



Mountain View Community Church

Constitution & Bylaws

Updated December 2023

PREAMBLE

God says in His Word that *"You are a member of God's very own family...and you belong in God's household with every other Christian"* Eph 2:19 (Living Bible). Out of this verse and others like it, we discover several truths that guide our decisions regarding membership, structure, and strategy.

We first recognize that God's church is a family. We are all a part of God's household. Mountain View is a small part of God's universal household called the CHURCH. And to be a part of a household is to be a part of a family. We understand from scripture that God's spiritual family will outlast our physical family. The Bible says there isn't marriage in heaven but there are Christians in heaven. So we're all going to be related in heaven—together as brothers and sisters in Christ, with God our Father as the head. On this truth, we know that our relationships as brothers and sisters in Christ will outlast our biological relationships that we have here on earth. For these reasons, we find it important that we give God's family careful consideration, attention, and care in order that it will remain healthy as it grows. The information found in our Constitution and Bylaws is designed to foster healthy spiritual growth.

Because God calls us to be members of His family, we believe that every Christian needs to actively participate in a church family. In a healthy family, each member plays together, works together, guards each other, rejoices together during happy times and encourages one another during trials. We know from God's Word that believers automatically become part of God's worldwide church when they surrender their hearts to Jesus, but they don't become a part of a local church until they make that choice. God does not bring people into this Mountain View family by accident. No one stumbles into authentic community; we believe each person works together to build it.

In order for this body to mature it must have a growing skeletal structure. The Mountain View Community Church government is built around four levels of leadership: the Staff Leadership Team, Elders (the Board of Directors, or Board), Core Ministry Leaders, and Life Group Leaders.

CONSTITUTION OF MOUNTAIN VIEW COMMUNITY CHURCH OF CULPEPER, VA

ARTICLE I NAME

The name of the church is *Mountain View Community Church*, hereinafter referred to as the "Church".

ARTICLE II VISION, MISSION, AND PURPOSE

Our vision is One Church - Many Locations: Connecting Communities and Empowering People to Make Jesus Known.

Our mission is building authentic, biblical community among diverse groups of people who will worship, grow, and serve God together as a family.

Our purpose is to glorify God by fulfilling the Great Commandment (Mt 22:36-40) and the Great Commission (Mt 28:18-20).

SECTION I: MEETING NEEDS

By serving and meeting real needs, we will touch the hearts of the unchurched with the love of God. Our mission minded members will have God's heart for the unchurched. We desire to equip Spirit-filled men and women who have God's passion to share the "good news" (Eph 3:10).

SECTION II: VICTORIOUS LIVING

We are dedicated to educating (disciplining) God's people for victorious living. A disciple is an ever-learning follower of Jesus striving to exhibit Christ in every facet of their life.

We will encourage and equip one another to continuously seek a richer, more mature application of the Scriptures and enrich our witness through discipleship, training, ministry opportunities, and Life Groups (Eph 4:11-13; Ac 2:42).

SECTION III: CHRIST-CENTERED WORSHIP

We are committed to helping people connect with God through Christ-centered worship. We believe that worshiping together with other believers provides encouragement and inspiration, as well as directs people to the reason for our joy, hope and peace (Ac 2:42, 47; 1 Co 1:23).

SECTION IV: CONTAGIOUS COMMUNITY

We seek to create a Christian culture where believers can thrive and seekers of God will be drawn. Our relationship support systems are called Life Groups. They serve as the churches within the Church. These groups provide opportunities for fellowship, biblical teaching, care giving, evangelism, ministry, and leadership development (Ac 2:42, 44, 46). Our Life Groups frequently multiply adding more space for individuals to get connected in community.

