

Constitution

Mount Pleasant Baptist Church

Colonial Heights, Virginia 23834

Adopted by vote of the church on October 13, 2013.

Amended by vote of the church on August 10, 2014.

Amended by vote of the church on April 10, 2016.

Amended by vote of the church on October 14, 2018.

Article I

NAME

This body and church corporation shall be known as the Mount Pleasant Baptist Church located at 3110 Greenwood Avenue, Colonial Heights, Virginia.

Article II

OBJECTIVES

to be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community, and throughout the world by faithfully doing the following:

to worship God personally: God has called us to a personal, intimate, growing relationship with Him. The primary way we experience that relationship is through the regular, consistent practice of spiritual disciplines and corporate worship.

to walk with other believers: Our aim is that every member will be connected with other believers in a small group setting. Small groups are a place for deeper relational connection, applying God's Word to our lives, developing accountability, and providing ministry and care in times of need.

to work for God's Kingdom: Every believer has been given at least one spiritual gift, and is called to use that gift in the life and work of the local church. Our goal is to have every member serving according to his or her giftedness, passion, skills, abilities, and calling. Doing so brings fulfillment to the believer and helps the church accomplish her mission.

to witness as a way of life: All believers are called to share the Gospel with others both in the local community and around the world. Evangelism is a lifestyle, and our desire is that every believer will be prepared and ready to share their faith at all times.

Article III

STATEMENT OF FAITH

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. This church believes and adopts as her statement of faith the Articles of

Faith, as adopted by the Southern Baptist Convention, in the Baptist Faith and Message 2000 Edition.

Article IV
MISSION STATEMENT

Mount Pleasant Baptist Church is a family of faith that exists to meet people where they are and point them to Jesus.

Article V
CORE VALUES

Bible-Based: We are a family of faith that believes the Bible to be God's only inspired Word. It is our sole and sufficient guide in matters of faith and practice. We are to read, study, memorize, and meditate upon its precepts. Most of all, we are to put its principles into practice (2 Timothy 3:16-17; Psalm 119:9, 11; Joshua 1:8; James 1:22).

God-Glorifying: We are a family of faith that believes that our chief duty is to glorify God. He is the focus of our worship and witness. We are to worship Him in spirit and in truth. Whatever we do, we are to do for the glory of God (1 Corinthians 10:31; John 4:23-24).

Christ-Centered: We are a family of faith that believes Jesus is the Way, the Truth, and the Life. As our Good Shepherd, Jesus conquered death and has given His Church the ability to honor God through Himself in all things. We are to have Christ as the center of all aspects of the church, whether in or out of the building. As Christ is the center of the church, God is most glorified (John 14:6; John 10:11-18; Colossians 2:6-12; Colossians 3:1-3).

Spirit-Unified: We are a family of faith that believes that the person of the Holy Spirit unites us into one body. We are each gifted by the Spirit to serve in unique ways within the body. As we serve Him in a united fashion, He will do more through us than we can ask or imagine (1 Corinthians 12:4-13; 1 Peter 4:10).

Disciple-Developing: We are a family of faith that exists to lead people into a growing relationship with Jesus Christ. We are to evangelize the lost, then guide them toward maturity. Finally, we are to equip them for ministry and mission. We will care for the needs of those in our family (Matthew 28:18-20; Luke 19:10; Ephesians 4:11-13; Acts 2:42-47).

Outreach-Oriented: We are a family of faith that believes that we exist, in part, for those who are not yet a part of our family. We will design our ministries so that evangelism is priority. We will proclaim the unchanging Gospel by the most effective means available. We will simultaneously do missions at home, nationally, and globally (Luke 14:23; Acts 1:8).

Prayer-Driven: We are a family of faith that is steadfastly devoted to prayer because the effective prayers of the righteous can accomplish much. Therefore, we are to consistently offer prayers, supplications, intercessions, and thanksgivings for all people (Matthew 21:13; Colossians 4:2-4; 1 Thessalonians 5:17; 1 Timothy 2:1; Philippians 4:6; James 5:16).

Article VI FORM OF GOVERNMENT AND AFFILIATION

The form of government of this church is pastor-led under congregational authority. The government of this church is sovereign, based on democratic processes, under the Lordship of Jesus Christ. It is subject to the control of no other ecclesiastical body. Mount Pleasant Baptist Church chooses to affiliate with the Southern Baptist Convention, the Southern Baptist Conservatives of Virginia, and the Petersburg Baptist Association.

