

# OFFICERS:

**Clerk**

The church shall elect annually a clerk as its clerical officer. The clerk shall keep a full and faithful account of the proceedings of all business meetings of the church; keep an active up-to-date church roll; and write letters of transfer or termination of membership in the church as directed by the Constitution and Bylaws. He/she shall make a statistical report of the enrollment of the church at the July Quarterly Business Meeting of the church. The church clerk shall maintain an up-to-date record of the church membership. A copy of this roster shall be filed in the clerk's record; a copy shall be given to the pastor; and a copy shall be given to the Chairman of the Deacons. He/she shall keep the minutes of the business meetings and file copies in the same manner as the membership roster. This duty shall be completed as soon as practical.

**Clerk:** \_\_\_\_\_

**Assistant Clerk:** \_\_\_\_\_

## **Treasurer(s)**

- The Co-Treasurer(s) shall be elected annually by the church membership.
- One Co-Treasurer is authorized to deposit all monies contributed to the church to the appropriate account and to disburse designated funds. She/he will be responsible for recording all members' gifts into personal contribution records and to prepare and distribute statements before February 1<sup>st</sup> of each year.
- The second Co-Treasurer is responsible for recording all funds deposited to the General Fund and to make disbursements from that fund according to the budget.
- On the first banking day after each Sunday, the Co-Treasurer shall make the deposit into the church's bank accounts.
- A written report of all receipts and disbursements is to be distributed at each Quarterly Business Meeting.
- The Co-Treasurers shall give the Chairman of Stewardship a copy of the bank statements on a monthly basis.
- Co-Treasurers cannot be from the same family.
- The Co-Treasurers' records shall be reviewed annually by the Stewardship Committee within 90 days after the books are closed.

## **Assistant Treasurer**

- The Assistant Treasurer shall be elected annually by the church membership.
- She/he shall serve in the absence of either of the Co-Treasurers.

**Co-Treasurer:** \_\_\_\_\_

**Co-Treasurer:** \_\_\_\_\_

**Assistant Treasurer:** \_\_\_\_\_

# SUNDAY SCHOOL:

**Director of Sunday school**

The Director of Sunday School shall be elected by the church membership annually. He/she shall have direction of the Sunday school in all of its departments and it shall be his/her duty to call meetings of all officers, teachers and workers of the Sunday School as needed. These meetings will be for the purpose of advancing and building the Sunday School in all its programs. The Sunday School Director will also open and conduct the Pre-Sunday School service each Sunday morning.

**Director of Sunday school:** \_\_\_\_\_

.....

**Assistant Sunday School Director**

The Assistant Sunday School Director shall be elected by the church membership annually. He/she will be responsible to make sure all classes have teachers. He/she shall cooperate with the Sunday School Director in advancing the interest of the church and the Sunday school. It shall be his/her responsibility to serve in the absence of the director or in his/her ability to serve. He/she will be directly responsible for the Sunday school visitation program.

**Assistant Director of Sunday school:** \_\_\_\_\_

**Sunday School Secretary**

The Sunday School Secretary shall be elected by the church membership annually. The Secretary is to keep accurate records of Sunday school membership and the attendance and offerings each Sunday. The Secretary is to post each Sunday's offering and attendance on the board in the Sanctuary. The Secretary shall order all Sunday school literature and obtain envelopes for classes to use for Sunday school offerings.

