The Village Chapel

Pinehurst, North Carolina



Member Handbook

Our Mission

As an independent, interdenominational Church, we unify all Christians through the Word of God, worship God in spirit and truth; teach and encourage the Christian faith; support the spiritual needs of our congregation and share the Gospel of Jesus Christ through community outreach.



Heritage Hall, provides space for children & youth education and multiple activities, was dedicated in 2022.



Chapel Hall, our fellowship hall, was constructed in 1991. Utilized for regular congregational meals and other functions, it also provides space for our choir and music ministry as well as church administrative offices. With prior approval, it is available for assorted community-based groups and services.

Village Chapel

An Enduring Vision for Christian Community

As an independent, interdenominational, Christian community, we look to the authority of scripture and the Lordship of Christ in all matters of doctrine and practice. Our mission is founded upon the precepts of worship, learning, and service.

First, The Village Chapel exists to worship God – Father, Son, and Holy Spirit. Together, the Trinity is "worshipped and glorified," as we, and Christians throughout history, profess in the Nicene Creed. In the Gospel of John, our Lord teaches us that the Father seeks worshippers (John 4:23). Therefore, we assemble together as a community of worshippers to give God our praise and thanksgiving, and to exalt His name in The Village of Pinehurst and in Moore County. The Village Chapel is a place of worship, and we are His worshippers—not only on Sundays, but every day, and everywhere.

Next, we are called to become learners of Christ. Jesus said in the Gospel of Matthew, to learn from Him (Matthew 11:29), and He commissioned us to teach people about Him (Matthew 28:20). Christian living is Christian learning. As Dietrich Bonhoeffer once said, "Christianity without discipleship, is Christianity without Christ." Jesus desires for us to grow in our knowledge and understanding of Him, so we can be equipped to teach others, sharing the message of the Gospel — learners becoming imitators of Christ.

Finally, we are called to be servants — serving God and one another. Jesus said that He "did not come to be served, but to serve, and to give his life as a ransom for many." (Matthew 20:28) We are not to be "hearers" of the Word only, but "doers." (James 1:22) Following the Lord's example of sacrificial service, we, too, are to live sacrificially in our service to God, His Church, and others.

Upon these three pillars, is the vision of The Village Chapel founded.

Worship. Learn. Serve.
Rev. Dr. Ashley Neil Smith, Senior Pastor

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What is Interdenominationlism?

Since the founding of The Village Chapel, there has been a specific word used to describe our community of faith. It's a unique word that is present in our earliest documents. Through the years, this word has been specific, perhaps exclusively, to our organization, because we offer three distinct worship services each Sunday. The word is "interdenominational."

Interdenominationalism is the convergence of Christians representing various Christian faith traditions, around Christ as the Head of the Church. Like a tapestry of diverse colors and patterns and materials, a patchwork of individual pieces woven together, The Village Chapel is the richest diversity of Christian expression.

Interdenominationlism is unity. A time-honored maxim that captures our essence is: in the essentials, unity; in the non-essentials, liberty; in all things, charity. We are unified in the foundational, orthodox tenants of the Christian faith, while allowing doctrinal freedom with the non-essentials that define particular denominations, such as ritual and polity.

Interdenominational is the opposite of non-denominational. Non-denomination doesn't resemble any mainline tradition, whereas The Village Chapel presents three denominationally familiar worship services. Each service incorporates rituals, liturgy, creeds, and hymns, that are recognizable to most Christians.

Interdenominational is not interfaith. Interfaith implies the equality of the world religions with Christianity. Christ, as the Son of God, has no equal.

Interdenominationalism does involve the collaboration and fellowship between Christian denominations within the community for the advancement of The Kingdom of God. The Village Chapel in nature and practice is ecumenical.

Interdenominationalism is Christ-centered, Bible-based, and service-focused. It celebrates the catholic (universal) Body of Christ, and most closely resembles the diversity found in the Kingdom of God.

Proudly, The Village Chapel is interdenominational.

Our History and Heritage

The Village Chapel is an outgrowth of the "Pinehurst Religious Association," dating back to the early days of Pinehurst's founding. The first Interdenominational worship service was held in 1898. James Walker Tufts, founder of Pinehurst, invited personal friend Dr. Edward Everett Hale from Boston to be the first minister. Both Hale and Tufts envisioned a community where people of all backgrounds could live and worship in Christian love. The original Board of Directors of "The Pinehurst Religious Association" had seven members, each representing a different denomination.

The Chapel's present cornerstone was placed on April 13, 1924; and the first worship service was held March 1, 1925. Hobart Upjohn, the architect for the Chapel, won a Diploma of Merit in Turin, Italy, for its graceful colonial design.

The other three buildings which complement The Village Chapel campus are the Administration Offices (1961), Chapel Hall (1991), and Heritage Hall (2021). Surrounding these buildings, you'll find Tuft's Memorial Gardens and Loyd Nelson Memorial Plaza, idyllic areas for meditation and prayer. Adjacent to Heritage Hall is a brick courtyard, providing an area for outside dining, relaxing and meetings. A few blocks from the Chapel is the Care Cottage, a place with a variety of spaces used for Sunday School, meetings, Bible Studies, and other programs and events.
The Chapel has a restored four-manual Cornel Zimmer organ designed by former Director of Music John W. Shannon. The organ features 80 ranks of pipes and digital sounds, with 94 stop controls. It is the largest organ in Moore County.



The service of April 13, 1924, led by Rev. Thaddeus A. Cheatham, observing the "cornerstone placement" of The Village Chapel.



The Chapel Cottage



The Village Chapel Organ



Tufts Memorial Garden



The Office Breezeway



The Atrium

The Village Chapel Statement of Faith

As a Christian Church, TVC espouses and practices the following beliefs: TVC acknowledges Jesus Christ as the Head and serves Him as its Lord and Savior. We are a Trinitarian community (Father, Son and Holy Spirit) in practice, word and deed. We proclaim and advocate the basic Christian beliefs as stated in both the Nicene Creed and the Apostles' Creed. We study, proclaim and use the Holy Bible as the inspired word of God. We believe that our prayer guides, directs and empowers all we do in fulfilling God's will for our lives. As an independent, inter-denominational Christian congregation, TVC has no stated or inferred denominational polity, dogma or doctrine.