Article VII CHURCH COVENANT

The following is the membership covenant of Mount Pleasant Baptist Church:

I Covenant...

to completely submit to the Bible as my authority and final arbiter on all issues (Psalm 119; 2 Timothy 3:14-17; 2 Peter 1:19-21).

to pursue our Lord Jesus Christ daily through the practice of spiritual disciplines such as Scripture reading, prayer and fellowship with God's people (Luke 18:1; Acts 17:11; 1 Corinthians 9:24-27; Ephesians 5:1-21; 1 Thessalonians 5:12-22).

to faithfully follow the commands and example of Jesus by rightly participating in the ordinances given to His Church: by being baptized by immersion after conversion (Matthew 28:19) and by regularly remembering, honoring and celebrating the person, life, death and work of Christ through Biblical communion (1 Corinthians 11:24).

to regularly participate in the congregational life of Mount Pleasant Baptist Church through attending worship, engaging in a gospel-centered community and serving within and outside the church (Acts 2:42-47; Hebrews 10:23-25; Titus 3:14).

to be a steward of the resources God has blessed me with; including time, talents, spiritual gifts, and finances. This includes cheerful giving of financial resources, sacrificial participation in ministry within the church, and voluntary service to the community outside the church. (Matthew 25:14-30; Romans 12:1-2; 2 Corinthians 8-9; 1 Peter 4:10-11).

to, by the grace of God through the power of the Holy Spirit, walk in holiness in all areas of life as an act of worship towards Jesus Christ (1 Peter 1:13-16, 4:1-3). I will strive to put certain attitudes and actions to death while displaying the love of Christ through the Spirit. Below are some examples from the Scriptures:

I will practice complete chastity, if not married, and complete faithfulness within the realm of a heterosexual and monogamous marriage, if married. Complete chastity and faithfulness, regardless of my marital status, means I will abstain from sexually immoral practices such as adultery, premarital sex, homosexuality and pornography (Romans 13:11-14; 1 Corinthians 6: 9,15-20, 10:8; Ephesians 5:3; 1 Thessalonians 4:1-8; Hebrews 13:4).

I will seek to protect the gift of marriage defined in God's Word as being between one man and one woman and agree to pursue steps of Christian-based marriage reconciliation before agreeing to be divorced from my spouse (Matthew 19:1-12; Mark 10:1-12; Luke 16:18; 1 Corinthians 7:10-11). Paul's instructions to the church concerning the resolution of legal matters within the body of Christ in 1 Corinthians 6 give direction for the role of the church in the process of divorce.

I will abstain from the use of illegal drugs, drunkenness, gossip and other sinful activities as the Bible dictates (Romans 1:28-31, 13:13; Galatians 5:19-21; Ephesians 5:18; James 3:3-18).

to take seriously the responsibility of Christian freedom related to my faith in Christ, especially actions that could be a stumbling block to others by possibly leading them to sin (1 Corinthians 8:1-13; Romans 14:21).

to submit to the direction of God through the leadership of the Holy Spirit by: following the Biblical procedures found in the Scripture for church discipline where sin is evident in another – with the goal being complete repentance and restoration (Acts 3:19 – 20, Galatians 6:1-2, 2 Corinthians 7:8-11), receiving and responding, in a Godly manner, to righteous and loving discipline when approached Biblically by fellow believers (Psalms 141:5; Matthew 18:15-20; 1 Corinthians 5:9-13; Hebrews 12:5-11).

to do the following when I am convicted of my sin: confess it to God and fellow believers; repent and seek reconciliation with Christ; and strive to put my sin to death (Romans 8:13; Colossians 3:5; James 5:16; 1 John 1:6-10).

to submit to the appointed leaders of Mount Pleasant Baptist Church and diligently seek unity and peace within the church (Ephesians 4:1-3; Hebrews 13:17; 1 Peter 5:5).

to seek a Christ-exalting church with which I can carry out my Biblical responsibilities as a believer should I choose to leave Mount Pleasant Baptist Church.

Article VIII ORDINANCES

Section 1: Baptism

A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- 1) Baptism shall be by immersion in water.
- 2) Baptism shall be administered by the pastoral staff or whomever the Lead Pastor shall authorize.
- 3) Baptism shall be administered as an act of worship and obedience to Christ's command.
- 4) A person professing Christ should be baptized as soon as possible. A person professing Christ and failing to be baptized after a reasonable length of time shall be counseled by the pastoral staff and/or deacons.

Section 2: The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- 1) The Lord's Supper shall be observed regularly, preferably the first Sunday of the month, or as otherwise scheduled.
- 2) The pastoral staff and deacons shall be responsible for the Administration of the Lord's Supper.

