

LIFE COMMUNITY CHURCH  
ALEXANDRIA, VIRGINIA

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PROPOSED REVISED  
CONSTITUTION AND BYLAWS

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PRESENTED BY  
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TABLE OF CONTENTS

CONSTITUTION ..... 4

ARTICLE 1. NAME..... 4

ARTICLE 2. INCORPORATION AND TAX-EXEMPT PURPOSES ..... 4

    Section 1. Incorporation..... 4

    Section 2. Spiritual Purposes ..... 4

    Section 3. Tax-Exempt Purposes ..... 4

    Section 4. Prerogatives..... 4

ARTICLE 3. CHURCH COVENANT ..... 5

ARTICLE 4. STATEMENT OF FAITH ..... 5

ARTICLE 5. CELEBRATIONS..... 5

ARTICLE 6. POLITY AND AFFILIATION..... 6

ARTICLE 7. AMENDMENTS ..... 6

BYLAWS..... 7

ARTICLE 1. MEMBERSHIP..... 7

    Section 1. Admission of Members..... 7

    Section 2. Discontinuation of Membership ..... 7

    Section 3. Voting Eligibility ..... 7

ARTICLE 2. MEETINGS ..... 8

ARTICLE 3. BOARD OF DIRECTORS ..... 8

    Section 1. Board of Directors Composition, Qualifications, Duties, Selection, Term, and  
    Committees ..... 8

    Section 2. Board Meetings, Notice, and Action..... 8

    Section 3. Removal, Resignation, and Vacancy of Directors ..... 9

ARTICLE 4. CORPORATE OFFICERS ..... 10

    Section 1. General..... 10

    Section 2. President..... 10

    Section 3. Secretary ..... 10

    Section 4. Treasurer ..... 10

ARTICLE 5. LEAD PASTOR..... 11

    Section 1. Selection..... 11

    Section 2. Term..... 11

Section 3. Duties .....	11
Section 4. Allegation of Doctrinal Error or Misconduct.....	11
Section 5. Removal .....	11
Section 6. Vacancy.....	12
ARTICLE 6. MINISTRIES .....	12
Section 1. General.....	12
Section 2. Deacons.....	12
ARTICLE 7. NONPROFIT STATUS .....	12
Section 1. Private Inurement.....	12
Section 2. Political Involvement.....	13
ARTICLE 8. THE CHURCH AS EMPLOYER.....	13
Section 1. At Will Employment.....	13
Section 2. Religious Employer .....	13
ARTICLE 9. FINANCES .....	13
Section 1. General.....	13
Section 2. Right to Reject .....	13
Section 3. Donor’s Designation .....	13
Section 4. Approval Required for Fundraising.....	13
Section 5. Vote Required to Sale Real Estate .....	14
Section 6. Authorization Required for Debt .....	14
ARTICLE 10. ECCLESIASTICAL AUTHORITY .....	14
ARTICLE 11. MUTUAL INTEREST.....	14
ARTICLE 12. CONFLICT OF INTEREST .....	14
ARTICLE 13. INDEMNIFICATION AND ELIMINATION OF LIABILITY.....	15
ARTICLE 14. DISSOLUTION .....	15
Section 1. Dissolution .....	15
Section 2. Winding Up.....	15
ARTICLE 15. OTHER ENTITIES.....	15
ARTICLE 16. EMERGENCY BYLAWS.....	15

# CONSTITUTION

This Constitution supersedes and makes null and void any other constitution previously adopted by Life Community Church Alexandria, formerly known as Sunset Hills Baptist Church.

## ARTICLE 1. NAME

The name of this church shall be Life Community Church Alexandria (the “Church”). The Church was formerly known as Sunset Hills Baptist Church.