- We believe the Bible to be the inspired, authoritative word of God revealing the love of God to the world. [1 Thessalonians 2:13; 2 Timothy 3:17; John 3:16]

- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. [Matthew 28:19; John 10:30; Ephesians 4:4-6]

- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in his vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. [Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15: 3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15]

- We believe that all people everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful humanity, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore, we believe that God will reward the redeemed with eternal life in heaven, and that by their own choice the unredeemed are committed to everlasting separation from God's eternal grace. [Luke 24;46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7]

- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. [John 3:5-8; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10]

- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal separation from God. [1 Corinthians 15:51-57; Revelation 20:11-15]

- We believe in the spiritual unity of believers in the Lord, Jesus Christ and that all true believers are members of His body, the Church. [1 Corinthians 12:12, 27; Ephesians 1:22-23]
- We believe we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to his Ministry. [Matthew 9:35-38, 22:37-39 and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15]
- We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow people. [Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10]
- We believe God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society, and that God created man and woman as unique biological persons made to complete each other. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. [Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9]
- As members of the human family, living in a sinful world, we believe that God expects us to use our resources to support and reach out to those near and far, in need of God's grace that heals, inspires, and saves, as a reflection of the forgiveness we have received through our Savior and Lord, Jesus Christ. [Psalm 133:1; Galatians 6:2; Hebrews 10:24-45; and 1 Thessalonians 5:14]

Services at The Village Chapel

Regular Sunday Services

8:00 A.M. Holy Eucharist Service – A liturgical service in the Episcopal/Anglican tradition with a homily and Holy Communion from the ***1928 Book of Common Prayer***.
9:30 A.M. Family Service – A service that includes a practical message from God's Word, a Children's Sermon, and praise through anthems and hymns. The Lord's Supper is served on the first Sunday of each month, when children and youth are invited to participate with their families.
11:00 A.M. Traditional Service – A traditional worship service featuring a choir procession, pastoral robes, choir, organ, and congregational singing. Holy Communion is served on the first Sunday of each month.

Special Services

- Advent
- Ash Wednesday
- Maundy Thursday
- Good Friday
- Memorial Day
- Veterans Day
- Thanksgiving Eve
- Christmas Eve
- Christmas Day
- Other special services throughout the year

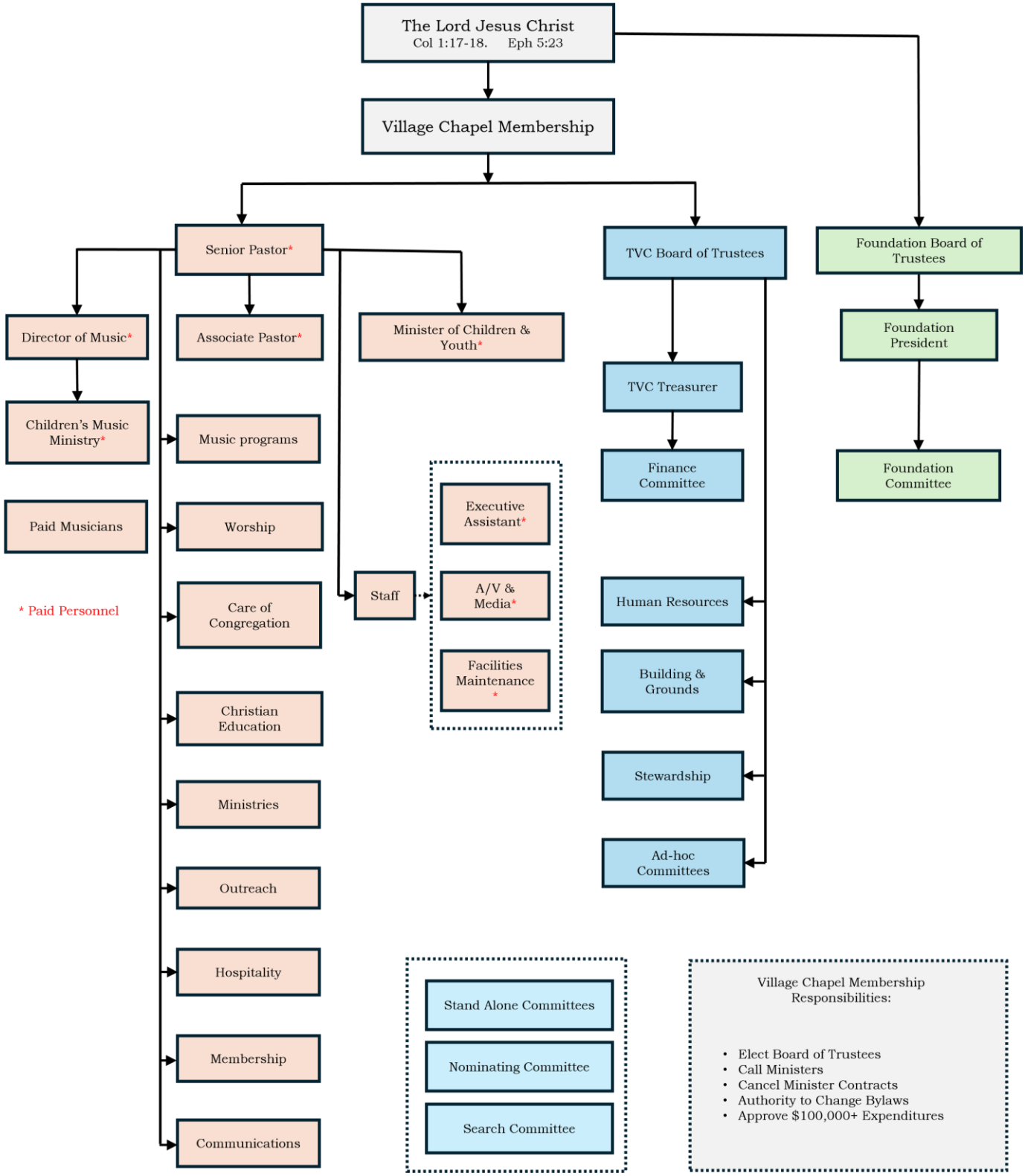
Other Services and Information

- Many special services are observed as Unity Services, with one Sunday worship service offered in place of the three regular services. These changes are announced in advance in the weekly Worship Bulletin.
- On the first Wednesday of every month, TVC hosts a "First Wednesday Fellowship" that includes a meal, fellowship, and typically has a special presentation.
- Members who wish to arrange another type of special service, such as a wedding or baptism, should contact the church office or a pastor. Nursery care is available in Heritage Hall during all services.
- Regular and special services are streamed live and available for later viewing on TVC's YouTube page and is broadcast each Sunday on WIOZ at 550 AM and WLGC at 103.1 FM.