Article IX AMENDMENTS TO CONSTITUTION

Changes in this Constitution (excluding typographical errors, punctuation corrections, and formatting changes) may be made at any regular business meeting of the church in compliance with the requirements in this Article, provided each proposed amendment shall have been presented in writing to the pastoral staff or appropriate committee for approval and inclusion on the agenda at any regular business meeting of the church. If a proposed amendment fails to garner pastoral or committee approval for inclusion on a business meeting agenda, the proposed amendment may be included on a business meeting agenda in the following manner: At least ten percent (10%) of the previous month's average worship attendance has signed a petition to have the proposed amendment included on the business meeting agenda. Copies of proposed amendments shall be initially furnished to each member present in a regular or special called business meeting and publicized at large in the church. At the following regular or called business meeting, not less than two weeks after the proposed amendment is presented, a vote shall be taken on the proposed amendment. Amendments to this Constitution shall be ratified by at least a three-

quarters (3/4) vote of all voting age members of the church present and voting at such duly called meeting

By-Laws

Mount Pleasant Baptist Church

Colonial Heights, Virginia 23834

Article I

MEMBERSHIP

Section 1: General

This is a Bible-based church under the lordship of Jesus Christ. The membership of this church shall be composed of baptized believers in Jesus Christ as their Lord and Savior and retains the exclusive right of self-government in all phases of the spiritual and temporal life of this church. The membership of this church shall consist of such persons who have met the qualifications for membership and are listed on the membership rolls. The membership reserves an exclusive right to determine who shall be members of this church and the conditions of such membership.

No member of this church, nor any officer, shall by virtue of such membership, office, or position, incur or be subject to personal liability to any extent for any indebtedness, obligations, acts, or omissions of this corporation. In accordance with Virginia Code § 8.01-220.1:3, no church member shall be liable in tort or contract for the actions of any officer, employee, leader, or other church member solely because of his or her membership in Mount Pleasant Baptist Church.

Section 2: Candidacy

Any person may offer himself or herself as a candidate for membership in this church in any of the following ways:

- 1) By profession of faith and for baptism by immersion according to the policies of this church.
- 2) By promise of a letter of recommendation from another Southern Baptist Convention church.
- 3) By statement of prior conversion experience with baptism by immersion when no letter is attainable.

Section 3: Designation of Covenant Membership

Candidates for church membership will be required to participate in the church's new member orientation program and affirm the Constitution & By-Laws of Mount Pleasant Baptist Church.

Members prior to the adoption of the 2013 revision shall recommit their membership with an affirmation of the Constitution & By-Laws of Mount Pleasant Baptist Church. This process will provide a better understanding of the

requirements of church membership and allow the church to update membership information.

Affirmation of the Constitution & By-Laws will be achieved by returning membership cards to the church within 90 days of the adoption of the revised Constitution & By-Laws.

With the affirmation of the Constitution & By-Laws, a person indicates either to continue or to start membership with Mount Pleasant Baptist Church. This means that the member understands the governance of the church, desires to participate in a church characterized by the Core Values in Article V of the Constitution, and strives to live a life characterized by the Church Covenant in Article VII of the Constitution. Members of Mount Pleasant Baptist Church who fall into a pattern of sin agree to be involved in the process described in Article I, Section 5: Discipline and Restoration found in the By-Laws.

In order to vote, members must be at least 16 years old unless the issue voted on is contractual in nature and then members must be 18 years old.

Section 4: Termination of Membership

Membership shall be terminated in the following ways:

- 1) By death;
- 2) Transfer by letter to another Baptist church;
- 3) Upon becoming a member of a church of another denomination;
- 4) Excommunication by action of this church through church discipline; or
- 5) Removal upon request of the member

Section 5: Discipline and Restoration

Purpose: Mount Pleasant Baptist Church emphasizes that every reasonable measure will be taken to assist any member who has fallen into a pattern of sin. The pastoral staff and other leadership are available for counsel and guidance. Redemption rather than punishment should be the goal that governs the attitude of one member toward another. The pastoral staff shall be responsible for scriptural discipline within the church and her membership.

Process: It shall be the practice of the church to pursue every reasonable measure for peace and reconciliation. Should one member sin against another member or the body of members (the church), the aggrieved members shall follow in tender spirit the rules given by our Lord and Savior in Matthew 18:15-17; 1 Corinthians 5:9-13; and Galatians 6:1-2. The pastors and other leadership are available for counsel and guidance to the aggrieved members. Differences that cannot be resolved will be initially handled by the pastoral staff or its designees. The church will look to the pastors for effective functioning and discipline of her members. Only after good faith efforts by the pastoral staff to bring about repentance and reconciliation have proven futile, shall the accused member be

subjected to further church discipline. All church discipline shall follow the Biblical process.

If the pastoral staff determines that church discipline in the form of dismissal shall be exercised, that recommendation, after full consideration, shall be submitted to the membership of the church for a simple majority vote.

Members who are found guilty of public, aggravated, or habitual sin and remain unrepentant will be subject to church discipline. To remain a member, the member shall continue through the conclusion of the disciplinary process. A member's rights and responsibilities of membership can only be terminated after a recommendation of termination of membership by the pastoral staff and a simple majority vote of voting members present at the business meeting in which said recommendation is considered.

Restoration of Members: Prior to restoration of full membership privileges, members excommunicated by the church must first confess and repent of their sin(s) to God. When their conduct is judged by the pastoral staff to be in accordance with Biblical repentance, they will recommend restoration of membership of the excommunicated member to the church. The church will respond according to the spirit of 2 Corinthians 2:5-8. An affirmative majority vote of the voting members present is required for restoration. Full membership privileges will be restored after the individual has completed the new member orientation program.