**Sunday School Secretary:** \_\_\_\_\_

**Assistant Sunday School Secretary:** \_\_\_\_\_

Sunday school Teachers: \_\_\_\_\_

Ladies Bible Class (Women's Class): \_\_\_\_\_

Men's Class: \_\_\_\_\_

The Believing Shepherds (Formerly - Adult II): \_\_\_\_\_

The Seekers (Formerly - Parent's Class): \_\_\_\_\_

Assistant: \_\_\_\_\_

Young Adults: \_\_\_\_\_

College & Career: \_\_\_\_\_

Beth Moore (Early Group): \_\_\_\_\_

Beth Moore (Evening Group): \_\_\_\_\_

Senior High / Junior High: \_\_\_\_\_

Jesus' Followers (4<sup>th</sup>, 5th & 6th grades): \_\_\_\_\_

1st, 2nd, & 3rd grades: \_\_\_\_\_

4&5 year olds: \_\_\_\_\_

2&3 year olds: \_\_\_\_\_

Birth-2 year olds: \_\_\_\_\_

(Backup): \_\_\_\_\_





**Women on Mission/W.O.M. Director**

The Women on Mission/W.O.M. Director shall be elected by the church membership annually. The W.O.M Director shall have complete direction of the W.O.M. work of the church and shall see that a written report of the work is made to the church at least once a year. The organization and fostering of the junior auxiliaries of the W.O.M. shall be the responsibility of the Baptist Women.

**Women on Mission/W.O.M. Director:** \_\_\_\_\_

**WOM Leader (Day):** \_\_\_\_\_

**WOM Leader (Night):** \_\_\_\_\_

**Acteens:** \_\_\_\_\_

**CIA's:** \_\_\_\_\_

**Mission Friends:** \_\_\_\_\_

# Media:

**Media Center Director**

The Media Center Director shall be elected by the church membership annually. The Media Center Director shall be a resource person for the church and shall be responsible for directing the audio/visual/printed ministry of the Media Center.

**Media Center Director:** \_\_\_\_\_

**Librarian:** \_\_\_\_\_

**Historian:** \_\_\_\_\_

**Photographer(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Publicity - Newspapers:** \_\_\_\_\_

**Publicity - online:** \_\_\_\_\_

**Webmasters:** \_\_\_\_\_

\_\_\_\_\_

**Newsletter Typist:** \_\_\_\_\_

**(Backup):** \_\_\_\_\_

**Bulletin Typist:** \_\_\_\_\_

**(Backup):** \_\_\_\_\_

**Newsletter &**

**Bulletin Copiers:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Music Directors & Assistant Music Directors**

The Music Directors shall be elected by the church membership annually.

(a) **Music Director - Adult Choir:** The Music Director shall be responsible for the music programs of the church securing assistance as needed to provide music programs. It will be the Director’s responsibility to make arrangements for selections to be sung or played in all regular services, revivals and special services or activities. The Director is responsible to lead choir and congregational singing. The Director shall serve as Chairperson of the Music/Worship Committee.

The Assistant Music Directors shall be elected by the church membership annually.

(a) **Assistant Music Director - Adult Choir:** The Assistant Music Director - Adult Choir shall serve in the Music Director’s absence. He/she shall assist the director in all responsibilities. The Assistant Director will be a member of the Music/Worship Committee.

**Adult Music Director:** \_\_\_\_\_

**Adult Assistant Music Director:** \_\_\_\_\_

**Adult Assistant Music Director:** \_\_\_\_\_

**Pianist:** \_\_\_\_\_

**Organist:** \_\_\_\_\_

**Music Director - Youth Choir:** The Music Director shall be responsible for the music programs of the Youth Choir securing assistance as needed to provide music programs. The director shall serve as a member of the Music/Worship Committee.

(b) **Assistant Music Director - Youth Choir:** The Assistant Music Director - Youth Choir shall serve in the Music Director's absence. He/she shall assist the director in all responsibilities. The Assistant Director will be a member of the Music Worship Committee.

**Youth Music Director:** \_\_\_\_\_

**Youth Assistant Music Director:** \_\_\_\_\_

**Youth Assistant Music Director:** \_\_\_\_\_

.....

**Music Director - Children's Choir:** The Music Director shall be responsible for the music programs of the Children's Choir securing assistance as needed to provide music programs. The director shall serve as a member of the Music/Worship Committee.

(c) **Assistant Music Director - Children's Choir:** The Assistant Music Director - Children's Choir shall serve in the Music Director's absence. He/she shall assist the director in all responsibilities. The Assistant Director will be a member of the Music Worship Committee

**Children's Music Director:** \_\_\_\_\_

**Children's Assistant Music Director:** \_\_\_\_\_

**Children's Assistant Music Director:** \_\_\_\_\_

# Committees:

**Audio Committee:** The Audio Committee shall consist of at least two (2) members. They will be responsible for setting up and operating the audio equipment for worship services and other activities of the church as needed.