ARTICLE III STATEMENT OF FAITH

In matters of doctrine and belief, the Church strives for three things: in essential matters, unity; in nonessentials, harmony; in all things, love (1 Co 13). We use the following three verses to govern our core beliefs:

In essential beliefs we experience unity Ephesians 4:4-6

Eph 4:4-6 (NLT) says, *“We are all one body, we have the same Spirit, and we have all been called to the same glorious future. There is only one Lord, one faith, one baptism, and there is only one God and Father, who is over us all and in us all and living through us all.”*

In non-essential beliefs we seek harmony Romans 14:1-8

Rm 14:1 (NIV) teaches, *“Accept him whose faith is weak, without passing judgment on disputable matters.”* There are teachings of the faith that have strong arguments for multiple conclusions, and are not essential to understanding and accepting the saving

grace of Jesus Christ. The Apostle Paul called these “disputable matters.” We endeavor not to allow such matters to erode the unity of the CHURCH. We believe that if the focus remains on essential truths of what it means to be a disciple of Christ and help one another mature in our faith, we will be able to celebrate unity without fighting for uniformity.

In both, we embody Christ’s love

1 Corinthians 13

1 Co 13:3 (MESSAGE) states, “*So, no matter what I say, what I believe, and what I do, I’m bankrupt without love.*” We strive for unity in the essential beliefs and we work together to help one another mature in our understanding of teachings that we might misinterpret, but in all our dialogue with one another, we strive to embody the love of Christ.

The following are our core (essential beliefs):

God

We believe in ONE God who has eternally existed in three unified but distinct persons: the **Father, the Son, and the Holy Spirit. These three are co-equal and are one God** (Mt 28:19; 2 Co 13:14; 1 Tm 1:17).

God the Father

God is the Creator and Ruler of the universe. He is all powerful, all knowing, all loving, all wise (Gens 1:1; Dt 8:6; Ps 24:1-2; Ps 90:2; Jn 10:29-30).

God the Son—Jesus

Jesus Christ is the Son of God—co-equal with the Father and both Creator and Savior of the world. Jesus, although tempted like all people, lived a sinless life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. His death, in God’s perfect plan, paid the price for the sins of all humanity. He arose from the dead after three days to demonstrate His power over sin and death. He returned to Heaven where He awaits His return to earth, where He will reign as King of Kings and Lord of Lords (Is 9:6; Mt 1:22-23; Jn 1:1-5; Jn 14:10-30; Rm 5:8; 2 Co 5:21; Col 1:16; Heb 4:14-15).

God the Holy Spirit

The Holy Spirit is co-equal with the Father and Jesus, the Christ. He was active at creation

and is present in the world today to make people aware of their need for Jesus Christ. He provides the Christian with power and direction for living, understanding of spiritual truth, and guidance for doing what is right. Christians seek to live under the Spirit's control by deliberately carving time into their busy schedules for two-way communication with God (prayer and Bible study), and learning how to walk in obedience with Him (Jn 5:17; Jn 14:16-17, 26; Jn 15:5; Jn 16:7-13; Ac 1:8; 2 Co 3:17; Gl 5:25; Eph 1:13; Eph 5:18).

The Bible

The Bible is God's desired words of wisdom to humanity throughout the ages. This book is the truth of God and never changes or goes out of date. The Holy Bible is the inspired Word of God and is the only basis for our beliefs. We strive to understand the heart of God and teach the Bible in clear, accurate and relevant ways because we believe it contains the power for salvation and strength for daily living.

The Bible is God's Word to all people. This message of love, grace, and judgment was written by human authors under the inspiration of the Holy Spirit. Because it is inspired by God, it is truth without any mixture of error. It is the supreme source of truth for Christian beliefs and living (Ps 119:105, 160; Pr 30:5; Mt 4:4; 2 Tm 3:16-17; 2 Pt 1:20-21).