If a member is unsatisfied with how the process of discipline and restoration has gone, Mount Pleasant Baptist Church agrees to use Peacemakers Ministry as a third party consultant in the matter.

Article II BOARD OF DIRECTORS

Section 1: General Powers

The Board of Directors is responsible for signing incorporation documents and other required documents for the church to conduct business. The Board of Directors shall not proceed in any matters until such matters have been approved by the church.

Section 2: Number, Qualification, Term and Election

The Board of Directors shall be composed of the Lead Pastor, or a pastor designated by the Lead Pastor, and a lay member elected by the church. The lay member will serve a 3-year term and the position will be filled through the Nominating Committee process.

Section 3: Vacancies on the Board

Should the layperson position on the Board of Directors become vacant because of death, resignation, removal, disqualification, or any other cause, it shall be filled by the normal Nominating Committee process. Should the Lead Pastor position become vacant, the Personnel Committee would fill the pastoral position on the Board.

Section 4: No Compensation for Directors

No salary or compensation shall be paid to any member of the Board of Directors in such capacity, but nothing herein shall be construed to preclude any Board member from serving the church in any other capacity and receiving reasonable compensation therefor.

Article III CHURCH OFFICERS AND STAFF

Section 1: General

All church officers, ministry leaders, Bible Fellowship workers, deacons, and pastoral staff must be members of the church. All church officers, staff members, ministry leaders, Bible Fellowship workers, deacons, and other workers in ministries at Mount Pleasant Baptist Church are expected to conduct themselves in accordance with the “MPBC Leaders’ Standards of Excellence” found in the “Church Policy and Operations Manual” of Mount Pleasant Baptist Church.

Section 2: Lead Pastor

1. Responsibilities: The Lead Pastor serves as the main shepherd of the church under the direction of Christ. He must meet the qualifications for the office of elder as set forth in 1 Timothy 3:1-7 and Titus 1:6-9. In keeping with the principles set forth in Acts 6:1–6 and 1 Peter 5:1–4, the Lead Pastor shall devote his time to prayer and the ministry of the Word. He is to provide visionary leadership in all areas of church life including worship, evangelism, discipleship, and pastoral care so that the church can carry out its God-given mission to lead people into a growing relationship with Jesus Christ.

2. Calling: A Lead Pastor shall be chosen and called by the church whenever a vacancy occurs. A Lead Pastor selection committee consisting of nine regular members and two alternates shall be nominated by the deacons, in consultation with the pastoral staff, and elected by the church to seek out a suitable Lead Pastor. A Lead Pastor must meet the qualifications for the office of elder as set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4. The committee shall bring to the consideration of the church only one name at a time. The election shall take place at a special called business meeting to be held on a Sunday morning. Two weeks’ public written notice of the election must be given. Election shall be by secret ballot and affirmative vote of at least eighty-five percent (85%) of the

voting age members present is necessary for a call. The Lead Pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request as outlined below.

3. Resignation: The Lead Pastor shall give the Executive Pastor, Chairman of the Deacons, and Chairman of the Personnel Committee at least two weeks' notice at the time of resignation before terminating his responsibilities as pastor.

4. Leave of Absence and Termination: The Personnel Committee shall place the Lead Pastor on a paid leave of absence for the following reasons:

- a) Failure to perform responsibilities as given in the By-Laws and in the Personnel Committee's Lead Pastor Job Description.
- b) Teaching heretical doctrine.
- c) Grievous legal or moral deficiencies or professional misconduct.

The Chairman of the Personnel Committee shall call a special called business meeting of the church to declare whether the position of Lead Pastor should be vacant. The membership must be given two weeks written notice prior to the special called meeting. A quorum shall consist of at least forty percent (40%) of voting age church members, and only voting age members will be allowed to vote. The Chairman of the Personnel Committee shall act as moderator of the meeting. An affirmative vote of at least two-thirds (2/3) of the voting age members present shall be necessary to declare the office vacant. If the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote. The Personnel Committee will recommend to the church for approval a fair separation package as designated in the personnel manual. If the affirmative vote to declare the Lead Pastor office vacant does not prevail, the same issue cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

5. Dismissal:

If at least twenty-five percent (25%) of the voting age church members file a written request to the chairman of the Personnel Committee for the dismissal of the Lead Pastor, it shall be the duty of the Personnel Committee in consultation with the pastoral staff members to select a committee consisting of seven members and two pastoral staff members to determine if the reasons for dismissal are valid. If so, the Chairman of the Personnel Committee shall call a special called business meeting of the church to declare whether the position of Lead Pastor should be vacant. The membership must be given two weeks written notice prior to the special called meeting. A quorum shall consist of at least forty percent (40%) of voting age church members, and only voting age members will be allowed to vote. The Chairman of the Personnel Committee shall act as moderator of the meeting. An affirmative vote of at least two-thirds (2/3) of the voting age members present shall be necessary to declare the office vacant. If

the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote. The Personnel Committee will recommend to the church for approval a fair separation package as designated in the personnel manual. If the affirmative vote to declare the Lead Pastor office vacant does not prevail, the same issue cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