## ARTICLE 2. INCORPORATION AND TAX-EXEMPT PURPOSES

### Section 1. Incorporation

This Church shall be incorporated under the Virginia Nonstock Corporation Act

### Section 2. Spiritual Purposes

Our purpose is defined in the following Scriptures:

**Romans 12:1** “...In view of God’s mercy...”

**Ephesians 4:1-6** “...walk in a manner worthy of the calling with which you have been called... being diligent to preserve the unity of the Spirit in the bond of peace

**Ephesians 4:12-16** “...the equipping of the saints for the work of service, to the building up of the body of Christ... speaking the truth in love...”

Our purpose in a sentence:

In view of God’s mercy, we will offer hope, truth, and love to our community and to show the world that we are Jesus Christ’s disciples by our love for each other.

### Section 3. Tax-Exempt Purposes

The Church is organized exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue Law).

### Section 4. Prerogatives

The Church may engage in all legal activities to fulfill its non-profit purposes as a religious, educational, and charitable corporation.

### ARTICLE 3. CHURCH COVENANT

Having first placed my faith in Jesus Christ as my Lord and Savior and having later been baptized, and being in agreement with the Church's statements, strategy and structure, I now feel led by the Holy Spirit to unite with the Church family. In doing so, I commit myself to God and to the other members of this Church family to do the following:

1. I will protect the unity of the Church
  - i. By acting in love toward other members
  - ii. By refusing to gossip
  - iii. By following the leaders as they follow Christ

*Romans 14:19, Romans 15:5, 1 Peter 1:22, Ephesians 4:29, Hebrews 13:17, Matthew 18:15, Luke 17:3*

2. I will share the responsibility of the Church
  - i. By praying for its growth and health
  - ii. By inviting the un-churched to attend
  - iii. By warmly welcoming those who visit

*1 Thessalonians 1:2, Luke 14:23, Romans 15:7*

3. I will participate in the ministry of the Church
  - i. By discovering my gifts and talents
  - ii. By being equipped to serve by my pastors
  - iii. By developing a servant's heart

*1 Peter 4:10, Ephesian 4:11-12, Philippians 2:3,4-7*

4. I will support the testimony of the Church
  - i. By attending faithfully
  - ii. By living a godly life
  - iii. By giving regularly

*Hebrews 10:25, Philippians 1:27, 1 Corinthians 16:2, Leviticus 27:30*

### ARTICLE 4. STATEMENT OF FAITH

This Church adheres to the *Baptist Faith and Message (2000)*, which is incorporated herein by reference.

### ARTICLE 5. CELEBRATIONS

We celebrate baptism by immersion and the Lord's supper (communion) as described in the New Testament.

1. Our understanding is that baptism comes after conversion, as it is an outward testimony of an inward reality. The Church will not baptize infants or anyone who has not professed faith in Jesus Christ as their Lord and Savior.

2. In the event of an inability of someone to be immersed in water, the Elders shall determine another form of public testimony of faith in Jesus Christ.

*Romans 6:3-4, Acts 2:41, 1 Corinthians 11:24-25*

3. The celebration of Baptism is observed when occasion arises, i.e., when candidates are present, and the date for this celebration shall be announced in advance.

*Matthew 28:19-20*

4. The celebration of the Lord's Supper will be observed once each month or as scheduled by the Elders.

*1 Corinthians 11:26*

#### **ARTICLE 6. POLITY AND AFFILIATION**

The Church shall be affiliated with the Southern Baptist Conservatives of Virginia and the Southern Baptist Convention.

#### **ARTICLE 7. AMENDMENTS**

This Constitution may be amended at any regular or called Church meeting by a two-thirds majority vote of the members, provided that the proposed amendment shall have been presented to the membership in writing at least one (1) week before action is taken upon the proposed amendment.

This Constitution shall become effective upon approval of the church and shall supersede and nullify any previously approved or adopted constitution, rules or regulations.

# BYLAWS

## ARTICLE 1. MEMBERSHIP

### Section 1. Admission of Members

- A. Membership in this Church may be attained as follows:
  - 1. By public profession of faith in Jesus Christ.
  - 2. By statement of faith in Jesus Christ that was followed by baptism at another bible believing church.
  - 3. By restoration to membership.
- B. The names of people wishing to join the Church shall be presented to the Church so that they may express their support for their decision.
- C. People wishing to join the Church will be asked to subscribe to the Church Covenant as listed in the Constitution.