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

**Audio Committee:** \_\_\_\_\_

.....

**Baptismal Committee:** The Baptismal Committee shall consist of at least two (2) women and two (2) men. They shall take charge of the preparation of the Baptismal Pool, and assist the candidates and the pastor in preparation for the ordinance of baptism. Responsibilities include: getting robes & towels ready (wash before & after), purchasing a gift (purchase paid for by the committee), and providing a certificate. Certificates are at church; can be purchased from Lifeway. Providing assistance in & out of the pool, assisting with getting dressed if needed. The men will fill & clean the baptism pool.

**Baptismal Committee (Female):** \_\_\_\_\_

**Baptismal Committee (Female):** \_\_\_\_\_

**Baptismal Committee (Male):** \_\_\_\_\_

**Baptismal Committee (Male):** \_\_\_\_\_

**Building and Grounds Committee:** The Building and Grounds Committee shall consist of no less than five (5) members. It shall have the general supervision of the grounds, buildings and all equipment. It shall be authorized to contract with such persons as may be needed to carry out the duties of keeping the church and grounds neat, clean and in good repair. The committee shall obtain a written contract from anyone where services are obtained and shall be kept on file in the church office.

**Building and Grounds Committee:** \_\_\_\_\_

**Building and Grounds Committee:** \_\_\_\_\_

**Building and Grounds Committee:** \_\_\_\_\_

**Building and Grounds Committee:** \_\_\_\_\_

**Building and Grounds Committee:** \_\_\_\_\_

**Building and Grounds Committee:** \_\_\_\_\_

.....

**Cemetery Committee:** The Cemetery Committee shall consist of at least five (5) members. The duties of the committee shall be guided as outlined in the Rules and Regulations of the Cemetery. A copy of these Rules and Regulations will be kept in the church office.

**Cemetery Committee:** \_\_\_\_\_

**Cemetery Committee:** \_\_\_\_\_

**Cemetery Committee:** \_\_\_\_\_

**Cemetery Committee:** \_\_\_\_\_

**Cemetery Committee:** \_\_\_\_\_



**Chrismon Committee (2010):** The Chrismon Committee shall consist of at least three (3) members. This committee shall plan and coordinate all Chrismon activities.

**Chrismon Committee:** \_\_\_\_\_

**Chrismon Committee:** \_\_\_\_\_

**Chrismon Committee:** \_\_\_\_\_

**Chrismon Committee:** \_\_\_\_\_

**Chrismon Committee:** \_\_\_\_\_

.....

**Christmas Committee (2010):** The Christmas Committee shall consist of at least three (3) members and shall be responsible for planning and implementing the Christmas season program.

**Christmas Committee:** \_\_\_\_\_

**Christmas Committee:** \_\_\_\_\_

**Christmas Committee:** \_\_\_\_\_

**Christmas Committee:** \_\_\_\_\_

.....

**Children’s Consignment Sale Committee:** The Children’s Consignment Sale Committee shall consist of at least three (3) members. This committee shall plan and coordinate the children’s clothing and toy consignment sale that is held at OBC in March and September each year.

**Children’s Consignment Sale Committee:** \_\_\_\_\_

**Children’s Consignment Sale Committee:** \_\_\_\_\_

**Children’s Consignment Sale Committee:** \_\_\_\_\_

**Children’s Consignment Sale Committee:** \_\_\_\_\_

**Children’s Consignment Sale Committee:** \_\_\_\_\_

**Church Council:** The Church Council shall consist of the following: The pastor as chairman, the chairman of the Deacon Fellowship and the Chairperson of all standing committees. The primary function of the council shall be to recommend suggested objectives and church goals, to review and coordinate program plans recommended by the church officers, organizations and committees; to recommend use of leadership, calendar time and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives. All matters agreed upon by the council calling for action not already provided by the constitution/bylaws shall be referred to the church for approval.