Section 3: Deacons

Deacons are to be the leading servants of the church. The primary responsibility of Deacons is to care for the many needs of the church body and the community so that the pastoral staff can successfully perform their pastoral responsibilities. Deacons must meet the qualifications for the office of Deacon as set forth in Acts 6:1-7, and 1 Timothy 3:8-13, and the "Mount Pleasant Baptist Church Deacons' Standards of Excellence and Creed" found in the "Church Policy and Operations Manual" of Mount Pleasant Baptist Church.

- 1) The church shall have as many deacons as membership size, programs, and ministry require.
- 2) A regular election term for a deacon on the active roll shall be three years. Election to a regular three-year term will be done by the church in accordance with the procedures established in these By-Laws. When an elected deacon becomes unable to serve his regular elected term, a term of service may be for less than three years. Selection to fill these vacant positions will be done by the deacon body from the inactive deacons that are members of the church. After serving a term, a deacon may be considered for reelection to the active roll.
- 3) The Chairman of the Deacons shall oversee the process of Deacon nominations four months prior to the start of the new church year beginning September 1. Church members may submit in writing names of church members they recommend for consideration to the Deacon Nominating Committee. Persons making these recommendations shall first obtain that member's permission and understand that he must meet the qualifications for Deacon and is willing to serve if elected.
- 4) The Deacon Nominating Committee, in conjunction with the Pastoral staff, will review the recommendations and add to the list as necessary to obtain a reasonable list of candidates. The committee will examine the list, making personal contact as necessary. The objective of the Deacon Nominating Committee is to arrive at a slate of nominees that will be the best available to fill the expected vacancies on the active deacon roll.
- 5) At the business meeting that immediately precedes the beginning of the church year, the Deacon Nominating Committee will present for approval the slate of nominees sufficient to conduct the ministry.

6) If necessary, the Lead Pastor will schedule an ordination service to ordain those newly elected deacons who have not been previously ordained.

Section 4: Moderator

The Lead Pastor shall serve as moderator at church business meetings. In his absence the Lead Pastor's designee shall call the church to order and serve as acting moderator.

Section 5: Clerk

The Church Clerk shall keep in suitable format a record of all the actions of the church, except as otherwise herein provided. The Church Clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Church Clerk shall issue letters of dismissal or transfer voted by the church, preserve on file all written official reports from business meetings, and give legal notice of all meetings where such notice is necessary, as indicated in these By-Laws. The church may delegate some of the clerical responsibilities to assistant clerks or staff. All church records are church property and shall be filed in the church office or other designated secure location. Church records will be available for any church member upon reasonable request except for those records that contain personal information of individual members.

Section 6: Treasurer

The church shall elect a Church Treasurer and an assistant. The Treasurer shall render to the church at each regular business meeting a report of the receipts and disbursements for the preceding period. The Treasurer's report shall be audited annually by an auditing committee or public accountant. Upon completion of the annual audit and its acceptance and approval by the church, the records shall be made a part of the permanent records of the church.

Section 7: Financial Director

The Financial Director shall receive all monies that come into the church, deposit them to the appropriate account in the bank, and maintain and distribute a record of deposits. The Financial Director shall pay out or cause to be paid out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of receipts and disbursements. The Financial Director's report shall be audited annually by an auditing committee or public accountant. Upon completion of the annual audit and its acceptance and approval by the church, the records shall be made a part of the permanent records of the church.

Section 8: Financial Recording Secretary

The Financial Recording Secretary will receive the empty collection envelopes and/or other record of receipts from the Teller Committee and from these records shall give each donor credit on the approved record system. The Financial

Recording Secretary will maintain the envelopes and other record of receipts for the support of church records for the period required by law. Annual contribution records will be mailed by the end of January, per IRS laws and regulations. Any member can obtain his or her contribution record at any time by making a request to the Finance Office.

Section 9: Staff

Administrative Staff: The church shall employ staff members as necessary. A job description shall be written by the Personnel Committee in conjunction with the supervising pastor when the need for administrative staff members is determined. Administrative staff positions shall be recommended to the church body by the Personnel Committee and Lead Pastor and be approved by church action. Upon approval the Personnel Committee will regularly review, manage, and update Administrative Job Descriptions.

Pastoral Staff: The Lead Pastor, in consultation with the Personnel Committee, shall determine the number and function of pastoral staff positions. A job description will be written by the Personnel Committee, in conjunction with the Lead Pastor, when the need for additional pastoral staff positions is determined. Pastoral staff positions shall be recommended to the body by the Personnel Committee and the Lead Pastor and be approved by church action.