### Section 2. Discontinuation of Membership

- A. By choice of any member wishing to transfer membership to another bible believing church. A letter will be issued acknowledging their prior membership at the Church.
- B. By removing members who:
  - 1. Have not been present for a worship service and cannot be located for a period of six (6) months. Every effort will be made to restore such people to fellowship.
  - 2. Special consideration will be given to anyone on temporary assignment or leave. Special consideration and care will be extended to the chronically ill and unable to assemble for physical reasons. *Heb 10:25*.
  - 3. Refuse to change their behavior after being confronted biblically with their sin.
- C. Upon request to unite with another church.
- D. By death.
- E. By resignation.

### Section 3. Voting Eligibility

Every member eighteen (18) years or older may vote.

## ARTICLE 2. MEETINGS

The meetings of the Church shall be as follows:

- A. Worship Services
- B. Prayer Services
- C. Church Meetings – A Church meeting shall be scheduled once a year to confirm new Elders, provide the annual budget, and elect the Clerk and Treasurer.
- D. Special Meetings – The Lead Pastor may at any time call a special meeting; in the absence of the Lead Elder, an Elder selected by the Elders shall call the special meeting.
- E. Church meetings must be announced at least two (2) weeks in advance.
- F. A quorum shall consist of at least 30% voting members present.

## ARTICLE 3. BOARD OF DIRECTORS

### Section 1. Board of Directors Composition, Qualifications, Duties, Selection, Term, and Committees

- A. **Composition.** The Board of Elders, also hereby referred to as the Board of Directors, shall be composed of the Pastor and qualified Elders.
- B. **Number.** The Board shall be composed of a minimum of five (5) and a maximum of seven (7) directors including the Pastor. Notwithstanding the foregoing, if there are an insufficient number of Elders, an otherwise qualified member may serve as Director until an Elder can fulfill the role.
- C. **Qualifications.** Directors shall meet the biblical qualifications for Elders as found in 1 Timothy 3:1-7 and Titus 1:6-9.
- D. **Duties.** To provide spiritual and administrative oversight to the church as described in the *Elders' Rules of Order*.
- E. **Selection and Term.** Directors shall be elected as vacancies arise. Any member of LCCA may nominate any member who they believe meets the qualifications for Elders and then the Board shall examine qualified candidates and present approved candidates to the Church for election. Once elected, Directors shall serve until death, resignation, or removal."

### Section 2. Board Meetings, Notice, and Action

- A. **Regular Meetings.** The Board shall meet at least one (1) time per year to conduct the necessary corporate business of the Church as required by the Virginia Nonstock Corporation Act.
- B. **Call.** The President or Secretary may call a special meeting of the Board.

- C. **Notice of Regular Meeting.** Notice of a regular meeting of the Board shall be provided no less than fourteen (14) days before the meeting and no more than thirty (30) days before the meeting via electronic communication or first-class mail.
- D. **Notice of Special Meeting.** Notice of a special meeting of the Board shall be provided in writing no less two (2) days and no more than seven (7) days before the meeting via electronic communication or first-class mail. The notice requirement may be waived by a unanimous vote, provided all directors in office are present at the meeting either in person or pursuant to Section 2(G) of this Article.
- E. **Quorum.** A majority of Directors present shall constitute a quorum.
- F. **Percentage Required to Approve Action.** To be approved, all action by the Board of Directors must receive a simple majority vote, unless otherwise prescribed in these Bylaws.
- G. **Meetings by Electronic Means.** The Board may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant. Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.
- H. **Action Without a Meeting.** The Board may approve a resolution or action via electronic mail or the like, provided the motion is clearly articulated in the email and receives an affirmative vote from all directors in office. The vote shall be recorded in the minutes of the next regular or special meeting of the Board.