The Village Chapel

September 29, 2025

Organizational Structure



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The Village Chapel Membership Policy and Procedures

Membership in The Village Chapel ("TVC") is open to all professing Christians who meet qualifications to become a Regular Member or a Friend of The Village Chapel and who, by virtue of meeting such qualifications, are entered into the register of TVC in their respective category of membership. For the purposes of this Membership Policy and Procedures, reference to "Member" (or any derivative term) shall refer to both Regular Members and Friends of The Village Chapel (or to their respective memberships.)

Qualifications of Regular Members

Regular Members of TVC are professing Christians who have (i) been Baptized, (ii) accepted the Statement of Faith, (iii) formally applied and been accepted for Regular Membership and recorded as such in TVC's register and (iv) commit themselves to TVC through prayer, regular attendance, and gifts and service. Regular Members are entitled to vote on any issue brought before the Congregation. Children and youth, regardless of their baptismal status, may be Regular Members of The Village Chapel, and may receive Holy Communion, with parental support and guidance. There is no requirement for children and youth to be baptized in order to be a member and receive Holy Communion; however, they shall have non-voting status until they reach the age of eighteen (18). Once a member has reached the age of 18, he or she will complete a membership application and meet with the Pastor in order to be recorded in TVC's register.

Qualifications of Friends of The Village Chapel

Friends of The Village Chapel are those who (i) attend services at TVC, (ii) accept the Statement of Faith and (iii) support TVC through service, prayers, and gifts, but do not wish to formally join as a Regular Member and thus are carried on the register of TVC as a Friend of The Village Chapel. Friends of The Village Chapel are not eligible to vote on any matters brought before the Congregation or serve on any committee.

Procedures Process for Receiving New Regular Members

A candidate may be received as a new Regular Member in one of 3 ways:

1. By profession of faith at TVC:
    a. The candidate is furnished the Statement of Faith and completes the Application for Membership Form;
    b. Candidate will set up a meeting with the Pastor in order to discuss membership at TVC;
    c. Where required by a Pastor of TVC after interview, a Baptism is

conducted at the candidate's election either during a worship service at TVC or in a private ceremony and entered into TVC's register as a Regular Member.

2. By letter of transfer from another Christian Church:
   a. The candidate is furnished a Statement of Faith and completes an Application for Membership Form;
   b. Candidate will set up a meeting with the Pastor in order to discuss membership;
   c. Receipt by TVC of a proper letter of transfer from the previous church, and then entered into TVC's register as a Regular Member.

3. Acceptance as a Dual Member:

   a. TVC allows Regular Members to maintain membership at a previous church by becoming a Dual Member;
   b. Completion of the steps set forth in #2 above (by letter of transfer); however, no letter is required from the member's previous church as dual membership is being maintained;
   c. The dual member is entered on the register of The Village Chapel as a Regular Member with dual membership in another Christian church.

Procedures for Termination or Modification of Membership

The death of a Member occasions removal of the deceased from the register of TVC. In such circumstances, and where known, the date and place of death, date and place of funeral or memorial service, date and place of interment, and name of presiding Pastor shall be entered into the records of TVC.

A Member may choose to relinquish his or her membership by means of a letter announcing such to a Pastor of TVC. When such occurs, the resignation shall be recorded in the records of TVC.

A Regular Member may wish to transfer their membership from TVC to another Christian church and may do so by means of requesting a transfer letter from a Pastor of TVC to the receiving church. When such occurs, the transfer shall be recorded in the records of TVC.

A Member or Friend of the Chapel may have membership and/or fellowship revoked for failure to comply with Article III, Section I of the Bylaws of TVC (provision committing the member to uphold TVC through prayer, presence, gifts and service). When membership and/or fellowship is revoked, the member may not vote on any matter presented to the Congregation and may not serve in any official capacity such as a Board membership, Committee participation or ministry leadership position.

When a member's actions and/or behavior conflict with the Statement of Faith and/or conflict with the orderly administration of the TVC Pastors or the TVC Board of Trustees, the individual becomes at odds with the mission and message of the TVC. When such actions and/or behavior become known to the Pastors of TVC, a conference will be held between the individual and a Pastor of TVC to attempt to resolve the conflict in accordance with the established procedures of TVC for resolving conflicts. If the conflict is not resolved, the Senior Pastor of TVC may expel the person from membership and/or fellowship at TVC. The Board will be advised of such action and the individual will be removed from the register of TVC.

Conflict and Issue Resolution Policy

Overview

It is our prayer that all members and attendees of The Village Chapel (TVC) will follow the example of Jesus Christ in treating each other with love and respect. Recognizing that differences of opinion and conflicts are inevitable in any human endeavor, TVC desires to establish a policy that we call upon members and attendees to follow, so that when conflict and issues do occur, Jesus will be honored by our efforts to resolve our differences in love and maintain the unity of the body of Christ. (Ephesians 4:2-3; Matthew 18:15-20)

As mandated by our Lord Jesus Christ and recorded in the Gospel of Matthew 18:15-20, TVC, along with all members and friends, seek to maintain Christian unity and fellowship by following the steps below to resolve all conflicts within the Body of Christ here at The Village Chapel.

Resolution Procedure

Our goal is that the congregation at large of TVC will not leave the church because of conflict but will work together to overcome differences and find the common ground we share in Christ. Such an approach is Biblically mandated. Therefore, TVC believes that every member and attendee has a voice and, should he or she have a concern or issue, every attempt should be made to resolve the issue. However, if the concern or issue relates to alleged illegal or immoral behavior by a Pastor, the matter should be taken directly and promptly to the Board of Trustees. In all other cases, the following will apply.

Step 1: If a person feels that a brother or sister in Christ has wronged him or her, including a fellow Member, Friend or Pastor, and wishes to resolve the conflict, the individual should first attempt to meet with the person to resolve the conflict.

Step 2: If the issue or conflict remains unresolved, then the aggrieved party should meet with the Pastor(s) of TVC, and attempt to resolve the matter. At the Pastor's discretion, he may select other persons, not directly involved with the issue or conflict, to assist with the resolution. This may include a meeting with the aggrieved party.

Step 3: If, after exhausting all reconciliatory efforts by those involved, the aggrieved party is unsatisfied, or unwilling or unable to accept the findings and/or recommendations of the Pastor(s), the Pastor(s) may revoke the party's membership and/or other recognized relationship(s) with TVC.

