume responsibility for a ministry area. Membership is open and encouraged to any member or friend of the church who shall actively participate. The minimum size of a ministry team is two.

### **SECTION 3: OPERATION OF MINISTRY TEAMS**

Ministry teams shall address all substantive matters as an entity in convened meetings. Executive actions of a ministry team leader may be made only in extreme emergency when no other ministry team action is possible.

### **SECTION 4: MINISTRY TEAM COORDINATION**

- a) Normally, each ministry activity of the church will be under the purview of a ministry team. Assignment of any activity to a ministry team is the responsibility of a pastor or his designated representative.
- b) A pastor or his designee, to integrate the efforts of all ministry teams, shall coordinate ministry team activities.
- c) Any church member may forward ministry team reports without modification to the Council of Elders with the optional comments or recommendation of any member of the church staff or with comments.

## **I. ARTICLE IX: THE ROLE OF THE CHURCH STAFF**

### **SECTION 1: COMPOSITION AND GENERAL POWERS**

The church staff shall consist of all vocational pastors and associate pastors, and other church office personnel. The church staff, under the jurisdiction of the Council of Elders, shall have the responsibility for planning and coordinating the ministries of the church. The church staff shall prepare and recommend the annual ministry plan (including its associated budget); oversee the care of church facilities, property, and equipment; and monitor the financial performance of the church. The Senior Pastor is responsible for assuring the congregation is taught to conduct the ministries of the church.

### **SECTION 2: LEADERSHIP OF THE CHURCH STAFF**

The Senior Pastor shall lead the church staff.

### **SECTION 3: OPERATION OF THE CHURCH OFFICE**

The Senior Pastor, or his designee, shall establish standard operating procedures to ensure that the church staff operates in an efficient and effective manner. The church office will serve as the central point for all matters concerning the operation of Burke Community Church. Issues or concerns should be submitted to the church staff for resolution. The office staff will either take action to remedy the situation or pass the situation on to a ministry team with instructions to either 1) act to resolve the situation, or 2) study the issue and make a recommendation to the church staff or Council of Elders, as deemed appropriate by the Senior Pastor.

- a) Issues involving the Senior Pastor will be addressed to him first and if his resolution is not acceptable to the member raising the issue, the issue may then be referred to the Council of Elders for action.
- b) The church staff is responsible for the planning and formulation of the Burke Community Church Ministry Plan, which shall include the church budget. The ministry plan shall be submitted to the Council of Elders for review six (6) weeks prior to the annual church business meeting. The Council of Elders shall provide planning and formulation guidance for preparation of the plan. Once the congregation approves the plan the church staff is responsible to oversee and execute the annual program within the constraint of the approved plan. Funds may be reprogrammed within the ministry areas defined in the ministry plan as necessary to meet changing needs of the congregation. Reprogramming of funds between ministry budget areas as identified in the ministry plan shall be subject to the restriction that no ministry area may be either decreased or increased by more than ten percent (10%) during the church's fiscal year without the express approval of the congregation. Employees' salaries, allowances, and other paid benefits may not be reprogrammed for any reason. Under no circumstances shall funds be reprogrammed to retroactively cover an unauthorized expense without the express consent of the Council of Elders.

## **SECTION 4: DISPOSING OF TANGIBLE GIFTS**

The Council of Elders shall designate a senior staff member, other than the Sr. Pastor, to administer the liquidation of tangible gifts donated to the church. These gifts include but are not limited to real estate, automobiles, stocks, coins, etc. The designated staff member is authorized to sign documents on behalf of the church and is responsible for the timely disposal of donated items with consultation from the Council of Elders as deemed necessary.

## **J. ARTICLE X: TRUSTEES**

### **SECTION 1: COMPOSITION AND GENERAL POWERS**

- a) The Board of Trustees shall consist of three active members of the church who shall be annually appointed or reappointed by the Council of Elders. A current list of trustees shall be submitted by the Clerk of the Council of Elders to the local Circuit Court.
- b) The Church Treasurer shall serve as the treasurer for the trustees and the congregation.
- c) The trustees shall hold title to all real estate or equities in real estate owned by the congregation.
- d) The trustees shall be authorized to execute contracts for goods, services, and real property as consistent with the will of the congregation and the budget approved by the congregation.

### **SECTION 2: OFFICERS**

The Board of Trustees shall meet as a distinct body and shall elect its own chairman and secretary.

### **SECTION 3: MEETINGS**

- a) The Board of Trustees shall meet, as a minimum, semi-annually and when otherwise requested by the Council of Elders.
- b) A quorum shall consist of two trustees.