### Section 3. Removal, Resignation, and Vacancy of Directors

- A. **Removal.** Members of the Board of Directors may be removed from office for unbiblical conduct, as determined by the Pastor upon a majority vote of the remaining members of the Board of Directors.
- B. **Resignation.** Any director may resign by submitting a written letter of resignation to the Lead Pastor and/or Secretary.
- C. **Vacancy.** In the event of a vacancy by removal, death, or resignation, such a vacancy may be filled by the selection process prescribed in these Bylaws. The Board shall determine if and when such a vacancy shall be filled if there is a sufficient number of remaining directors. In the event the Church is searching for a lead pastor, the most senior member of the Elders shall act as the Chairperson.
- D. **Chairperson.** The Lead Pastor shall serve as chair of the Elders.

#### Section 4. Compensation

Directors shall receive no compensation for their service on the Board.

#### Section 5. Confidentiality

Each Director shall execute a confidentiality agreement upon being voted onto and accepting appointment to the Board and an annual confidentiality agreement thereafter.

### **ARTICLE 4. CORPORATE OFFICERS**

#### Section 1. General

There shall be a President, Secretary, and Treasurer.

#### Section 2. President

- A. **Selection.** The Pastor shall serve as the President of the Corporation.
- B. **Duties.** The President shall oversee the day-to-day operations of the Church and shall serve as an *ex officio* member of all committees.
- C. **Vacancy.** In the event of a vacancy, the Board may elect an Interim President by a simple majority vote of the Board present and voting at a duly called and noticed meeting.

#### Section 3. Secretary

- A. **Selection.** The Secretary, also known as the Clerk, is elected during the annual Church business meeting.
- B. **Term.** The Secretary shall be elected annually at the annual Church meeting to serve a one-year term.
- C. **Duties.** The Secretary shall maintain all corporate documents, including minutes of all meetings. The Board of Directors may develop a more extensive job description for the Secretary.
- D. **Removal.** Should the Secretary become a liability to the Church they will be removed by a majority vote of the Elders.
- E. **Vacancy.** A vacancy may be filled at any regular church business meeting.

#### Section 4. Treasurer

- A. **Selection.** The Treasurer shall be elected by the Church at the annual Church meeting to serve a one-year term.

- B. **Duties.** The Treasurer shall oversee all the finances of the Church, including but not limited to the provision of receipts to donors, the provision of reports to the Board, and the maintenance of all appropriate financial records.
- C. **Assistance.** The Board may appoint other persons or hire such professionals as needed to assist the treasurer in completing the above-described duties.
- D. **Removal.** Should the Treasurer become a liability to the Church they will be removed by a majority vote of the Elders.
- E. **Vacancy.** A vacancy may be filled at any regular church business meeting.

## ARTICLE 5. LEAD PASTOR

### Section 1. Selection

The Pastor shall be selected by a three-fourths (3/4) majority vote of the membership present and voting at any duly called and noticed regular or special meeting.

### Section 2. Term

The term of office for the Pastor shall be indefinite.

### Section 3. Duties

The Pastor shall serve as the Spiritual Shepherd, the President of the Corporation, and the Chairman of the Board.

### Section 4. Allegation of Doctrinal Error or Misconduct

Should any member have reason to believe that an Elder is engaged in doctrinal error in contradiction to the Church's Statement of Faith, or conduct in contradiction to the qualifications of Elders, the member shall state the reasons for concern in writing to the Secretary, who shall provide the information to the Board. The Board shall then make an inquiry in accordance with the *Elders' Rules of Orders*. If the matter is also criminal in nature, then law enforcement must be informed.

### Section 5. Removal

Upon the recommendation of the Board, having voted unanimously to recommend the removal of the Pastor to the members, the Pastor shall be removed by a three-fourths (3/4) majority vote of the membership at any duly called and noticed regular or special meeting.

### Section 6. Vacancy

Upon any vacancy in the office of Pastor, the Board shall serve as a search committee and present one (1) candidate to the Church for consideration according to Section 1 of this Article.