Approved by Congregational vote 2022

The Village Chapel
By-Laws

Article I
Name and Location

The Village Chapel is a non-stock corporation pursuant to the statutes of the State of North Carolina, which operates as a church under the name of "The Village Chapel" (The Chapel). The Chapel shall operate as a tax-exempt entity in accordance with the applicable statutes of the State of North Carolina and section 501(c) (3) of the Internal Revenue Code. The location is 10 Azalea Road, adjacent to The Village Green, Village of Pinehurst, County of Moore and the State of North Carolina.

ARTICLE II
PURPOSE AND BELIEFS

Section 1. Purpose
The purpose of The Village Chapel is to fulfill its mission, which states: *As an interdenominational Christian community, we actively seek to worship God; to teach and encourage the Christian faith; to support the spiritual needs of our congregation; and to reach out to others with the Gospel of Jesus Christ.*

Section 2. Beliefs
As a Christian Church, we have the following beliefs: The Village Chapel acknowledges Jesus Christ as its Head and serves Him as its Lord and Savior. We are a Trinitarian community (Father, Son and Holy Spirit) in practice, word and deed. We proclaim and advocate the basic Christian beliefs as stated in both the Nicene and Apostles' Creeds and The Village Chapel Statement of Faith. We study, proclaim, and use the Bible as the inspired word of God. We believe that prayer guides, directs, and empowers all we do in fulfilling God's desire for our lives. As an independent, interdenominational Christian congregation, this church has no stated or inferred denominational structure or polity.

ARTICLE III
MEMBERSHIP

Section 1. Membership Qualifications
The members of The Village Chapel are professing Christians who have been baptized, have made a profession of faith, have formally applied and been accepted for membership, are recorded as such on the Chapel's Membership Roll, and have agreed to commit themselves to The Village Chapel and uphold it by their prayers,

presence, gifts and service. Children and youth may be members of The Village Chapel.

Section 2. Member Rolls
The Pastors are responsible for all matters pertaining to qualifications for membership in The Village Chapel. The Board of Trustees is responsible for maintaining and reviewing membership rolls semi- annually as well as establishment and oversight for policies and procedures as required.

Section 3. Annual Meeting
The annual membership meeting for the transaction of such business as may be brought before the meeting shall be held during the first (60) sixty days of the calendar year. The primary location of meetings will be The Village Chapel, but may be elsewhere as determined by The Board Chair, or in his/her absence, the Vice-chair. The fiscal year is coincident with the calendar year.

Section 4. Special Meetings
A special meeting of the voting members may be called by The Board Chair upon his/her own initiative, the initiative of The Board or upon the written request of (50) fifty Chapel members within (30) thirty days of the request. Such meetings shall be held at The Village Chapel or elsewhere as determined by The Board Chair.

Section 5. Notices
The Board Chair shall cause a notice of each annual meeting and each special meeting of members to be mailed to include email to each member, whose name shall appear on the Membership Roll of The Village Chapel as of the date of the notice, not less than (10) ten days before the date of such meeting. Such notice of any meeting shall set forth the time and place and the nature of the business to be transacted. Only those items specified in the notice will be on the agenda. In an emergency, the normal official notification procedure for a membership meeting may be suspended with the agreement of two-thirds of the current Board Members.

Section 6. Quorum
At any meeting of the members, (150) one hundred fifty voting members present, in person, online, or by written, dated and executed proxy at said meeting shall constitute a quorum for the transaction of business (except in a meeting where changes of the bylaws are considered as provided in Article III, Section 9), but any meeting may be adjourned from time to time by a majority vote of the voting members present whether or not a quorum shall be in attendance.

Section 7. Organization
The Board Chair, or in his/her absence, the Vice-chair, shall call all meetings of the members to order and shall act as chair of such meetings. In the absence of both said officers, any other Board member present may call the meeting to order, and a

chair for such meeting shall be chosen by majority vote of The Board members present. The chair of the meeting shall appoint any person to act as secretary.

Section 8. Voting Procedure
On issues that require a vote by The Village Chapel membership, a member shall be deemed "present" whether represented in person or by written proxy represented, executed and dated by said member. Online votes will only be counted when submitted within the given time frame. Members who are 18 years old or older may vote. Unless herein provided otherwise, any proposal considered by the membership shall require a majority.

Section 9. Alteration, Amendment and Repeal of Bylaws
These bylaws may be altered, amended, repealed, or new bylaws adopted at any annual meeting of the members or at any special meeting of the members, which meeting is attended by not less than (150) one hundred and fifty of the voting members, present in person or by dated, written, and executed proxy, and by a two-thirds vote of members present, in person or by dated, written and executed proxy, provided that the notice of such meeting shall have been set forth for the alteration, amendment, repeal, or adoption of new bylaws to be considered at said meeting.

Section 10. Membership Authorities
In addition to those issues that require a vote by The Village Chapel membership as set forth in other articles of these bylaws, the membership shall vote on:

(1) All capital expenditures (land, buildings, equipment) expected to be in excess of $100,000.
(2) Any acquisition and/or disposals of real estate, mortgages, liens and building leases**.**

ARTICLE IV
AUTHORITY

The Senior Pastor and the Board are elected by and accountable to the Chapel membership. The religious and spiritual activities of The Village Chapel are the responsibility of the Senior Pastor. The financial and business affairs of The Village Chapel are the responsibility of The Board.

ARTICLE V
PASTORS

Section 1. Responsibilities
The Senior Pastor is the spiritual leader of The Village Chapel responsible for all its religious services, religious activities and use of the Sanctuary consistent with the Mission Statement and Beliefs. Activities that encourage membership affiliation and retention are also a primary responsibility. The Senior Pastor may delegate certain duties and assignments to an Associate or Assistant Pastor.

Section 2. Requirements
All pastors shall have been ordained by a Christian organization, hold an advanced degree in theology from an accredited college, university or seminary and have been called by a two-thirds vote of the voting members of The Village Chapel present in person or by written, dated and executed proxy at a congregational meeting.

Section 3. Employment
The Board of Trustees is responsible for all employment arrangements for all pastors during their term in office. Any pastor called by a congregational vote of The Village Chapel may be involuntarily terminated by a two-thirds vote of The Village Chapel's voting members present in or by written, dated and executed proxy at a congregational meeting.

Section 4. Assumed Responsibilities
In the absence of the Senior Pastor, another pastor of The Village Chapel shall assume all rights of the Senior Pastor, with the concurrence of the Board.

ARTICLE VI
BOARD OF TRUSTEES

Section 1. General Authority
The Board of Trustees is the governing body of The Village Chapel and is accountable to the congregation. It is responsible for the vision, planning, administrative, operational, financial, and legal functions. The Board has the responsibility for the accuracy of the financial records of The Village Chapel and therefore may, at its discretion, cause the records or transactions of The Village Chapel to be audited by a competent firm or individual.

