

**CONSTITUTION
OF THE
FAIRFAX CIRCLE BAPTIST CHURCH
(Approved December 8, 2010)**

PREAMBLE

For the purpose of preserving the principles of our faith and in order that this body may be governed in an orderly manner, and to insure the liberties and rights belonging to each member of the Church and the freedom of action of this body in its relationship to other churches of the same faith, we do declare and establish this constitution.

MISSION

The mission of the Church is to develop devoted followers of Christ, connected in a unique community, with a passion for serving others.

ESTABLISHING AND TERMINATING AFFILIATIONS

The Church shall be officially affiliated with the Southern Baptist Convention, the Baptist General Association of Virginia, and the Northstar Church Network. These affiliations may be terminated and other official affiliations established only by amending this Constitution. The church will not be affiliated with or officially support any particular political party or group.

MEMBERSHIP

Qualifications: The membership of the Church shall consist of those who have made a commitment to follow Christ and whose names are recorded on the Church membership rolls.

Manner of admission: The manner of admission to the Church shall be as follows: (1) by a profession of faith in Jesus Christ, and (2) by baptism by immersion as a believer, and (3) by completion of a membership class, and (4) by signing a membership commitment card.

Rights and Privileges: All members have equal rights and privileges except that only members of the Church who are at least 16 years of age may act and vote in transactions of the Church or hold Church office.

Termination or Transfer: All requests for termination or transfer of membership shall be referred to the Church staff. Membership may be terminated by death, by resignation, or by uniting with another church. Membership may be transferred by letter to a church of like faith. Members who have been inactive for a year or more may be placed into an inactive status.

BUSINESS MEETINGS

An annual business meeting will be held in December of each year.

A special business meeting to consider any matter may be called at the request of any voting member, provided the time and purpose is announced and published least seven days in advance.

No action pertaining to the dismissal of the Senior Pastor shall be taken until (a) concerned member(s) meet with the Alignment Team to attempt to reconcile whatever grievances they may have regarding the Senior Pastor, and (b) notice of the time and date of the special business meeting pertaining to the dismissal shall be given by a special mailing sent to the last known address of each membership household.

The Church year will be January 1 to December 31.

ORDINANCES

The ordinances of the Church are Baptism and the Lord's Supper. The Lord's Supper will be observed bimonthly and on special occasions as determined by the Senior Pastor.

CHURCH FINANCE

The financing for Church operations and functions will be through tithes and offerings, and other means as approved by the Alignment Team provided, however, that indebtedness may be contracted for capital acquisitions.

VOTING AND PROCEDURE

Twelve members present at a business meeting will constitute a quorum. A majority vote of members present and voting will decide all matters except as otherwise stated in this Constitution and Bylaws.

AMENDMENTS

This Constitution may be amended by a two-thirds vote of those present and voting at a business meeting. Any two or more members in agreement may propose an amendment at a business meeting. The proposed change will be published at least two times before the next business meeting, at which time a vote will be held on the amendment.

**BYLAWS OF THE
FAIRFAX CIRCLE BAPTIST CHURCH
(Approved December 8, 2010)**

The purpose of the following set of Bylaws is to implement the basic principles set forth in the Constitution.

PASTORATE

The Senior Pastor is responsible for the spiritual welfare and oversight of the Church. The Senior Pastor will generally preach at worship services, administer the Church ordinances, and shepherd the Church.

When calling a Senior Pastor, the Church will consider the nomination of a Search Committee followed by an eighty five percent (85%) vote by secret ballot. Dismissal requires a majority vote of the church, which may not take place until after the required meeting of concerned parties with the Alignment Team.

Associate Pastors may be elected as necessary to maintain an effective ministry. Associate Pastors will be elected based on a recommendation by the Senior Pastor and a two-thirds vote of the Alignment Team. Dismissal requires a majority vote of the Alignment Team.

GOVERNING BODIES

Permanent and ad-hoc governing bodies are defined below. Charters for the two permanent governing bodies - the Alignment Team and the Administrative Council - are included at the end of these bylaws. Additional ad-hoc governing bodies may be created by the Alignment Team. Each ad-hoc governing body is responsible for developing written procedures, which may include the establishment of teams or committees, and assignment of responsibilities needed to carry out its duties. Each ad-hoc governing body will submit its plans and objectives at the beginning of each year to the Alignment Team and will report on its accomplishments at the end of each year.

The Administrative Council will develop, oversee and manage the various administrative activities of the Church, such as finance, property, personnel, membership records, business meetings, etc.

The Alignment Team will ensure that the church's ministries and activities are consistent with its core values, mission, and strategic direction.

Trustees will be nominated by the Alignment Team and confirmed by majority vote of the Church at a business meeting. Trustees are responsible for the legal matters of the Church in accordance with procedures established by the Administrative Council and have the authority to sign legal documents with approval of the church. Trustees serve until replaced by the church.