## **ARTICLE 6. MINISTRIES**

### Section 1. General

The Pastor, in coordination with the Board, shall establish any and all ministries, committees, and departments necessary to fulfill the Church's mission and purposes.

### Section 2. Deacons

- 1. Qualifications.** Deacons shall meet the biblical qualifications for Deacons as found in Acts 6:1–7 and 1 Timothy 3:8–13, and shall demonstrate a faithful commitment to the doctrine, covenant, ministry, and moral teachings of the Church. While Elders must be male, Deacons may be male or female, in keeping with 1 Timothy 3:11–12 and Romans 16:1–2.
- 2. Duties.** Deacons shall serve under the oversight of the Pastor and the Board and shall assist the Church in ministries of service, mercy, benevolence, visitation, care for the sick and needy, support of the Church's ministries, and such other duties as may be assigned by the Pastor and the Board.
- 3. Selection and Term.** Any member of LCCA may nominate any qualified member of LCCA to be a Deacon. Candidates for Deacon shall be examined by the Board to verify their qualifications before being presented to the Church. Deacons shall be elected by a two-thirds majority vote of the members present and voting at any duly called and noticed meeting of the membership. Deacons shall serve until they resign, are removed, or are otherwise unable to serve. A Deacon may be removed by a majority vote of the Board for unbiblical conduct, doctrinal error, failure to meet the qualifications of the office, or conduct contrary to the unity, doctrine, covenant, or moral teachings of the Church.

## **ARTICLE 7. NONPROFIT STATUS**

### Section 1. Private Inurement

No part of the net earnings of the Church shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distribution in furtherance of the purposes set forth in Article 1, Section 2 hereof.

## Section 2. Political Involvement

No substantial part of the activities of the Church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Church shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

## **ARTICLE 8. THE CHURCH AS EMPLOYER**

### Section 1. At Will Employment

The Church is an at-will employer and has the right to terminate any employee at any time, pursuant to the requirements of these Bylaws and the laws of the United States and the Commonwealth of Virginia. Any document to the contrary is superseded by this Bylaw.

### Section 2. Religious Employer

The Church is a religious employer and deems every employee necessary to fulfill its religious purposes. Every employee is required to adhere to the Church's Statement of Faith and moral teachings.

## **ARTICLE 9. FINANCES**

### Section 1. General

All funds for the maintenance of the Church shall be provided by the voluntary contributions, tithes, and offerings of the members and friends of the Church, as well as income from all other legal sources that does not jeopardize the Church's tax-exempt status.

### Section 2. Right to Reject

The Church maintains the right to reject any gift for any reason.

### Section 3. Donor's Designation

All donor designated funds shall be used pursuant to the donor's designation as is reasonably possible. Gifts to designated accounts that are closed by the Board or that receive more contributions than necessary shall be used in a manner that most closely aligns with the donor's intent.

### Section 4. Approval Required for Fundraising

The sale of merchandise, services, and/or any entertainment held in or on behalf of this Church for the purpose of raising money shall be permitted only upon the approval of a majority of the Elders.

#### Section 5. Vote Required to Sale Real Estate

A two-thirds vote of the Church body will be required to purchase or sell real estate and to build or replace permanent buildings.

#### Section 6. Authorization Required for Debt

No debts obligating the Church shall be incurred except those authorized by a two-thirds majority of the Church. The finances of the Church shall be carried on in accordance with the principles of the Unified Budget. Special offerings will be approved by the Pastor/Elders.

#### Section 7. Fiscal Year

The fiscal year shall be the calendar year.

### **ARTICLE 10. ECCLESIASTICAL AUTHORITY**

Any disputes that arise over the interpretation of this Church's Constitution, Bylaws, doctrine and/or moral teachings shall be deferred to the highest authority of this Church, the Board, which shall serve as the highest tribunal in this Church.