## **K. ARTICLE XI: CONGREGATIONAL MEETINGS**

### **SECTION 1: SEMI-ANNUAL MEETINGS**

Unless otherwise ordered by the Council of Elders for cause, the semi-annual meetings of the congregation shall be held during May and November at such time and place as designated by the Council of Elders. At such meetings, the congregation shall be competent, without special provision or notice, to transact any business of the church (whether corporate or

ecclesiastical) properly coming before it, including the election of officers, the adoption of the annual ministry plan with its associated budget in November, and receiving of reports of all committees, ministry teams, the Council of Elders, and Board of Trustees.

## **SECTION 2: SPECIAL MEETINGS**

Special meetings of the congregation may be called by the Council of Elders at any time, including during the absence of the Senior Pastor, or shall be called when petitioned to do so in writing by not less than one-fourth of the members entitled to vote at such meetings. No business shall be transacted at any special meeting except that business clearly stated in the notice calling the meeting.

## **SECTION 3: QUORUM**

A quorum of one-fourth of the active members over eighteen years of age shall be required for the transaction of business at all meetings of the congregation, semi-annual or special, except that a lesser number may adjourn the meeting to a specific time.

## **SECTION 4: ADJOURNED MEETINGS**

A semi-annual or special meeting of the congregation may be adjourned as the circumstances may require and without further notice to a specific time.

## **SECTION 5: NOTICES**

Notices of all the meetings, semi-annual or special, shall be given to the congregation by public notice from the pulpit on two successive Sundays next preceding the day of the meeting; and may be given in such additional manner, if any, as may be ordered by the Council of Elders. The agenda for such meetings shall be publicized at least one week in advance, in like manner.

## **SECTION 6: CHAIRMAN AND CLERK**

An elder shall act as chairman for all congregational meetings. The Clerk of the Council of Elders will serve as the recording secretary of the congregational meetings.

## **SECTION 7: RULES OF ORDER**

Other than specified in these bylaws, the meetings of the congregation shall be conducted in accordance with the most current version of "Roberts' Rules of Order." The Clerk of the Council of Elders shall appoint a parliamentarian for each meeting. Majority vote shall decide all congregational questions except as specified in Article XII, Section 4 (Elections) and Article XIII, Section 3 (Amendment of Bylaws).

## **L. ARTICLE XII: ELECTIONS OF ELDERS**

### **SECTION 1: ELIGIBILITY**

All elders shall be mature active members, of proven faith in Jesus Christ, and both desirous and apt to feed, shepherd, lead, and oversee the flock.

### **SECTION 2: TERMS**

- a) Terms of elected elders shall be three years.
- b) Elected elders shall be installed on the first Sunday of the month following their election.
- c) No elder shall serve more than two consecutive terms without a one-year break in service.

### **SECTION 3: NOMINATIONS**

A nominating committee, consisting of active members, shall be elected annually by the congregation at the regular November meeting. No member of this committee shall be an elected officer of the church. The committee shall convene quickly to organize and elect a chairman, consider written advice from the Council of Elders, and begin prayerfully to consider the current and future leadership needs of the Body. The committee shall submit, after informing the Council of Elders, a slate of nominees to the congregation not less than two Sundays prior to an election. Recommendations from the congregation with the approval of the individual may be made by notification to the Nominating Committee, or directly to the Clerk of the Council of Elders at least four weeks prior to the election.

### **SECTION 4: ELECTIONS**

Elections of elders shall be determined by secret ballot and a plurality of the votes shall elect unless otherwise ordered by the congregation.

### **SECTION 5: VACANCIES**

Vacancies shall be filled by congregational election in May and November. The Council of Elders may, at its discretion, fill by appointment one vacancy by a former elder of the church for a period not to exceed six months.

**M. ARTICLE XIII: GENERAL PROVISIONS**

**SECTION 1: FISCAL YEAR**

The fiscal year shall be the calendar year.

**SECTION 2: REVIEW OF FINANCIAL STATEMENTS AND RECORDS**

An outside Certified Public Accounting firm shall be engaged to conduct a compilation, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants, annually, for two consecutive years of each three years. In the third year, an outside CPA firm will be engaged to conduct an audit or an internal control consulting engagement. The completed reports shall then be presented to the Board of Trustees and the Council of Elders no later than August 1 of each year.

**SECTION 3: AMENDMENTS OF BYLAWS**

These bylaws may be amended, altered, revised, or repealed by a two-thirds vote of the qualified voters present at a congregational meeting, semi-annual or special. A month's notice of such a meeting shall briefly describe the substance and purpose of the proposed change.

**SECTION 4: DISSOLUTION OF THE CHURCH**

In the event of dissolution of the Burke Community Church the assets shall be distributed to a Christian organization or body which has established appropriate exempt status as an organization to which, in Section 501(c)(3) of the IRS Code, contributions are deductible or to a state or local government for exclusively public purpose.