Human Beings

Human beings are the crowning achievement of God's handiwork. Humans are made in the spiritual image of God the Father and are created to exist forever. Although human beings have a tremendous potential for good, we are marred by an attitude of disobedience toward God. This disobedience is called "sin" which leads to a separation from God, both spiritually and physically (Genesis 3). Since we are so inclined to sin, we cannot achieve, by our own efforts, the degree of perfection necessary to stand in God's holy presence (Gn 1:27; Ps 8:3-6; Is 53:6a; Is 59:1-2; Rm 3:23; Jms 2:10).

Salvation

Salvation is a gift from God to people whereby we are rescued from life without Christ and restored to relationship with Him. God allowed His Son Jesus literally to become sin in our place and pay the penalty for the wrong we have done. He did this because He loves us and wants us to have a full and complete life beginning now and continuing throughout eternity. Self-improvement and good works can never make up for our sinful and rebellious nature. Only by accepting God's offer of forgiveness can people be saved from sin's penalty. When we remove ourselves from the throne of our own lives, submit to God's rule, and accept Jesus in faith, we receive salvation and are born again (Jn 1:12-14; Jn 3:3-5, 16; Jn 10:10; Jn 14:6; Rm 5:1; Rm 6:23; 2 Co 5:21; Gl 3:26; Eph 2:8-9; Ti

3:5).

Eternal Life

Death seals the eternal destiny of each person, but death is not the end of existence. There will be a resurrection where each person will face the Creator of the world to give account for his or her life lived on earth. Each person will face a judgment day that will determine the fate of each individual. Those who prepared themselves for heaven, while on earth, by trusting in Jesus Christ as the forgiver of their sins and the leader of their life, will be taken into the very presence of God for all eternity. The finished work of Jesus on the cross makes those who embrace Him acceptable in the presence of our perfect God. Those who chose to reject God's free gift of salvation during their brief time on this earth will be eternally banished from His presence into a place called Hell (Mt 25:31-46; Jn 3:16; 1 Co 2:7-9; 1 Co 15:12-28, 35-58; 1 Th 4:15-18; Heb 9:27; 1 Jn 2:25; 1 Jn 5:11-13; Rv 20:15).

Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is secure in his or her relationship to God for all eternity. If a person is genuinely saved, that person cannot lose his or her salvation. Nothing can be done to earn salvation; it is a gift freely given through Jesus Christ. It is God's power, not human power, which keeps an individual safe (Jn 10:28-29; Rm 8:35-39; 2 Tm 1:12; Heb 7:25; Heb 10:10, 14; 1 Pt 1:3-5).

Baptism

Baptism is one's public display of commitment to Jesus Christ (Mt 28:19-20). Baptism does not make a person a Christian, but is symbolic of death to a sinful lifestyle, burial of our past mistakes, and resurrection to a new life in Christ. Baptism at Mountain View Community Church is by immersion in accordance with Christ's command and is done after one acknowledges his or her sinful nature, asks forgiveness from God, the only One who can forgive, and invites Christ to be the leader of his or her life (Mt 3:13-17; Ac 8:35-39; Rm 6:3-5).

The Lord's Supper

The Lord's Supper commemorates the death of our Lord Jesus Christ and the sacrifice Christ paid for our sins. The elements used are symbolic of Christ's broken body and shed blood. At Mountain View Community Church, the sharing of the bread and the cup is open to all who have

received Jesus as their Savior (Ac 2:42, 46; 1 Co 11:23-29).

The CHURCH

Jesus is the hope of the world. The CHURCH is the body of Christ and the physical representation of Christ on the earth. In a sense, the CHURCH is the literal hands and feet of Jesus. The CHURCH consists of all who believe that Jesus is the Christ, the Son of the living God, and has accepted His gift of salvation. Christians from every continent, no matter nationality, creed, worship style, denomination title or language make up God's universal church. The local church consists of believers who unite in faith and fellowship in specific locales to love God (the Great Commandment —Mt 22:37-40) and to love others (the Great Commission—Mt 28: 19-20). A church reaches its full potential when its members commit to applying the truth of Scripture in their lives and continually grow in Christ for the purpose of reaching their world with the love of Christ. The CHURCH experiences growth when believers share God's heart for humanity and commit to sharing God's love with others (Mt 10; Mt 16:15-19; Mt 18:15-20; Lk 6:12-16; Ac 2:42-48; Ac 14:23, 27; Ac 20:28; 1 Co 1:2; Eph 1:22-23; Eph 2:19-22).