### **ARTICLE 11. MUTUAL INTEREST**

The behavior of anyone in fellowship with this Church is of common interest to the Board of Directors and the membership. (Gal. 6:1) This Church requires every director, employee, ministry leader, and volunteer adhere to a lifestyle that is consistent with the doctrines and moral teachings of this Church as taught in the Holy Scriptures.

### **ARTICLE 12. CONFLICT OF INTEREST**

No director, officer, staff member, committee member, or other such person in a position of leadership shall be disqualified, by reason of his or her office, from dealing or contracting with the Church, either as vendor, purchaser, or otherwise.

No lawful transaction or contract of the Church shall be void or voidable on the grounds that any such person or entity in which such person has any financial interest or membership, is in any way interested in the transaction or contract, provided that: (1) the person's interest in the transaction was disclosed or known to the Board or the appropriate committee thereof prior to the transaction or contract being approved, and (2) the Board or committee thereof authorized, approved or ratified the transaction or contract without counting in the vote any such interested person; and (3) the transaction or contract was fair to the Church.

No accounting of profit/loss from the transaction or contract shall be required of a director, officer, staff member, committee member, or other such person in a position of leadership when approval is granted under the conditions of this Article.

## **ARTICLE 13. INDEMNIFICATION AND ELIMINATION OF LIABILITY**

To the full extent allowed by the laws of the Commonwealth of Virginia in force on the date of these Bylaws, the Church shall indemnify against liability and advance reasonable expenses to any individual who was, is, or is threatened to be named a defendant or respondent in any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, and whether formal or informal, because he is or was a director or officer, or while a director or officer, is or was serving at the Church's request as a director, officer, partner, trustee, employee, or agent of another church, partnership, joint venture, trust, employee benefit plan, or other enterprise. As authorized by the laws of the Commonwealth of Virginia the provisions of this Article are in addition to and not in limitation of the specific powers of a church to indemnify agents set forth therein.

## **ARTICLE 14. DISSOLUTION**

### Section 1. Dissolution

Any resolution for dissolution must be approved by a two-thirds majority vote of the Directors present and voting at any duly called and noticed meeting of the Board to be recommended to the membership. For the Board's recommendation to be approved, it shall require a two-thirds vote of the members present and voting at a duly called and noticed regular or special meeting.

### Section 2. Winding Up.

Upon the dissolution of the Church, none of its funds or assets shall be distributed to any officer, director, or any other individual. The Board shall, after paying or making provision for the payment of all of the liabilities of the Church, dispose of all of the funds and assets of the Church by conveying the same to another church or ministry, provided that at the time, the church or ministry meets the requirements for an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). Any such funds or assets not so disposed of shall be disposed of by a court of competent jurisdiction to such organizations as the court shall determine.

## **ARTICLE 15. OTHER ENTITIES**

The Church by action of the Membership may create other such legal entities as necessary to further the purpose of the Church, including but not limited to additional non-profit corporations, non-profit holding companies, and for-profit companies (whether a corporation or limited liability company) designed to promote the Church's stated purposes, but which may not qualify for tax-exempt status pursuant to the Internal Revenue Code of 1986.

## **ARTICLE 16. EMERGENCY BYLAWS**

In the event of an emergency that prevents the membership from physically meeting to conduct the business of the Church, the Board of Directors may adopt Emergency Bylaws to provide for the continued operation of the Church, including but not limited to changing or postponing the dates for membership meetings, extending the terms of current directors, officers, committee

members, and the like, and appointing new directors, officers, and committee members as necessary.

All Emergency Bylaws shall expire upon a physical meeting of the membership, wherein the membership shall take such action as required to continue the operation of the Church.

This Article shall not be construed to eliminate any other provision of the Virginia Nonstock Corporation Act regarding Emergency Bylaws so long as that provision is not in conflict with this Article.

#### **ARTICLE 17. AMENDMENTS**

These Bylaws may be amended by a simple majority vote of the members present and voting at any duly called and noticed meeting of the membership.

These Bylaws shall become effective upon approval of the Church and shall supersede and nullify any previously approved or adopted Bylaws or regulations.