Section 2. Board Composition and Terms
The voting members of the Board shall consist of the Senior Pastor, the Treasurer, and nine church members –Trustees – of whom one third shall be elected annually by the church members by ballot, as set forth in Article VII Section 5, to serve for a period of three years; the Treasurer shall be elected to one three-year term by the membership. The Trustees and Treasurer may be reelected subsequent to an intervening period of absence on the Board of at least one year.

Section 3. Board Vacancies
Any vacancy that shall occur among the elected trustees and/or treasurer for any reason will be filled by the Nominating Committee from candidates remaining from the last selection by the committee, or from other candidates identified by the Committee. Such trustees and/or treasurer who are filling a vacant seat must be elected for the unexpired term by the membership at the next annual election of the Trustees and Treasurer.

Section 4. Trustees Service
Attendance at regularly scheduled Board meetings is expected as a condition for remaining a trustee. A trustee who fails to attend (4) four regularly scheduled meetings during a fiscal year will be dismissed by the Board. A trustee may be dismissed by the Board for cause by a two-thirds majority of the Board members as long as nine members are present.

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such trustees.

Section 5. Meetings
Regularly scheduled Board meetings shall be held no fewer than (8) eight times a year and may be called at any time by the Chair, or in absence, the Vice-Chair. Further, a Board meeting may be called at any time by the Corporate Secretary upon the written request of any (4) four Trustees.

Members of the Board of Trustees may participate in and act at any meeting of such Board by means of conference telephone or electronic mail if all persons participating can hear each other simultaneously or respond electronically. Participation in such a meeting shall constitute presence in person at the meeting.

Proceedings of all meetings are filed in The Village Chapel office.

Section 6. Quorum
A majority of the voting members shall constitute a quorum for the transaction of business. Any motion needs a majority of those present to be approved.

Section 7. Notices
The Board Chair shall post a notice of each Board meeting along with an agenda at least (5) five days in advance of any meeting. In the event of an emergency, the normal official notification procedure for Board meetings may be suspended by the Board Chair.

Section 8. Officers
The officers of the Board shall be Chair, Vice Chair, Corporate Secretary and Treasurer and with the exception of the Treasurer shall be elected each year from the Board membership by the members of the Board as soon as possible after January 1st. The outgoing Chair, without vote, will chair the election meeting. Officers may serve in a given office if re-elected. The Board shall fill any vacancy that may occur among the officers, with the exception of the Treasurer. An interim Treasurer may be appointed pending election of a new treasurer by the congregational vote at the next annual election.

Section 9. Duties of Officers

a. The Chair shall call all business meetings of The Village Chapel members and the Board. He/she shall preside at these meetings. Also, the Chair serves as the chief officer elected by the Board from serving trustees to coordinate the Boards responsibilities. The Chair operates under the overall authority of the Board and within the written policies of The Village Chapel. The Chair or other appointed officer is authorized to execute on behalf of The Village Chapel, contracts, conveyances, and other instruments that have been approved by the Board.
b. The Vice Chair shall assume the duties of the Chair when necessary. If neither the Chair nor the Vice Chair is available a temporary Chair may be elected by a majority of the voting members present who may act on their behalf. Further, the Vice Chair shall have such powers and perform such duties as may be assigned to him/her by the Board while serving in that capacity.
c. The Corporate Secretary shall act as the Secretary of the Corporation and the Board of Trustees; shall cause to be sent appropriate notices or waivers of notice regarding congregational and Board meetings; shall cause to be prepared and maintained all records, reports and minutes of the Corporation and the Board of Trustees and committees; and as official custodian, shall perform such other duties as are customarily performed or required of corporate secretaries.
d. The Treasurer shall have the care and custody of all funds and securities of The Village Chapel, and shall deposit and keep the same in such banks and depositories as The Board shall from time to time direct and shall disburse such funds under the direction of The Board. The Treasurer shall insure that full and accurate accounts of all monies received and paid out by him/her are maintained. The Treasurer shall perform all other necessary acts and duties in connection with and administration of the financial affairs of The Village Chapel except those retained by The Board, and shall function as the chair of the Finance Committee. If required by The Board, the Treasurer shall be bonded, at the expense of The Village Chapel, for the faithful discharge of his/her duties in such sum as the Board may prescribe.

ARTICLE VII
COMMITTEES

Section 1. Pastoral Responsibility

The Senior Pastor shall have responsibility for establishing and supervising those committees whose activities pertain to The Village Chapel's religious activities. These committees include Worship, Care of the Congregation, Christian Education, Ministries, Outreach, Evangelism, Hospitality and Membership.

The Senior Pastor shall select the chair of said committees from the membership of The Village Chapel, and they shall function under the personal supervision of the Senior Pastor. The committee chair, with the advice and consent of the Senior Pastor, is authorized to add or involuntarily remove a member of any committee. The Senior Pastor may attend any meeting of any Chapel Committee.

Section 2. Board Responsibility
The standing committees of the Board include Finance, Human Resources, Audit, Stewardship and Property Management. The Chair shall select the chairs of these committees from the membership excepting Finance which is chaired by the Treasurer. They shall function under the personal supervision of the Board chair. The chairs of all committees are authorized to add or involuntarily remove committee members with the approval of the Board chair. The Board chair may attend any meeting of any Chapel committee.

Section 3. Other Committees
The Board Chair may appoint ad hoc committees, their chair, and the members from the membership of The Village Chapel. The Chair of these committees reports directly to the Board Chair.

Section 4. Search Committee
All pastoral vacancies shall be filled by a search committee of members in good standing selected and charged by the Board. It will act independently of the Board, choose its own chair, and give notice to the Board of its recommendations.

Section 5. Nominating Committee
Annually, the Board shall appoint and charge a nominating committee consisting of seven (7) members in good standing of The Village Chapel. The committee will choose its own chair and act independently of the Board. No member of the committee may be nominated for membership on the Board. The committee will work within the guidelines established for Responsibilities of a Board Member and the qualifications to be a Board Member. The committee shall have its first meeting no later than July 15th and will serve until July 14th of the following year. The committee will prepare a slate of nominees for membership on the Board of Trustees and Treasurer, it will request nominations from the membership no later than July 31st, accept nominations until September 30th, and prepare a ballot containing the name, biographical sketch, and picture of the nominees to the congregation no later than October 15th. All nominees will have agreed to serve if elected. The Board will provide a list of the nominees to the Board for information before printing the ballots. Ballots will be delivered to voting members by first class mail or email and must be returned within fifteen (15) business days of their mailing. Write in candidates are permitted.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern procedures to be followed in conducting all meetings, including general membership meetings, meetings of standing committees and The Board.