Marriage

"We believe that marriage unites one biological man and one biological woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6). Marriage provides for intimate companionship, pure sexual expression (Genesis 2:25; Ephesians 5:31-33), procreation, and reflects the relationship of Christ and the church (Genesis 1:28; Proverbs 5:15-19; 1Corinthians 7:1-5)."

"We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of adultery, bestiality, bisexuality, fornication, homosexuality, incest, lesbianism, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Lev. 18:1-30; Romans 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Hebrews 13:4)."

Membership

Membership is a privilege and responsibility. It is a commitment to lay down one's agenda to pick up God's agenda. It is a pledge to grow in one's knowledge and adoration for the

Lord Jesus Christ and seek avenues to serve Him, in and through the local church. Responsibilities of membership at Mountain View Community Church are outlined below, and requirements for membership are set forth in the BYLAWS.

We encourage commitment and help people become more like Christ every day. If a person is committed to Christ and to the local church then that person will daily grow more Christ-like and grow in his or her appreciation for the role and mission of the CHURCH in the world (Ac 2:42- 48; Rm 12:1-8; 2 Tm 2:14-26).

ARTICLE IV AFFILIATIONS

The Church shall have full power and authority to associate itself with and participate in organizations in keeping with the character and purpose of the Church. The Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing the benefits of cooperation with other churches in local, state and world missions, this church voluntarily affiliates with the Shiloh Baptist Association, the Baptist General Association of Virginia and the Southern Baptist Convention. This church also cooperates with other evangelical churches of various denominations as recognition of our Lord's call to Christians to cooperate with one another in His Kingdom agenda.

ARTICLE V MEMBERSHIP COVENANT

1. I will protect the unity of my church by acting in love toward other members, by refusing to gossip, and by supporting and following the leaders as they follow God (Rm 14:19; Rm 15:5, 19; Eph 4:29; Heb 13:17; 1 Pt 1:22).
2. I will share the responsibility of my church by praying for its growth, by inviting the unchurched to attend, and by warmly welcoming those who visit (Lk 4:23; Rm 15:7; 1 Th 1:2).
3. I will serve in and through the ministry of my church by participating in a Life Group of my choice, by discovering and using my gifts and talents, by being equipped to serve, and by developing a servant's heart (Ac 5:42; Eph 4:11-12; Php 2:3-4,7; 1 Pt 4:10).
4. I will support the testimony of my church by attending faithfully, by living a godly life, and by giving regularly and generously (Lv 27: 30; 1 Co 16:2; Php 1:27; Heb

10:25).

5. I have read the Articles, Constitution, and Bylaws (including those policies dealing with church discipline, conflict resolution and members' rights and responsibilities) and I agree to be bound by the Articles, Constitution and Bylaws and accompanying policies and procedures.

ARTICLE VI AMENDMENTS

Members proposing changes to the Constitution shall submit said changes in writing to the Board of Directors (Board) or a member of the Staff Leadership Team for consideration and comment. If upon review by the Staff Leadership Team and the Board it is determined the proposed constitutional modification warrants consideration, the Board shall present the proposed changes and their comments to the Church at a regular or special members meeting. This Constitution may be amended by a three-quarters majority (3/4) vote of the members present and voting, provided that the following procedure has been followed:

- The proposed amendment has been presented at a previous Members Meeting.
- The proposed amendment has been mailed or made available to the membership at least four weeks before the meeting to act on the amendment.
- The proposed amendment has been announced on a previous Sunday morning at least two weeks before the vote is taken.

