

Constitution and Bylaws

Mountain View Baptist Church, Tucson, Arizona

2012-13

Preamble

We declare and establish this Constitution and Bylaws to govern the body in a Biblical and orderly manner and to preserve and secure the principles of our faith. This Constitution and Bylaws will also preserve the liberties of each individual member and the freedom of action of this body in relation to other churches.

Article 1. Name

This body shall be known as the
MOUNTAIN VIEW BAPTIST CHURCH,
located in Tucson, Arizona, hereinafter referred to as the Church.

Article 2. Objectives

To be a dynamic, Holy Spirit empowered body sharing Christ with as many people as possible in our church, community, and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience a growing knowledge of God.

To be a church which ministers unselfishly to persons in the congregation, community, and the world in Jesus' name.

To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment to the Lordship of Christ.

Article 3. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired, inerrant Word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention on June 14, 2000.

Article 4. Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, and the Son, and the Holy Spirit, we do now in the presence of God and this assembly most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its growth and spirituality; to sustain its worship, ordinances, doctrines, and discipline; to be good stewards of our earthly possessions by contributing cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations.

We commit to maintain family and personal devotions; to educate our children in the ways of God; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to sustain Christian values in our society, and to be zealous in our efforts to advance the kingdom of our Savior.

We commit ourselves to stand against those things that are condemned in the Word of God, yet have become part of our society. We agree to be obedient to God's Word and to be an example to the world by not engaging in or supporting homosexual, bisexual or transgender behavior, bestiality, fornication, adultery, drunkenness, illegal drugs, or any other immoral behavior. We agree to stand for and support all things commended and commanded in the Word of God.

We engage to watch over one another in brotherly love; to remember one another in prayer; to aid and comfort one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure it without delay.

When we leave this Church, we commit to unite with some other church of like faith and order where we can carry out the spirit of this covenant and the principles of God's Word.

Article 5. Church Governance

This is a sovereign and democratic Southern Baptist Church under the Lordship of Jesus Christ. This Church is subject to the control of no other ecclesiastical body. Insofar as is practical and Godly, this Church will cooperate with and support the Catalina Baptist Association, the Arizona Southern Baptist Convention, and the Southern Baptist Convention.

The government of this Church is vested in the body of believers who compose it. Persons properly received by the members shall constitute the membership. (See Article 6 for Church Membership qualifications)

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by church action.

Article 6. Church Membership

Section 1. Candidacy

Any person may be considered as a candidate for membership in this Church. One of the Pastors will meet with each candidate. After such time they will be presented to the Church as a new member. Membership is granted in one of the following ways:

- a) by profession of faith in the Lord Jesus Christ, requesting baptism and church membership,
- b) by transfer of letter from another Baptist church and having been baptized by immersion,
- c) by statement professing personal faith in the Lord Jesus Christ and having been baptized by immersion,
- d) by believer's baptism (Refer to: Article 8, Sec 1),
- e) by dual membership for part-time residents,
- f) by reinstatement in the event the candidate has been excluded from membership for cause deemed sufficient by the Church, provided the candidate makes a verbal statement of repentance that is acceptable to the Church (Refer to: Article 6, Sec 3).

Section 2. Rights and Responsibilities of Members

Church members are responsible to abide by the consensus of the Church body regarding matters of faith and practice as expressed in this Constitution and Bylaws and submit to the policies and procedures duly developed in support of them.

It shall be the responsibility of all members to care for those who are noticeably absent from the ministry and service of the Church (Hebrews 10:23-25). Attention should be given to them in a spirit of loving concern and attempts made to determine the reasons for their absence and to restore them into active ministry and service of the Church.

Every qualified Church member is entitled to vote at all elections and on all questions submitted to the Church at properly called business meetings, provided the qualified Church member is present. Proxy votes are not permitted. A qualified, voting Church member is any person at least 12 years of age who has been received into Church membership and is not under the process of Church discipline.

A Church member may be removed from membership by any of the following means:

- a) by request of church letter from another church,
- b) by a written or verbal request from the member to be removed from the Church roll,
- c) termination due to a continuing, unrepentant lifestyle of sin in regard to doctrine or conduct,
- d) elimination from Church roll when determined to be an inactive member.