ARTICLE IX
DISSOLUTION OF THE VILLAGE CHAPEL

The dissolution of The Village Chapel shall require the affirmative vote of two-thirds of the voting members present (whether in person or by written, dated, and executed proxy) at a duly constituted meeting of the membership for that purpose.

Upon the dissolution of The Village Chapel, The Board shall, after payment of all the liabilities of The Village Chapel, dispose of all of the assets of The Village Chapel exclusively for the purposes of The Village Chapel in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall qualify as an exempt corporation or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended (or of the corresponding provisions of any future United States Revenue Law) as The Board shall determine. No part of the net earnings of The Village Chapel shall inure to the benefit of, or be distributable to, its members, officers, Trustees, or any person except that The Village Chapel shall be authorized and empowered to pay reasonable compensation for services rendered.

The Village Chapel Foundation

The Village Chapel is blessed to have the Village Chapel Foundation, a legal entity which consolidates and invests monetary gifts by Village Chapel members and friends. The Foundation was established in 1994. The value of the Foundation's portfolio today is more than $4 million. Many of the funds included in the Village Chapel Foundation investment portfolio were contributed as part of members' wills or estate planning, while other funds were contributed while the donor was still living. The Foundation investments are currently held in the Vanguard Balanced Index Admiral Fund, which has achieved superior returns for the Foundation since 2024.

A President and a Board govern the Foundation. They make decisions regarding investment strategies and disbursement of funds. The President and Board are members of the Chapel. The overall objective followed by the Board over the years has been to use the funds as intended by the donors, while at the same time, being prudent to ensure that the Foundation grows over time to protect its long-term viability.

Some of the funds in the Foundation are designated by the donors for specific purposes while other funds are undesignated and may be used at the discretion of the Foundation Board. Over the years, distributions from the Foundation have been used to supplement the church budget and for many other purposes, keeping in mind the donors' preferences.

After evaluating applications for funding support, each year the Foundation distributes about 5% of the value of the fund back to the Chapel. In 2025, that amount was $166,685. For 2026, that amount will be more than $185,000. These annual distributions fall into six general categories:

- Caring for Chapel Property
- Chapel Music Programs
- Christian Education
- Chapel Staff Personnel
- Missions & Outreach
- Unrestricted Endowments

Anyone can make a contribution to the Chapel Foundation. Staff is available to help with wills, estate planning and making contributions directly from an IRA. A gift to the Chapel through the Foundation is the best way to make your gift everlasting.

You can find more information on the Village Chapel Foundation on the Chapel's website, and you can always discuss a potential gift with Pastor Ashley.

THE VILLAGE CHAPEL
SAFE CHURCH POLICY

PURPOSE

- To provide a safe, secure and nurturing environment
- To protect our families from abuse and/or sexual misconduct.
- To protect our teachers, volunteers and staff from false accusations of abuse and/or sexual misconduct.
- To safeguard the ministry of the church and protect against the damage that can result from litigation.

DEFINITIONS

Physical abuse: Physical injury by other than accidental means, injury resulting from negligence or exploitation.
Sexual abuse: Any contact or interaction between a non-consenting person and another adult. It may or may not involve touching. Abuse can include offensive, suggestive or obscene language or gestures, pornography, coercion, or any related behavior that could cause physical and/or emotional harm. It shall also include any abuse by phone, text, email, social media, internet, or other forms of electronic or digital communication.

POLICY STATEMENT

The policies of the Village Chapel are based upon Christian ethical principles and meet or exceed Federal and State regulations. Church leaders, including volunteers, are in positions of public trust and influence and are expected to carry out responsibilities in an appropriate manner. Church leaders are expected to abide by all laws and ethics related to personal misconduct and comply with this policy. Any form of abuse, sexual misconduct, sexual impropriety or sexual exploitation of another person (male or female) will not be condoned or tolerated.

RESPONSE TO ALLEGATIONS

Any church employee or other person acting under the authority of the Village Chapel who knows, or has reason to believe, that an incident of abuse has occurred is **obligated to report the allegation to the Senior Pastor**. An "Incident Report" of any abuse will be filed in a timely manner with the Chair of Human Resources for his/her action. Reports of misconduct will never be taken lightly or disregarded, or allowed to circulate without concern for the integrity and reputation of all parties involved (accused, accuser, as well as the church). Reports will be held in the strictest confidence before, during and after they have been submitted for further investigation.

Approved by Board of Trustees 12/17/2019

REPORTING PROCEDURES

When an allegation of abuse is received by the Senior Pastor, an investigation will be conducted promptly and objectively. The person receiving the report shall relate the information to the chairperson of the Human Resources Committee. In order to determine the facts, the committee

will conduct an investigation into the allegation by contacting the alleged victim, the accused, and any other person(s) with information or knowledge of the matter. **A written record of all proceedings of the committee must be kept.** If the investigation reveals that the claim is unsubstantiated, the committee report, along with all other documentation, shall be kept in a confidential personnel file. If the claim is found to be substantiated or unresolved, it must be reported to the civil authorities. (see requirements below).

While the investigation is being conducted, the church has the right to place the accused party "on leave" pending the outcome of the investigation, and with the determination of the Human Resources Committee, and in consultation with the Senior Pastor.

Anyone knowingly making a false report will be subject to disciplinary action.

REPORTING REQUIREMENTS

A Incident Report of any type of abuse should include the following:

1. Name, age, gender and address of the victim
2. Name, age, gender and address of the alleged perpetrator
3. Relationship of involved parties with the church
4. Nature of the allegations made by the accuser
5. Date(s) and location(s) of the incident(s)
6. Response made by the accused (if any)
7. Other evidence that supports the allegation (witnesses, confession, etc.)

TRAINING

The church will provide education and training in order to explain the need for and contents of this policy. All persons (whether paid or volunteer) who work in a supervisory capacity or in a subordinate capacity will complete a formal application and submit to a criminal background check.

ADDENDA

The following documents are available in TVC's office:

1. Basic Procedures for Safe Ministry
2. Incident Report
3. Application for Church Volunteer Workers
4. Acknowledgement of Receipt of Policies
5. Student Release Form

Approved by Board of Trustees 12/17/2019

The Village Chapel
Basic Procedures For Safe Ministry

The Village Chapel is committed to protecting all those entrusted to our care. We have adopted this policy to prevent, to the best of our ability, any incident of abuse from occurring in connection with our ministries.