BYLAWS OF MOUNTAIN VIEW COMMUNITY CHURCH, CULPEPER, VA

ARTICLE I MEMBERSHIP

SECTION I: GENERAL

The New Testament defines a church family as a group of people who, once committed to the Lord, identify themselves with and commit themselves to a particular body of believers (Ac 2:42- 46; Ac 11:26; Rm 16:1; 1 Co 1:2; 2 Co 8:1; Php 1:1).

Membership is not a prerequisite for involvement in every ministry, but is required for ministry leadership, involvement in certain ministries as determined by the Lead Pastor or the Staff Leadership Team, and participation in congregational decision-making.

Membership in this church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll.

SECTION II: QUALIFICATIONS FOR MEMBERSHIP

1. A personal commitment of faith in Jesus Christ for salvation. 2. Believer's baptism as a testimony of salvation. When the Church performs this baptism, it is to be by immersion. If a previous baptism was by a means other than immersion, then the Church requires that the individual participate in an immersion baptism. 3. Completion of Mountain View 101 class. 4. A commitment to abide by the membership covenant acknowledged by the signing of the Mountain View Membership Covenant. 5. I have read the Articles, Constitution, and Bylaws (including those policies dealing with church discipline, conflict resolution and members' rights and responsibilities) and I agree to be bound by the Articles, Constitution and Bylaws and accompanying policies and procedures.

All present members of the unincorporated entity known as Mountain View Community Church shall, upon incorporation and signing the Member's Covenant agreeing to be bound by the Articles, Constitution and Bylaws of the new church corporation, become active members of this church. No member of this church, nor any officer, nor any member of the Board of Directors 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.

SECTION III: RESPONSIBILITIES OF MEMBERSHIP

The responsibilities of membership are described in the Mountain View Membership Covenant, which includes the following four statements:

1. I will protect the unity of my church by acting in love toward other members, by refusing to gossip, and by supporting and following the leaders as they follow God (Rm 14:19; Rm 15:5, 19; Eph 4:29; Heb 13:17; 1 Pt 1:22).
2. I will share the responsibility of my church by praying for its growth, by inviting the unchurched to attend, and by warmly welcoming those who visit (Lk 4:23; Rm 15:7; 1 Th 1:2).

3. I will serve in and through the ministry of my church by participating in a Life Group of my choice, by discovering and using my gifts and talents, by being equipped to serve, and by developing a servant's heart (Ac 5:42; Eph 4:11-12; Php 2:3-4,7; 1 Pt 4:10).

4. I will support the testimony of my church by attending faithfully, by living a godly life, and by giving regularly and generously (Lv 27: 30; 1 Co 16:2; Php 1:27; Heb 10:25).

SECTION IV: VOTING RIGHTS OF MEMBERSHIP

All active members present, without respect to age, who are not under church discipline, shall have an equal opportunity to express opinions on business matters. Every active member, 18 years or older, shall have the privilege to vote on the following matters with the necessary majorities for approval:

- 1) Acquisition of substantial real property and related indebtedness: $\frac{2}{3}$ majority,
- 2) Disposition of all or substantially all of the assets of the Church: $\frac{2}{3}$ majority,
- 3) Merger or dissolution of the Church: $\frac{2}{3}$ majority,
- 4) Amendments to the articles, constitution or bylaws: (see respective Amendments),
- 5) The calling of a Lead Pastor: $\frac{3}{4}$ majority,
- 6) Other major event or decision as designated by the Board of Directors (Board), by a majority as determined applicable by the Board, unless otherwise provided.

Each member 18 years and older is entitled to one vote. Voting by absentee ballot is not accepted.