1. Calling: The Lead Pastor and Personnel Committee shall recommend candidates to fill pastoral staff positions. Candidates must meet the qualifications for the office of elder as set forth in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-4. The committee shall bring to the consideration of the church only one name at a time. The election shall take place at a special called business meeting to be held on a Sunday morning. Two weeks' public written notice of the election must be given. Election shall be by secret ballot and affirmative vote of 85% of the voting age members present is necessary for a call. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request.

2. Resignation: A pastor shall give the Lead Pastor and Chairman of the Personnel Committee at least two weeks' notice at the time of resignation before terminating his responsibilities as pastor.

3. Leave of Absence and Termination: It shall be the duty of the Lead Pastor and the Personnel Committee to place a pastor on a paid leave of absence for the following reasons:

a) Failure to perform responsibilities as given in the By-Laws and in the Personnel Committee's Lead Pastor Job Description.

- b) Teaching heretical doctrine.
- c) Grievous legal or moral deficiencies or professional misconduct.

The Chairman of the Personnel Committee shall call a special called business meeting of the church to declare whether the pastoral position should be vacant. The membership must be given two weeks written notice prior to the special called meeting. A quorum shall consist of at least forty percent (40%) of voting age church members, and only voting age members will be allowed to vote. The Chairman of the Personnel Committee shall act as moderator of the meeting. An affirmative vote of at least two-thirds (2/3) of the voting age members present shall be necessary to declare the office vacant. If the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote. The Personnel Committee will recommend to the church for approval a fair separation package as designated in the personnel manual. If the affirmative vote to declare the pastoral office vacant does not prevail, the same issue keep cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

4. Dismissal: If at least twenty-five percent (25%) of the voting age church members file a written request to the chairman of the Personnel Committee for the dismissal of a pastor, it shall be the duty of the Lead Pastor and the Personnel Committee to determine if the reasons for dismissal are valid. If so, the Chairman of the Personnel Committee will call a special called business meeting of the church to declare whether the pastoral position should be vacant. The membership must be given two weeks written notice prior to the special called meeting. A quorum shall consist of at least forty percent (40%) of voting age church members, and only voting age members will be allowed to vote. The Chairman of the Personnel Committee shall act as moderator of the meeting. An affirmative vote of two-thirds (2/3) of the voting age members present shall be necessary to declare the office vacant. If the membership votes the office vacant, the termination of pastoral duties shall be effective immediately upon publication of the results of the vote. The Personnel Committee will recommend to the church for approval a fair separation package as designated in the personnel manual. If the affirmative does not prevail, the same question cannot be presented to the church until the lapse of at least three (3) months from the date of the vote.

Article IV COMMITTEES AND MINISTRY TEAMS

Section 1: General

The church shall have four standing committees: Audit, Budget and Finance, Nominating, and Personnel. The Personnel, Budget and Finance, Nominating, and Audit Committee members will be recommended by the Nominating Committee and elected by the church. Members of standing committees can serve no more than two consecutive terms. After serving two terms, members

must remain off that committee for one year before serving on that standing committee. Chairpersons of each committee and ministry team leaders will be chosen by their respective committee or team. All ministry team members shall be recommended by the Nominating Committee and elected by the church. No more than two family members can serve simultaneously on the Standing Committees and they cannot serve on the same Standing Committee. All team members shall be recommended by the Nominating Committee and elected by the church. The pastoral staff shall attend committee and ministry team meetings as necessary.

The church shall have as many additional ministry teams as are necessary to fulfill her God-given mission. Believing that all members are called to serve, participation on these ministry teams shall be based upon calling and passion. Descriptions and guidelines for such ministry teams may be found in the current edition of the "Church Policy and Operations Manual" of Mount Pleasant Baptist Church.

Section 2: Audit Committee

The Audit Committee shall consist of five members not involved in the financial structure of this church elected by the church and to serve a three-year term on a rotating basis. They shall perform internal audits and report their findings to the church on an annual basis. They shall recommend and coordinate external audits and on years that an external audit is conducted an internal audit is not required.

Section 3: Budget and Finance Committee

The Budget and Finance Committee develops and recommends an overall stewardship plan using sound principles of financial management. It shall present a proposed budget annually for the coming calendar year.

The committee shall consist of five members elected by the church each to serve a three-year term on a rotating basis. The Executive Pastor and Treasurer shall also be *ex officio* members of the committee.

The Executive Pastor in conjunction with the Budget and Finance Committee shall have general supervision over the church financial program and the system of handling church monies from collection to disbursement. This includes general oversight and advice to the Treasurer, Tellers, Financial Secretary, Recording Financial Secretary, and other church staff as they are involved in church financial matters.

The Budget and Finance Committee shall stay abreast of financial operations and take initiatives as necessary to advise the church concerning expenditures. Any new projects or programs affecting the budget shall be brought to the church for approval.