WORKER REQUIREMENTS

All persons who work in a supervisory capacity or in a subordinate capacity will be considered Village Chapel workers and must comply with the policies set forth by the church.

1. All persons (paid or volunteer) must complete the application form, submit to the required background check and sign the "Acknowledgement of Receipt of Policies".
2. Workers will be trained regarding the church policies and procedures.
3. An individual new to The Village Chapel must work under supervision of a head teacher/director for a three-month period, prior to taking full responsibility for a class or group.
4. At least one adult, and preferably two, will be present at all church sponsored programs, events, or ministries involving youth.
5. Each room will have a door with an unobstructed window in it, a half-door, or an unobstructed window area adjacent to the door. Any classroom with no means of visibility from the outside will leave the door open at all times when working with children/youth.
6. At any counseling session, the door of the room will remain open or have unobstructed visibility, as described in #5. No individual or counseling sessions will be held outside of the church facilities.
7. All workers will be offered training annually in providing basic first aid care, CPR, Heimlich Maneuver, and use of AED machines. This training should include staff, youth volunteer workers, nursery attendants, and ushers.
8. Parents will have advance notice and full information regarding the event(s) in which their children will participate. Prior to any "out of church" activity, parents must give written permission for their child(ren) to participate on the Student Release Form.

Approved by Board of Trustees 12/17/2019

Facility Use Policy for The Village Chapel

Purpose Statement

The facilities of The Village Chapel (TVC), made possible through God's provision and the generosity of its members and friends, exist primarily to serve the Body of Christ and glorify God. TVC facilities are not generally open to the public but may be made available, at TVC's discretion, for religious ceremonies, religious educational programs, and Christian community service activities that are consistent with TVC's Statement of Faith. Facility use will not be permitted for activities or organizations whose beliefs or practices conflict with TVC's faith and moral teachings. All proposed uses remain subject to review and approval by TVC.

Approvals for Use and Priority of Use

All facility use requires prior approval, except for religious ceremonies involving TVC members or their immediate families and religious educational programs conducted by a TVC Pastor or a TVC-sponsored member.
Priority for facility use is as follows:

1. TVC members and their immediate families for religious ceremonies.
2. TVC ministries and religious educational programs.
3. Christian community service activities.

Other approved uses may be accommodated on a first-come, first-served basis when they do not conflict with higher-priority activities.

Facilities Use Guidelines

Religious Ceremonies:
TVC Members and Immediate Families**:** Ceremonies must be conducted by a TVC Pastor. Support services, including music, flowers, and photography, must be provided by TVC personnel or approved vendors. There is no facility-use fee. Any honoraria or compensation are arranged separately.
Non-Members**:** Preference is given to ceremonies conducted by a TVC Pastor, although other clergy may be approved. A TVC Pastor will review the proposed ceremony for consistency with this policy. Support services must be provided by TVC personnel or approved vendors. A facility-use fee will be charged to cover a fair share of operating, maintenance, and insurance costs. Clergy honoraria and support-service compensation are arranged separately.

Religious Educational Programs
TVC Facilities may be used for religious educational programs consistent with the Statement of Faith. Programs not conducted by a TVC Pastor or a TVC-sponsored member require prior approval by a TVC Pastor.

Christian Community Service
At its discretion and subject to scheduling priorities, TVC may make its facilities available to community organizations whose activities are consistent with the principles of its Statement of Faith. Approval will be determined by a TVC Pastor or, in their absence, the Chair of the HR Committee or the Chair of the Board of Trustees.

SERVICE OPPORTUNITIES

One of the greatest benefits of being a member of The Village Chapel is to serve in some capacity to help the church reach our Mission.

There are many opportunities to serve, some of which are listed below. As you are interested and led, contact the appropriate Committee Chair or church office for more information. Realize this is not a comprehensive list. You are encouraged to identify and promote new ways that TVC can serve our community. Remember - God has blessed each of us with unique skills, talents, and gifts. By sharing those blessings, you will be rewarded in many ways! **Please consider these or other ministry opportunities.**

Committees

- Angel Tree
- Buildings & Grounds
- Care of the Congregation
- Christian Education
- Children & Youth Ministry
- Communications
- Finance
- Membership
- Men of the Chapel (MOC)
- Nominating
- Outreach
- Women of the Chapel (WOC) Ministries
- Worship

Other Opportunities

- Habitat for Humanity Projects
- VOP Arts Festival
- Community Art & Music Events
- Sleep in Heavenly Peace Bed Build
- Food Pantry
- Operation Christmas Child
- Small Group Leadership
- Youth and Children Volunteer
- Vacation Bible School
- Scripture Readers
- Acolytes
- Altar Guild

The Village Chapel
Pinehurst, NC

realm

We are excited to introduce you to Realm, an online platform designed to help our Village Chapel family connect and stay up to date with everything going on. Realm is a private, church-only network that gives you control over your personal information. We encourage you to sign up, update your profile, and download the mobile app!

What can Realm do for me?

- **Online Directory:** Find phone numbers, emails, and addresses of fellow TVC members securely on your phone.
- **Group Communication:** Message your small groups, committees, or volunteer teams directly through the app.
- **Streamlined Giving:** View your giving history, download year-end statements, and set up recurring donations in just a few clicks.
- **Event Registrations:** Easily register and pay for upcoming church events.