SECTION V: TERMINATION OF MEMBERSHIP

Members shall be removed from the membership roll for the following reasons:

1. Death;
2. Transfer of membership to another church (or active participation in another church family for more than one year);
3. By personal request of the member; or
4. Dismissal by the Board of Directors and Staff Leadership Team, in accordance with the following Church Discipline Policy:

It shall be the practice of this 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 a tender spirit the rules given by our Lord and Savior in Mt 18:15-17; 1 Co 5:9-13; and 1 Th 5:12-14. The Pastors, Board of Directors, Staff Leadership Team, and mature members are available for counsel and guidance to the aggrieved members. The purposes of such discipline should be for:

- A. The repentance, reconciliation, and spiritual growth of the individual disciplined. (Ps 119:115; Ps 141:5; Pr 15:5; Pr 17:10; Pr 25:12; Pr 27:5; Pr 29:15; Ec 7:5 ; Mt 7:26-27 ; Mt 18:15-17; Lk 17:3; Ac 2:40; 1 Co 4:14; 1 Co 5:5 ; Gl 6:1-5; Eph 6:4; 2 Th 3:6; 2 Th 3:14-15; 1 Tm 1: 20; 1Tm 3:4-5; Ti 1:13-14; Heb 12:1- 11; Jms 1:22)
- B. The instruction in righteousness and good of other Christians, as an example to them. (Pr 13:20; Rm 15:14; 1 Co 5: 11; 1 Co 15:33; Col 3:16; 1 Th 5:14 (note- this is written to the whole church, not just to leaders); 1 Tm 5:20; Ti 1:11; Heb 10:24-25)
- C. The purity of the Church as a whole. (1 Co 5:6-7; 2 Co 13:10; Eph 5:27; 2 Jn 1:10; Jd 1:24; Rv 21: 2)
- D. The good of our corporate witness to non-Christians. (Pr 28:7; Mt 5: 13-16; Jn 13:35; Ac 5:1- 14; Eph 5:11; 1 Tm 3:7; 2 Pt 2:2; 1 Jn 3:10)
- E. Supremely for the glory of God by reflecting His holy character. (Dt 5:11; 1 Kg 11:2 ; 2 Ch 19: 2 ; Ezr 6:21 ; Neh 9:2 ; Is 52:11 ; Ezk 36:20; Mt 5:16; Rm 2:24; Rm 15:5-6; 2 Co 6:14; 2 Co 7:1; Eph 1: 4; Eph 5:27; 1 Pt 2:12; Jn 15:8)

Procedures shall be in harmony with Mt 18:15-17 and Gl 6:1 as is appropriate. Differences that cannot be resolved will be initially handled by the Board or its designees. The Church will rely on the Board or its designees for the effective function of the Church Discipline and Restoration Policy. Only after good faith efforts by the Board to bring about repentance and reconciliation have proved futile shall the accused member be subjected to further Church discipline.

Should a serious sin condition exist which would cause a member to become a liability to the name of Christ and/or the general welfare of the Church due to essential moral or biblical failure, and should he/she refuses to repent even after being confronted, every reasonable measure will be taken by the pastors and other Church leaders, as

appropriate, to resolve the problem. A spirit of Christian kindness and forbearance shall pervade all such proceedings. The pastors and Board may use a wide range of appropriate methods for discipline of a wayward member, ranging from counsel and leading to, in extreme cases, presentation of the case to the Church body for expulsion of the member. At least two Board members or designees must go to the member in bondage to the serious sin for the purpose of seeking repentance and restoration according to Mt 18:16. If confrontation is unfruitful, then according to Mt 18:17 the unrepentant member must be given written notice of the charges and a hearing before the Board or its designees charging them with essential moral and/or biblical failure.

Examples of essential moral failure: adultery, embezzlement, inappropriate sexual contact, pornography, lying, deceiving etc. Accusations of this nature require verifiable evidence, not suspicion or opinion. Examples of what does not qualify as essential moral failures are: misunderstandings, mistakes, poor judgment, overstatements, miscommunications, showing emotions, verbal missteps and forgetfulness. Examples of essential biblical failure: doctrinal issues that would directly contradict the Bible or the theological beliefs outlined in our constitution. Examples of what does not qualify as an essential biblical failure are: things such as philosophy of ministry, areas of scripture that are open to interpretation among Baptists, and personal convictions.