The Budget and Finance Committee will present for review a proposed budget to the congregation at least two weeks prior to the December business meeting. A vote to approve the proposed budget shall take place at a special called business meeting to be held on the first Sunday following the December business meeting. Further responsibilities of the Budget and Finance Committee are found in the current "Standard Operating Procedure for Money Management" included in the "Church Policy and Operations Manual" of Mount Pleasant Baptist Church.

Section 4: Nominating Committee

The Nominating Committee will consist of nine persons elected by the church for a three-year term on a rotating basis of three new persons elected each year. The Adult Bible Fellowship Director will serve as *ex officio* member.

The Nominating Committee is responsible for recommending persons to serve in volunteer positions. The Nominating Committee shall seek the best qualified persons for all church leadership positions, fairly representing the entire congregation, and representing both genders. The Nominating Committee will consult with the pastoral staff before presenting recommendations to the church. The Nominating Committee shall present a list of nominees for standing committees to the church at least two weeks prior to the August business meeting.

Recommendations to fill vacancies that occur during the current church year will be made by the Nominating Committee in consultation with the appropriate standing committee, ministry team, organization, and pastoral staff. Any person appointed to fill a vacancy during the church year will fill the remaining portion of that term.

Section 5: Personnel Committee

The Personnel Committee will consist of seven members serving three year terms on a rotating basis. The Personnel Committee assists the church in matters related to administration of all paid personnel. Its work includes such areas as formalizing the need for staff positions, preparing job descriptions, and recommending personnel for approved positions. The Personnel Committee will also review annual evaluations conducted by supervisors and recommend salaries and benefits as well as develop the personnel portion for submission in the church budget.

Section 6: Special Committees or Teams

The church may appoint special committees or teams for such purposes as are deemed necessary for carrying out the church's purposes. The church shall designate the purpose, membership, and duration of each special committee or team upon its inception. A special committee may not exist beyond duration of one year without the reauthorization of the church.

Article V

CHURCH POLICY AND OPERATIONS MANUAL

Section 1: General

A "Church Policy and Operations Manual" of Mount Pleasant Baptist Church shall be overseen by the Executive Pastor with professional consultation and review. This Manual shall include all church policies, procedures, job descriptions, and organization charts depicting lines of responsibility in the administration of the church.

Subjects covered may include, but are not limited to, the following:

- 1) Personnel policies and procedures.
- 2) Church property policies and procedures;
- 3) Church discipline procedures and policies;
- 4) Christian conciliation and dispute resolution policies and procedures;
- 5) Child protection policies and procedures;
- 6) Financial policies and procedures;
- 7) List of ministry teams and their purpose and any needed policies and procedures;
- 8) Other policies and procedures as needed.

The Manual shall be kept in the church office and made available for use by any member of the church. A church secretary or clerk shall maintain the Manual. The Executive Pastor or designees and the related organization or committee shall review the Manual at least annually, with the authority to make changes to the Manual.

Section 2: Additions, Deletions, and Revisions

Any church member may initiate suggested additions, revisions, or deletions to or from the Manual by:

- 1) Recommendation to the Executive Pastor and the related organization or committee; and
- 2) Approval and execution of the change by the Executive Pastor and the related organization or committee.

Article VI CHURCH AND MEMBERS MEETINGS

Section 1: Worship Services

The church shall meet regularly for worship of Almighty God including, but not limited to, each Sunday. These meetings will be open to all and shall be conducted under the leadership of the Lead Pastor and pastoral staff.

Section 2: Special Services

Seasons of outreach, revival, missions, prayer, and other spiritual exercises are essential for a healthy church body life. Special events for such will be placed on the church calendar as prompted by the Holy Spirit and at the discretion of the Lead Pastor.

Section 3: Regular Business Meetings

Regular business meetings shall be held bi-monthly in February, April, June, August, October, and December.

Section 4: Special Called Business Meetings

A special called business meeting may be held to consider special matters of a significant nature. A notice shall be given at least fourteen days prior of the subject, date, time, and location for the special called business meeting.

Section 5: Business Meeting Agenda

All business meeting action items will be transacted according to an agenda that will be presented to the body two weeks prior to a regularly scheduled business meeting. Anyone may introduce items to be included on the agenda by submitting the item to the appropriate committee, ministry team, or pastoral staff member at least two weeks prior to the publishing of the agenda (four weeks prior to the meeting.)

Only items on the agenda can be voted upon in the business meeting. Any proposed new business items will be referred to the appropriate committee, ministry team, or pastoral staff member for consideration and report at a subsequent business meeting.

If a committee, ministry team, or pastoral staff member discusses and decides not to act upon a new business item, any member can pursue the business item at a regular business meeting according to *Robert's Rules of Order*, latest edition.

Section 6: Quorum and Procedure

Except where otherwise defined in this document, a quorum consists of those who attend a regular or special called business meeting. *Robert's Rules of Order*, latest edition, shall be the authority for parliamentary procedure during all official meetings of the church except where the Constitution and By-Laws prescribe another procedure. A parliamentarian appointed by the Nominating Committee and elected by the church will ensure that proper procedures are followed.