Section 3. Discipline

It shall be the practice of this Church to take every reasonable measure to assist a troubled member. The attitude of members one toward another shall always be guided by concern for redemption rather than punishment. The Pastoral Staff and Deacons are available for counsel and guidance.

Should some serious condition exist which would cause a member to become a liability to the welfare, name, or service of the Church by reason of immoral or unchristian conduct, by persistent breach of the Church covenant (Article 4), or non-support of the Church in its policies and Biblical mission, the Church may terminate that membership by a 2/3 majority vote of qualified Church members. This may occur, however, only after faithful efforts have been made by the Pastoral Staff and Deacons to bring such member to repentance and amendment. The process will be guided by Biblical principles found in the following scriptures; James 5:16-20; Matthew 18:15-18; Galatians 6:1; Hebrews 13:17; I Corinthians 5:1-13; and II Thessalonians 3:14-15.

If the individual repents after being excluded from membership, they will be joyfully restored into Church membership. (Refer to Article 6, section 1.)

Article 7. Church Officers and Teams

Section 1. Church Officers

All who serve as officers of the Church and those who serve on Church Teams must be members of the Church.

The officers of this Church shall be the (a) Senior Pastor, (b) Deacons, and (c) Trustees.

a) Senior Pastor

The Pastor shall be chosen and called by the Church whenever a vacancy occurs. A Pastor Search Team nominated as outlined in the Church Operations Manual shall be approved by a three-fourths majority of qualified Church members present at a special called business meeting. Any Church member may recommend a pastoral candidate, but only the Pastor Search Team's recommendation can constitute a nomination. The Team shall bring to the consideration of the Church only one name at a time.

Election shall be by secret ballot at a special business meeting called solely for the purpose of voting on the acceptance or non-acceptance of the Pastor nominee. An affirmative vote of three-fourths of those qualified Church members present shall be necessary to constitute a call. The Pastor shall hold his office for an indefinite period of time with the understanding that he may offer his resignation at any meeting or service if he feels led to do so by the Holy Spirit. His service may be terminated for cause by a three-fourths majority vote of the qualified Church members present at a special business meeting called for the sole purpose of considering such removal, provided proper notice of the meeting is given to the Church body. A meeting may be called upon recommendation of a three-fourths majority of the **Personnel Team Church Administrative Team** and the Deacons, or by written petition signed by a minimum of one-fourth of the qualified Church members.

The Pastor must possess the qualifications stated in 1 Timothy 3:1-7.

- a) Must be above reproach (1 Timothy 3:2)
- b) Husband of one wife (1 Timothy 3:2)
- c) Temperate (1 Timothy 3:2)
- d) Prudent (1 Timothy 3:2)

- e) Respectable (1 Timothy 3:2)
- f) Hospitable (1 Timothy 3:2)
- g) Able to teach (1 Timothy 3:2)
- h) Not addicted to wine (1 Timothy 3:3)
- i) Gentle (1 Timothy 3:3)
- j) Uncontentious (1 Timothy 3:3)
- k) Free from the love of money (1 Timothy 3:3)
- l) Manages his own household well (1 Timothy 3:4)
- m) Keeps his children under control with all dignity (1 Timothy 3:4)
- n) Not a new convert (1 Timothy 3:6)
- o) Have a good reputation outside the Church (1 Timothy 3:7)

The Pastor is responsible for leading the Church to function as a New Testament church, serves as the Executive Officer, and is the leader of pastoral ministries in the Church. As such, he is to work with the Deacons, Church Staff and lay membership to lead the Church in the achievement of its mission, to proclaim the gospel to believers and unbelievers, and to care for the Church members and other persons in the community.

The Pastor shall serve as Moderator of all regular business meetings. In the absence of the Pastor, an Associate Pastor or Ministerial Staff Member or Pastor designee shall preside.

The Deacons and Pastoral staff shall assume the duties and responsibilities of the Senior Pastor upon his effective resignation or they may select one or more Interim Pastors until a new Senior Pastor has assumed his duties.

b) Deacons

Deacons are to be spiritual servants of the Church. They shall also serve as a council of advice and conference with the Pastor in all matters pertaining to the spiritual welfare and work of the Church. They shall be faithful in the performance of their duties. They shall support the programs adopted by the Church. If they are lax to the extent that it is harmful to the Church body, the Church body reserves the right to ask them to resign.