.....

**Communion Committee:** The Communion Committee shall consist of at least three (3) members. They shall have the responsibility of preparing the elements for the Communion Service, which shall take place the first Sunday of each quarter.

**Communion Committee:** \_\_\_\_\_

**Communion Committee:** \_\_\_\_\_

**Communion Committee:** \_\_\_\_\_

**Communion Committee:** \_\_\_\_\_

.....

**Flower Committee:** The Flower Committee shall consist of at least three (3) members. They will be responsible for providing flowers for the morning worship and for special services and revivals. The committee may ask for and receive help from other people and/or buy arrangements for the services.

**Flower Committee:** \_\_\_\_\_

**Flower Committee:** \_\_\_\_\_

**Flower Committee:** \_\_\_\_\_

**Flower Committee:** \_\_\_\_\_

**Flower Committee:** \_\_\_\_\_

**Hospitality Committee:** The Hospitality Committee shall consist of at least three (3) members. This committee is responsible for supporting activities such as church-wide fellowships and arranging for food and lodging for visiting evangelists. This committee shall be responsible for the use and the cleaning of the kitchen. They will also procure the usual supplies for church functions involving the kitchen.

**Hospitality Committee:** \_\_\_\_\_

**Hospitality Committee:** \_\_\_\_\_

**Hospitality Committee:** \_\_\_\_\_

**Hospitality Committee:** \_\_\_\_\_

**Hospitality Committee:** \_\_\_\_\_

.....  
**Missions Committee:** The Missions Committee shall consist of at least three (3) members. This committee shall be responsible for community mission activities.

**Missions Committee:** \_\_\_\_\_

**Missions Committee:** \_\_\_\_\_

**Missions Committee:** \_\_\_\_\_

**Missions Committee:** \_\_\_\_\_

**Missions Committee:** \_\_\_\_\_

.....  
**Mission Team:** To consist of representatives of committees in existence: Rep of WMU, Rural Love Coordinator, Rep of Missions, Rep of Consignment, Rep of Visitation.

**Music/Worship Committee:** The Music/Worship Committee shall consist of all the Music Directors, all Assistant Music Directors, the Organist, the Pianist, the Pastor and the chairman of the Audio Committee. The committee's duties are: (1) selection of special music and preparation of music for worship services, revivals and special programs; (2) plan order of the worship service; (3) to be custodian of all hymn books owned by the church and to keep same in good repair; (4) to be custodian of all musical instruments owned by the church and to keep same in good repair; (5) to be constantly on the lookout for suitable talent for the choir and to recommend same to the Music Directors.

.....

**Nominating Committee:** The Nominating Committee shall consist of at least three (3) members. They shall be responsible for nominating all officers and teachers for the Sunday School and other activities of the church and all members of standing committees. The pastor shall serve in an advisory capacity with this committee. In the event of vacancies during they year, it shall present nominations to the church at a feasible time to fill these vacancies.

**Nominating Committee:** \_\_\_\_\_

**Nominating Committee:** \_\_\_\_\_

**Nominating Committee:** \_\_\_\_\_

**Nominating Committee:** \_\_\_\_\_

**Nominating Committee:** \_\_\_\_\_

.....

**Preschool / Children's/Pre-teen Committee:** The Children's/Pre-teen Committee shall consist of at least three (3) people. They will be responsible for planning activities, games, Bible Study and trips for the children birth through 6<sup>th</sup> grade; (An Easter Celebration and Christmas Celebrations for the children)

**Preschool / Children's/Pre-teen Committee:** \_\_\_\_\_

**Preschool / Children's/Pre-teen Committee:** \_\_\_\_\_

**Preschool / Children's/Pre-teen Committee:** \_\_\_\_\_

**Preschool / Children's/Pre-teen Committee:** \_\_\_\_\_

**Revival Committee (2011):** The Revival Committee shall consist of at least three (3) members. This committee shall be responsible for the planning and coordinating the Revival activities.