All meetings and services are to be governed by a spirit of Christ likeness in which the Biblical admonition to love one another as Christ loves the church guides the membership.

Section 7: Items Requiring Church Approval

The following actions shall require final approval by the church body in either a regular or special called business meeting by a simple majority unless otherwise specified.

- 1) Annual budget of the church.

- 2) Election of the deacons and any other church officers and members of committees, as provided for in these By-Laws.
- 3) Disposition of any significant portion of the church's assets. Disposition of any item worth at least \$5000 must be brought before the church for a vote prior to disposal.
- 4) Merger or dissolution of the church.
- 5) Acquisition of real property and related indebtedness not included in the church budget.
- 6) Call or removal of a pastoral staff member. An affirmative vote of at least eighty-five percent (85%) of the voting age members present is necessary for a call. An affirmative vote of at least two-thirds (2/3) of the voting age members present shall be necessary for removal.
- 7) Amendments to the church Constitution or By-Laws. Amendments to the Constitution shall be ratified by at least a three-quarters (3/4) vote of all voting age members of the church present and voting at such duly called meeting. Amendments to the By-Laws shall be approved by at least two-thirds (2/3) vote of all voting age members of the church present and entitled to vote.
- 8) Any other major event or decision as designated by a committee, ministry team, or pastoral staff.

Article VII CHURCH FINANCES

Section 1: Budget

The church will operate on a unified budget, adopted annually by the membership. Members shall be encouraged to give regularly to the unified budget. Any special or designated contributions shall not be considered part of the unified budget.

The Executive Pastor in conjunction with the Budget and Finance Committee exercises general supervision over all matters pertaining to church finances. The Budget and Finance Committee will prepare an annual budget for adoption by the church prior to the beginning of the fiscal year. This budget will be developed in consultation with the church staff, lay leadership, and others that may be involved with the church finances. The church relies on the Biblical principle that funds necessary for operation will be received through the tithes and free will offerings of the membership. Each church member has an obligation to support the work of the church and her objectives with regular, proportionate giving.

Section 2: Special Offerings

To strengthen the concept of a unified budget for church operation, and to promote systematic giving through regular tithes and offerings, special offerings will be requested from the membership only with the prior approval of the Budget and Finance Committee and pastoral staff. Examples of special offerings are the Global Impact Offering, Lottie Moon, Annie Armstrong, state mission offerings, associational missions offerings, and Samaritan General Fund. Examples of love

offerings for special events are revivals, Bible conferences, films, music groups, disaster relief, etc. Love offerings may be received as needs arise.

Section 3: Designated Contributions

The church may accept any designated or project contribution, grant, bequest, or devise consistent with her general tax exempt purposes, as set forth in the "Articles of Incorporation." As so limited and approved by the Budget and Finance Committee, donor designated contributions will be accepted for special funds, purposes, or uses, and such designations generally will be honored. However, the church shall reserve all right, title, and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any funds (including designated contributions) to assure that such funds will be used to carry out the church's tax exempt purposes.

Section 4: Accounting Procedures

The Executive Pastor in conjunction with the Budget and Finance Committee will exercise general supervision over and establish necessary procedures for effective management and control over the church funds. The general guidelines specified in the "Church Policy and Operations Manual" of Mount Pleasant Baptist Church will be followed. The Budget and Finance Committee will maintain a continuing review over budget execution and expenditures throughout the church year and present recommendations to the church as appropriate.

The financial records of the church shall be audited annually by an elected audit committee or a certified public accountant. This audit will be accomplished and a report provided to the church. An outside audit will also be performed at least every five years or as recommended by the Audit Committee. Upon completion of the audit, the financial records will be stored in the church office or other safe repository.

Section 5: Fiscal Year

The fiscal year of the church will be 1 January through 31 December.

Article VIII AMENDMENTS TO BY-LAWS

Changes in these By-Laws (excluding typographical errors, punctuation corrections, and formatting changes) may be submitted to the appropriate pastoral staff member or committee for inclusion on the agenda at any regular business meeting of the church. If a proposed amendment fails to garner pastoral or committee approval for inclusion on a business meeting agenda the amendment may be included on a business meeting agenda if members comprising at least ten percent (10%) of the previous month's average worship attendance have signed a petition to bring the proposed amendment before the church. Once a proposed amendment is properly before the members for a vote

at a regular or special called business meeting, copies of the proposed amendment shall be furnished to each member present and publicized at large in the church. At the following business meeting, not less than two weeks after amendment is presented, a vote shall be taken on the amendment. Amendments to these By-Laws shall be approved by at least two-thirds (2/3) vote of all members of the church present and entitled to vote.

I, the undersigned Mount Pleasant Baptist Church Clerk, do hereby certify that the above Constitution and By-Laws were adopted on _____ by the members at a duly called meeting and that this Constitution and By-Laws are current and in operation as of that date.

Church Clerk

Date

Revised on