The number of Deacons shall be in proportion to the number of Church families, which proportion shall be decided by the active Deacons in conjunction with the Senior Pastor. The slate will be comprised of written nominations from Church members at large.

The Deacon Officers will interview those nominated to determine their willingness to serve if the nominees meet the qualifications outlined in the paragraph below. Deacons will be elected by secret ballot at the annual business meeting. Their initial term of service will be three years. Their service may be extended for an additional one-year

term upon the request of the Deacon, concurrence of the Deacon Officers and Senior Pastor, and confirmation of the Church by secret ballot. In case of death, removal, resignation, or incapacity to serve, the Senior Pastor and active Deacons have the discretion to fill his position if needed.

The Church has no obligation to elect as an active Deacon a person who has previously served as a Deacon, or who comes from another church where he has served as a Deacon.

Deacons must be members in good standing of Mountain View Baptist Church and possess the qualifications stated in 1 Timothy 3:8-13. These qualifications are listed below:

- a) A man of dignity (I Timothy 3:8);
- b) Not double tongued (I Timothy 3:8);
- c) Not addicted to much wine (I Timothy 3:8);
- d) Not fond of sordid gain (I Timothy 3:8);
- e) Holding to the mystery of the faith with a clear conscience (I Timothy 3:9);
- f) Tested (I Timothy 3:10);
- g) Beyond reproach (I Timothy 3:10);
- h) Wives must be dignified, not malicious gossips, temperate and faithful in all things (I Timothy 3:11);
- i) Husband of one wife (I Timothy 3:12);
- j) Good manager of his children and his own household (I Timothy 3:12).

c) Trustees

The Church shall elect, at the annual business meeting, three or more Trustees to serve as legal officers for the Church. They shall function in those matters where applicable law specifically requires them to act on behalf of the Church. They shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any Church property, or execute other legal documents related to Church-approved matters. They shall be elected by and serve at the will of the Church. The office is limited to three consecutive years of service. One year must elapse before re-election may occur.

Section 2. Church Teams

The following Church Teams shall be voted on by the Church membership at the annual business meeting, based on the recommendations of the Ministry Placement Team, which is appointed by the Pastor on an annual basis.

- 1) Finance Team
- 2) Personnel Team
- 3) Facility and Maintenance Team

The Church Administrative Team (CAT) will consist of the called Pastors of the church, the Chairman of the Deacons, the Chairman of the Trustees, and four (4) at large members elected by the church on a rotating basis at the annual business meeting. The responsibilities of the Church Administrative Team is detailed in the Church Operations Manual.

Other Church Teams are appointed by the Senior Pastor.

Article 8. Church Ordinances

Section 1. Baptism

The Church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith and indicates a commitment to follow Christ as Lord.

Baptism shall be by immersion.

Baptism shall be administered by the Senior Pastor, or a person authorized by him. In the event there is no Pastoral staff, the Deacon body has the authority to administer baptism or appoint another person.

Baptism shall be administered as an act of worship during any worship service of the Church, or other time or location as deemed appropriate by the Church.

Section 2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience where those who have received Jesus as Savior and Lord can participate by partaking of the bread and the fruit of the vine. By participating in the Lord's Supper, we commemorate the death of Jesus Christ and anticipate His Second Coming.

The Lord's Supper shall be administered at any time the Church deems it appropriate and meaningful as an act of worship.

The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.

Article 9. Meetings

Section 1. Parliamentary Rules

The meetings of the Church shall be conducted by the Moderator in a fair and democratic manner. The provisions of Robert's Rules of Order, Revised shall be the authority for parliamentary procedure and shall govern the meetings of the Church, except where they are inconsistent with these bylaws. All questions before the Church shall be settled by a three-fourths majority vote, except as otherwise provided by these bylaws.

Section 2. Qualifications for Voting

A qualified, voting Church member is any person at least 12 years of age who has been received into Church membership and is not under the process of Church discipline. (see Article 6)

Section 3. Quorum

A quorum consists of the qualified Church members who are in attendance at a business meeting, provided the meeting has been properly called.