**Revival Committee:** \_\_\_\_\_

**Revival Committee:** \_\_\_\_\_

**Revival Committee:** \_\_\_\_\_

.....

**Stewardship Committee:** The Stewardship Committee shall consist of at least five (5) members, three of which will be the Co-Treasurers and Assistant Treasurer. It shall initiate proposals for and have full responsibility of the financial program of the church with respect to current expenses and benevolences; recommend to the congregation such deficit financing as may be considered necessary. It shall be authorized to approve expenditures of sums not to exceed \$100.00 in each instance on non-budgeted items in any fiscal year provided all members are in agreement. It shall prepare a proposed annual budget of the church which will be made available for review by the members at least two weeks prior to the presentation for approval at a special called business meeting in December. It shall review the books of the General Fund within ninety (90) days after the books are closed.

**Stewardship Committee:** \_\_\_\_\_

**Stewardship Committee:** \_\_\_\_\_

**Stewardship Committee:** \_\_\_\_\_

**Stewardship Committee:** \_\_\_\_\_

**Stewardship Committee:** \_\_\_\_\_

**Stewardship Committee:** \_\_\_\_\_

**Tellers Committee:** The Tellers Committee shall consist of at least five (5) members. They shall be responsible for counting all offerings received in the worship services and shall be responsible for receipts until they are given to a Co-Treasurer for deposit or to a teller, under the direction of a Co-Treasurer, for deposit.

**Tellers Committee:** \_\_\_\_\_

**Tellers Committee:** \_\_\_\_\_

**Tellers Committee:** \_\_\_\_\_

**Tellers Committee:** \_\_\_\_\_

**Tellers Committee:** \_\_\_\_\_

.....

**Visitation Committee:** The Visitation Committee shall consist of at least three (3) members. This committee shall be responsible for coordinating the visitation program of the church.

**Visitation Committee:** \_\_\_\_\_

**Visitation Committee:** \_\_\_\_\_

**Visitation Committee:** \_\_\_\_\_

.....

**Youth Committee:** The Youth Committee shall consist of at least five (5) members, including at least two (2) young people. The committee shall be responsible for planning and directing all youth (7th through 12th grades) activities. They shall be available to the youth for encouraging ideas and participation of the youth in the church.

**Youth Committee:** \_\_\_\_\_

**Youth Committee:** \_\_\_\_\_

**Youth Committee:** \_\_\_\_\_

**Youth Committee:** \_\_\_\_\_

**Youth Committee:** \_\_\_\_\_

**Youth Committee (Youth):** \_\_\_\_\_

**Youth Committee (Youth):** \_\_\_\_\_

# Representatives:

Representatives

**Goshen Executives:** It shall consist of at least two (2) members. They shall represent the church to the Goshen Executive Committee in accordance with the Goshen Constitution and Bylaws.

**Goshen Executives:** \_\_\_\_\_

**Goshen Executives:** \_\_\_\_\_

.....

**Representative to Goshen:** It shall consist of at least three (3) members. They shall represent the church to the Goshen Association in accordance with the Goshen Constitution and Bylaws.

**Representative to Goshen:** \_\_\_\_\_

**Representative to Goshen:** \_\_\_\_\_

**Representative to Goshen:** \_\_\_\_\_

**Representative to Goshen:** \_\_\_\_\_

**Representative to Goshen:** \_\_\_\_\_

**Representative to Goshen:** \_\_\_\_\_



Other  
Committees  
not listed in  
the Constitution

**Bus Ministry Committee:** *(These are not bus drivers)* Bus committee will be responsible for the following: Scheduling use of bus; Making sure Guidelines are followed (gas replaced, cleaned inside & out, windows closed, & kept locked); Maintenance; Log of driver, mileage, group, date and location; if the bus is not washed by a group, twice a month the committee needs to wash the bus.