Finding that the welfare of the body of Christ will best be served by the exclusion of the member caught in moral or biblical failure, the Board of Directors may take this action by a 3/4 vote of the active Board of Directors members present at a meeting called for this purpose and notice given to the unrepentant member who may attend to present his case to the Board or its designees. If the church member is disciplined by the Board it will be announced to the members to carry out the biblical admonitions to bring about repentance and restoration of the disciplined individual.

Individuals dismissed by the Board shall be restored to full membership privileges by the Board according to the spirit of 2 Co 2:7-8 when their conduct is judged by the Board to be in accordance with Article III and biblical repentance. The Board will communicate such restoration to the Church in a timely manner.

Inactive Membership. Any member who does not satisfy the definition above of an active member of the Church as outlined in the Covenant and Bylaws is to be listed as an inactive member. Inactive membership shall include no significant participation or attendance without explanation for a period of more than one year. Notice of such designation shall be sent to the inactive member with the ways and means of restoring their membership to active status. Inactive members cannot vote or participate in

leadership or church business meetings.

ARTICLE II CHURCH LEADERSHIP

SECTION I: GENERAL

The leadership structure of Mountain View Community Church is based upon the nature of the CHURCH as revealed in Scripture, as well as the necessary legal requirements of a recognized church incorporation. The leadership structure of the Church is intentionally designed to accommodate simplicity, growth, unity, and biblical teaching.

The leadership structure of this church involves four leadership groups: a Staff Leadership Team comprised of ordained and non-ordained Pastors, Elders (who will also serve as the Elder Board), Core Ministry Leaders, and Life Group Leaders.

SECTION II: PASTORS (Ordained and Non-ordained)

Christ alone is the head of the CHURCH (Eph 1:22-23; Col 1:18). Yet for the purpose of order, and in accordance with the teaching of the Bible, certain individuals have been charged with leadership according to their spiritual giftedness (Eph 4:11-13). Three different terms are used in the New Testament to refer to the same church leader(s): “poimen” (pastor), “presbuteros” (Elder), and “episcopus” (bishop). These terms are used interchangeably and reflect the different functions of the same office. The New Testament church had a plurality of pastors in each local church setting (Ac 20:17-18, 28; 1 Tm 5:17; Ti 1:5-7; 1 Pt 5:1-2).

Requirements for the Pastoral Office. The requirements for this office are found in 1 Tm 3:1-7 and Ti 1:7-9.

Pastoral Leadership. Pastors are called and directed by the Bible to lead the Church in vision and direction (Ac 11:30; Ac 14:23; Php 1:1; 1 Tm 5:17). The pastors are the equippers and overseers of the Church (Ex 18:17-18; Jn 21:16-17; Ac 20:17-28; Eph 4:11-12; Ti 1:5-7; 1 Pt 5:1-2). In response to the biblical patterns of leadership, members are taught in Scripture to lovingly support their leaders and to submit to their leadership (1 Co 16:16; 1 Th 5:12-13; Heb 13:17). The Lead Pastor, assisted by the Staff Leadership Team, Core Ministry Leaders, and Life Group Leaders,

oversees the shepherding of this Church. Mountain View Community Church is led by the Holy Spirit with the Lord Jesus as our Visionary Leader, guided by the staff, guarded by the Elders, and gifted by the membership (Rm 12:4-8; 1 Pt 5:1-3).