Section 4. Proper Notice of Meetings

Proper notice of the subject, date, time and location of a meeting will be given at least one week prior to the meeting by: 1) publication in the Church bulletin, 2) publication in the Church newsletter or a special mailing, any printed or electronic medium of the church and 3) announcement from the pulpit. The Church will not be held responsible for its inability to contact an absent member at their most recently known address.

Section 5. Regular Business Meetings

Regular business meetings shall be held twice a year, approximately 6 months apart, of which one will be the annual meeting. The annual business meeting will be held in December of each year. A special called business meeting can be called as needed according to the procedures stated in Article 9 section 4.

Article 10. Church Finances

Section 1. Source

This Church shall be supported by the tithes and offerings of its members as directed by Scripture. (Malachi 3:10, 2 Corinthians 9:7)

Section 2. Budget

The **Finance Team** **Church Administrative Team** in consultation with the Church staff and other teams and individuals, shall prepare and submit an annual budget to the Church for approval. The budget shall consist of projected income, forecasted operating expenses and capital expenditures.

Section 3. Accounting Procedures

As good stewards of the Kingdom of God, the control of church monies shall be handled "as unto the Lord" (Col. 3:23).

Oversight of the finances shall be performed by the Pastor or Church Administrator, **Finance Team**, **Church Administrative Team**, and Bookkeeper.

Procedures will be in accordance with standard fund accounting principles. These are detailed in the Mountain View Baptist Church Operations Manual.

Section 4. Fiscal Year

The fiscal year shall be January 1st through December 31st.

Article 11. Church Operations Manual

The Church Operations Manual includes Church policies, procedures and organizational charts depicting lines of responsibility for the administration of the Church. The Administrator or their appointee, in conjunction with the appropriate Church Officers, Ministerial Staff and/or affected Teams shall develop and maintain the manual. The manual must be consistent with these bylaws.

The manual shall be reviewed and updated as necessary and kept in the Church office and made available for use by any member of the Church.

Article 12. Amendments

Amendments to this Constitution and Bylaws may be made at **any regular** **the annual** or special called business meeting of the Church, for which proper notice has been given. Each proposed amendment will be in writing and available to qualified Church members one week prior to the meeting.

Amendments must be approved by a three-fourths majority vote of the qualified Church members present.

Article 13. Liability and Indemnification

No Deacon, Trustee, Check Signer, Ministry Leader, Team Member, or member of the Pastoral, Ministerial or Church Staff (the "Agents" or "Agent"), when acting in their official capacity, as defined by the Church's Constitution and Bylaws and the Church Operating Manual, shall be subject to any personal liability whatsoever, in his or her individual capacity as Agent. Any claims against the Agent or Agents shall be satisfied by the Church, except for claims arising from the Agent's own bad faith, willful misfeasance, gross negligence or reckless disregard of his or her duties.

The Church shall indemnify each of the Agents against all liabilities and expenses reasonably incurred by him or her in connection with the defense or disposition of any action, suit or other proceeding, whether civil or criminal, in which he or she may be involved or with which he or she may be threatened by reason of having served as an Agent. Liabilities and expenses include amounts paid in satisfaction of judgments, in compromise, as fines and penalties, and as counsel fees. Indemnification does not apply in situations where the Agent has been adjudicated to have acted in bad faith, willful misfeasance, gross negligence or reckless disregard of his or her duties.

Article 14. Dissolution

In the event of dissolution of the Church for any reason, the assets will be distributed as follows:

- 1) All real and personal property owned by the Church will be sold.
- 2) All debts will be paid to the extent possible.
- 3) If funds remain, all Church employees will be given three months' salary, except in circumstances where the employee acted in bad faith, willful misfeasance, gross negligence or reckless disregard of his or her duties. If the remaining funds are insufficient for this, they will be split proportionately, based on salary, between Church employees.
- 4) All remaining funds will be given to the Arizona Southern Baptist Convention, if it qualifies as an exempt organization under the applicable tax laws. If the Arizona Southern Baptist Convention does not meet these requirements at the time of dissolution, the residual assets will be turned over to one or more other organizations which qualify as exempt under those laws, as determined by majority approval of the Trustees.

Article 15. Asservation

Any contradictions or unaddressed issues in these bylaws may not be used to invalidate this document or its intent. Any contradiction or unaddressed issue shall be resolved by the Church Officers, as best fits the intent of this document.