**Bus Ministry Committee:** \_\_\_\_\_

**Bus Ministry Committee:** \_\_\_\_\_

**Bus Ministry Committee:** \_\_\_\_\_

**Bus Ministry Committee:** \_\_\_\_\_

**Bus Ministry Committee:** \_\_\_\_\_

.....

**Casserole Committee:** This committee is responsible for organizing & creating a schedule of those to bake a casserole to freeze (mark with date). When there is a shut-in, death, etc. and there is a need for a casserole - this committee will arrange for the frozen casserole(s) to be delivered to those in need:

**Casserole Committee:** \_\_\_\_\_

**Casserole Committee:** \_\_\_\_\_

**Casserole Committee:** \_\_\_\_\_

**Casserole Committee:** \_\_\_\_\_

**Casserole Committee:** \_\_\_\_\_

.....

**Children's Church:** Children's Church Committee will be responsible for the bible story, craft, and snack for all children (Grades 1 - 6). They will meet once a month; on the third (3<sup>rd</sup>) Sunday of each month during worship service.

**Children's Church:** \_\_\_\_\_

**Children's Church:** \_\_\_\_\_

**Community Senior Citizens:** This group meets once a month at 10am, March through December only. The location for the meeting is on a rotation schedule between Gum Spring, Providence, Holly Grove, & Oakland. The host church provides the program & meal. Programs have included speakers, music, worship, & fellowship.

**Community Senior Citizens:** \_\_\_\_\_

**Community Senior Citizens:** \_\_\_\_\_

**Community Senior Citizens:** \_\_\_\_\_

**Community Senior Citizens:** \_\_\_\_\_

**Community Senior Citizens:** \_\_\_\_\_

**Community Senior Citizens:** \_\_\_\_\_

.....

**Extended Session Committee:** This committee is responsible for providing child care to all children birth through 4 years of age during worship service each Sunday. The Coordinator will create & post a schedule for all Extended Session Helpers.

**Extended Session Coordinator:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Extended Session Helper:** \_\_\_\_\_

**Greeter:** This group is responsible for greeting each person that comes in the front doors and to give each person a bulletin. Someone in the committee will create & post a schedule for all Greeters.

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

**Greeter:** \_\_\_\_\_

.....

**Kid's Korner:** This group is responsible for providing the Kid's Korner portion of the worship service. The pastor will provide the scripture / sermon topic as a guideline. Someone in the committee will create & post a schedule for all those willing to help.

**Kid's Korner:** \_\_\_\_\_

**Kid's Korner:** \_\_\_\_\_

**Kid's Korner:** \_\_\_\_\_

**Kid's Korner:** \_\_\_\_\_

.....

**Procurement Committee:** This committee is responsible for purchasing all supplies needed at church; kitchen supplies, office supplies, and cleaning supplies.

**Procurement Committee:** \_\_\_\_\_

**Procurement Committee:** \_\_\_\_\_

**Procurement Committee:** \_\_\_\_\_

**RuraLove Coordinators:** Rural Love coordinators keep the church updated on Rural Love happenings within the Goshen Association (Notices in bulletins & newsletters); this includes notices about items or supplies needed. These people will serve as the church contact people for any items church members may have to donate to Rural Love and they will coordinate getting the donated item to the warehouse. These people also donate time to helping out at the warehouse when they can.

**RuraLove Coordinators:** \_\_\_\_\_

**RuraLove Coordinators:** \_\_\_\_\_

**RuraLove Coordinators:** \_\_\_\_\_

.....

**Vacation Bible School:** These people are responsible for selecting and planning Vacation Bible School during the summer months for children of all ages.

**VBS Director:** \_\_\_\_\_

**VBS Assistant Director:** \_\_\_\_\_

.....

**Wednesday Night Supper:** These people are responsible for planning the meal each week before the bible study, CIA's, & Youth Activities and clean up afterwards.

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_

**WNS:** \_\_\_\_\_



Please see / contact a member of the  
nominating committee:

Sherry Alston - 804.855.7446  
Virginia Dorey - 804.556.4167  
Teresa Groome - 804.556.4609  
Sharon Kincaid - 804.556.4466