A **Treasurer** will be nominated by the Alignment Team and confirmed by a majority vote at a business meeting. The Treasurer serves until replaced by the church and is a permanent member of the Administrative Council.

A **Clerk**, who is responsible for keeping meeting minutes at all church business meetings, will be nominated by the Alignment Team and confirmed by a majority vote at a business meeting. The Clerk serves until replaced by the church.

AMENDMENTS

These Bylaws may be amended by a majority vote of those present and voting at a business meeting. Any two or more voting members in agreement may propose an amendment. The proposed change will be announced at least two times before the next business meeting, at which time a vote will be taken on the amendment.

CHARTERS

Charters for the Administrative Council and Alignment Team are attached and are made part of these bylaws. Charter revisions must follow the amendment process outlined above.

Alignment Team Charter December 2010

Purpose

The overall purpose of the Alignment Team is to ensure that the church's ministries and activities are consistent with its core values, mission, and strategic direction. The Alignment Team also looks for conflicts in ministries and activities (e.g. trying to do too much in a particular area or at a particular time of year), as well as gaps.

Specific Functions

- Continue to define FCBC's future strategic direction
- Review and endorse proposals and plans for ministries and activities, particularly those involving major commitments of church resources
- Establish or dissolve groups (e.g. task forces, committees) to carry out or oversee church ministries or activities
- Guide FCBC communications initiatives and activities, including periodic reports to the church on Alignment Team meetings and activities, and including an annual report at the December business meeting.

Members

Members of the Alignment Team include all of the church staff plus six at-large members drawn from the lay members of the congregation. At large members of the Alignment Team must be members of FCBC and should represent a cross section of church ministries and demographics. The Alignment Team will make recommendations to the church for new members to fill vacant slots or expiring terms and new members will be elected at the December business meeting. Members of the current interim Alignment Team shall serve through the end of 2010.

Terms

Church staff members are permanent members of the Alignment Team. At-large members serve two-year terms, except that three at-large members will initially be appointed to one-year terms to ensure that all at-large member terms do not expire at the same time. Terms run on a calendar year (January 1 – December 31) basis. If a member is unable to fulfill their Alignment Team responsibilities for any reason, they may be replaced through election of a replacement as described above.

Convener

At the beginning of each year, the members of the Alignment Team shall elect one of the at-large members to serve as Convener. The Convener shall fill this role for a period of one year and may be re-elected for an additional one-year term. The Convener is responsible for working with the Senior Pastor to call meetings of the Alignment Team and for chairing meetings.

Meetings

Meetings of the Alignment Team shall be held at least quarterly. Additional meetings may be called on an as needed basis. Issues may also be discussed and resolved virtually (e.g. via e-mail), so long as all members are included and given the opportunity to participate. A quorum of at least half of the members of the Alignment Team must be present at face to face meetings or participate in discussion or resolution of an issue raised virtually.

Products

Work products of the Alignment Team include meeting minutes and the annual report to the church.

Final Draft FCBC Administrative Council Charter December 6, 2010

Purpose

The overall purpose of the Administrative Council is to support the mission and ministries of FCBC through ensuring that administrative functions are provided and carried out effectively and efficiently. These administrative functions comprise the foundation for internal management and operation of FCBC.

Specific Functions

- Propose the FCBC operating and capital budgets annually
- Monitor and manage the approved FCBC operating and capital budgets throughout the budget year
- Provide day-to-day financial management in accordance with the FCBC Financial Management Policy and Procedures, including appointment of Tellers
- Provide guidance and direction for maintenance of current FCBC facilities and grounds
- Propose policies to govern church staff, including benefits and other day-to-day human resource management issues

Members

Members of the Administrative Council include the Senior Pastor, the Treasurer, and three at large members who must be members of FCBC and, if possible, experienced in operating administrative functions. The Administrative Council will make recommendations to FCBC for new members to fill vacant slots or expiring terms and new members will be elected at the December business meeting.

Terms

The Senior Pastor and Treasurer are permanent members of the Administrative Council. At-large members serve three-year terms, except that one at-large member will initially be elected to a one-year term and one at-large member will be elected to a two year term to ensure that all at-large member terms do not expire at the same time. Terms run on a calendar year (January 1 – December 31) basis. If a member is unable to fulfill responsibilities for any reason, the member may be replaced through election of a replacement as described above.

Convener

At the beginning of each year, the members of the Administrative Council shall elect one of the at-large members to serve as Convener. The Convener shall fill this role for a period of one year and may be re-elected for an additional one-year term. The Convener is responsible for working with the Senior Pastor to call meetings of the Administrative Council and for chairing meetings.

Meetings

Meetings of the Administrative Council shall be held at least monthly. Additional meetings may be called on an as needed basis. Issues may also be discussed and resolved virtually (e.g. via e-mail), so long as all members are included and given the opportunity to participate.

Products

Work products of the Administrative Council shall include meeting minutes, policies and procedures governing administrative functions, budgets, and other reports as appropriate.