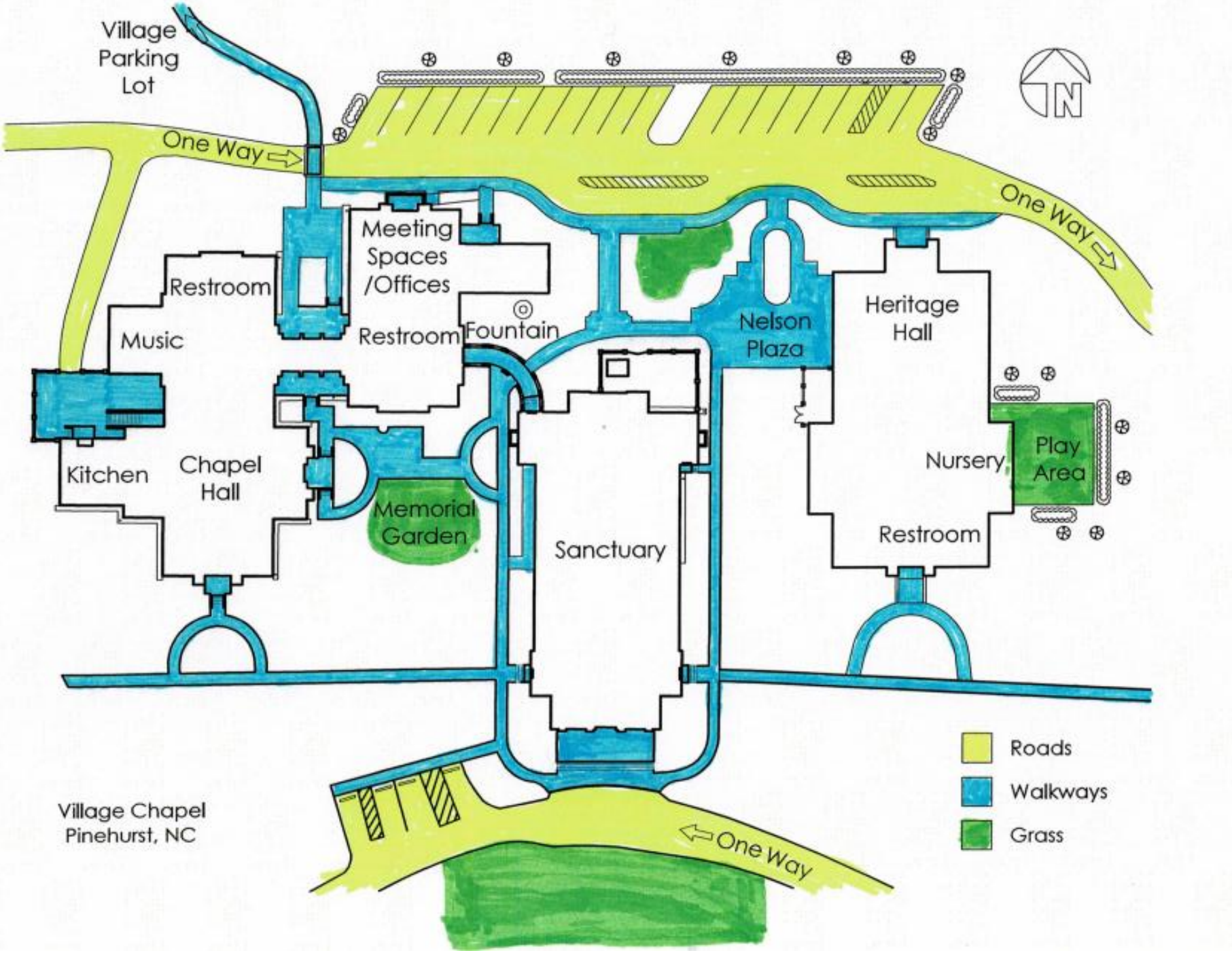
How do I Sign Up?

- **Step 1: Accept your invitation.** Check your email for a personalized invitation link from the church. Be sure to check your spam folder if you don't see it. Contact Simone at the church office to request a new sign-up link.
- **Step 2: Create your password.** Click the link in your email to set up your secure password and verify your account.
- **Step 3: Update your profile & privacy.** Click on your name or photo, choose "My Account" or "My Profile," and verify your contact details. *Note: Be sure to manage your privacy settings so others in your church can find you!*
- **Step 4: Download the app.** Search your phone's app store for **Realm Connect**. Log in using the same email and password you created in Step 2. Now you have the most up-to-date church directory at your fingertips!



Need more help?

Please stop by the church office or contact Simone Ayers at (910) 295-6003, ext. 101 or via email at simone@tvcpinehurst.com with any questions.


Village
Parking
Lot
One Way
One Way
N
Meeting
Spaces
/Offices
Restroom
Restroom
Fountain
Music
Nelson
Plaza
Heritage
Hall
Kitchen
Chapel
Hall
Memorial
Garden
Sanctuary
Nursery
Play
Area
Restroom
Roads
Walkways
Grass
Village Chapel
Pinehurst, NC
One Way

THE VILLAGE CHAPEL CLERGY AND STAFF

Rev. Dr. Ashley Neil Smith	(910) 992-8308 (cell)	**Senior Pastor** ashleyneilsmith@aol.com
Rev. Dr. Trey Majure	(910) 295-6003 ext. 105	**Associate Pastor** trey@tvcpinehurst.com
Rev. Dr. Vickie C. Smith	(910) 295-6003 ext. 102	**Minister of Children & Youth** vickiemcarsonsmith@gmail.com
Rev. Greg Wetzelberger	(910) 295-6003 ext. 111	**Support Minister** greg@tvcpinehurst.com
Stephen Gourley	(910) 295-6003 ext. 106	**Director of Music** stephen@tvcpinehurst.com
Deborah Holden		**Director of Children's Choir** debdrey@gmail.com
Simone Ayers	(910) 295-6003 ext. 101	**Office Manager** simone@tvcpinehurst.com
Steve McKenzie	(910) 295-6003 ext. 104	**Digital Media/Communications Manager** steve@tvcpinehurst.com
Stanley Perkins	(910) 295-6003 ext. 108	**Maintenance Facilitator** stanley@tvcpinehurst.com
Allie Gendron-Moore		**Nursery Director** tvcpnursery@gmail.com

THE VILLAGE CHAPEL BOARD OF TRUSTEES

Matt Utley, Chair	(302) 632-1833	matthew.utley@gmail.com
Tom Schroeder, Vice Chair	(518) 577-2221	tom@tschroeder.info
Bailey Jordan, Treasurer	(336) 210-1283	baileyjordan1925@gmail.com
Mike Poplin, Corporate Secretary	(336) 416-4657	rmikepoplin@gmail.com
Charlie Collini	(704) 695-4177	wopper48@gmail.com
Daisy Edmonds	(207) 521-6158	EdmondsDTVC@gmail.com
Charles Meyer	(910) 692-3768	charlesgmeyer@gmail.com
Brent Slosser	(252) 202-7985	brentslosser@outlook.com
Thomas Walker	(619) 997-9527	twalker@uso.org
Jackie Woodward	(910) 215-0793	jackieswoodward@yahoo.com

realm

10 Azalea Road, Pinehurst, North Carolina 28374
Telephone: 910-295-6003; Fax: 910-295-3729
The Care Cottage; 55 Community Road
Sunday Morning Radio Broadcasts
11:00 a.m. Worship Service
WIOZ at 550 (AM) from 8:00 to 8:30
WLHC at 103.1 (FM) from 8:30 to 9:00
www.tvcpinehurst.com