The Lead Pastor. The Lead Pastor has the ultimate responsibility for the oversight of the Church body and the shepherding of its members (Ac 14:23; Ac 20:28-32; 1 Tm 3:1-7; 1 Tm 5:17; Ti 1:5-9; 1 Pt 5:1-4) and shall simultaneously occupy the office of President of the corporation. The Lead Pastor as chief executive officer shall have general supervision, direction, and control of the business and affairs of the Church. The Lead Pastor shall have such other powers and duties as the **Board** may prescribe from time to time. The Lead Pastor shall absent himself from meeting and voting at **Board** meetings wherein his duties, powers and salary are being voted on. If the Lead Pastor shall take any reasonable action that is intended as a corporate act, such action shall be as valid a corporate action as though it had been authorized at a meeting of the **Board**. This provision is made to allow the Lead Pastor the freedom to conduct the day-to-day business and affairs of the Church without the necessity of calling a **Board** meeting for every decision. This provision is not a license for the Lead Pastor to abuse by not seeking or disregarding the collective decisions of the **Board**. The Lead Pastor is responsible for providing spiritual instruction and administrative leadership to the staff and core ministry leaders of the **Church** who, in turn, minister to the members and attendees. The Lead Pastor is to actively listen for the leading of the Holy Spirit and to set goals for the membership according to the will of God. The Lead Pastor, in cooperation with other staff, will see that each church member is properly motivated and equipped to do his/her part in accomplishing the mission of the Church. The calling, supervision and dismissal of pastoral staff, ministry directors, and other employees are under the direction of the Lead Pastor, assisted by the Elders. The Lead Pastor is a non-rotating member of the Elders.

In case of a disagreement between a member and the Lead Pastor, it is the responsibility of the member to go to his or her Life Group Leader (lay pastor) to discuss the matter. At the Life Group Leader's direction, the member should go directly to the Lead Pastor to resolve the issue. If necessary the Elders shall serve as a mediating body in a disagreement or conflict between the Lead Pastor and any member.

In the event that the Lead Pastor must be disciplined or removed due to immorality, financial misconduct, or other behavior contrary to scripture, the Elders will initiate the process. Repentance and reconciliation must first be sought. If reconciliation is not possible, a two-thirds vote of the Elders, with the Lead Pastor's vote abstaining, will lead to the removal of the Lead Pastor. If the circumstances warrant at the determination of the Elders with the Lead Pastor abstaining, the Lead Pastor shall take a leave-of-absence, with pay, until the relationship is either restored or terminated. Termination may be by resignation or termination by the Elders. In the event that the Lead Pastor is

called to another pastorate or resigns for any other reason except stated in the preceding paragraph, he must give at least two weeks notice. Upon the occurrence of a vacancy in the role of Lead Pastor, the Elders shall initiate the formation of a pastor search team made up of select representatives of the Staff Leadership Team, the Core Ministry Leaders, Elders, and Life Group Leaders. This team shall seek a Lead Pastor who meets the requirement as stated in these Bylaws. The Search Team will make a recommendation to the Elders, who in turn will consult with the full Staff Leadership Team. If two-thirds of the Elders agree with the Search Team's recommendation, then the candidate shall be presented to the Church for a vote.

If the Lead Pastor position becomes vacant, the Staff Leadership Team shall be empowered to act on behalf of the Church, under the direction of, and subject to the approval of, the Elders as to legal and administrative functions of the Church. The Elders shall elect by majority vote a temporary team leader from among the Staff Leadership Team who will assume duties of the Lead Pastor until a new Lead Pastor is selected.

SECTION III: ELDERS (Board of Directors)

1. The Purpose of Elders. Elders function primarily as *discerners* and *shepherds*. They are the conscience and the guardians of the Church. They can, but are not required to, oversee specific projects or ministry areas in their capacity as Elder. They function as overseers for the entire Church and will serve as the Board. There shall always be a majority of lay Elders who are unrelated to paid staff. The Elders evaluate everything taking place in the Church according to three criteria:

- a. The Church's vision and mission;
- b. The Church's resources; and
- c. The Church's Statement of Faith.

Elders do not determine programming. This responsibility falls to the Staff Leadership Team and the Core Ministry Leaders. However, the Elders are responsible for evaluating programming based on its appropriateness and effectiveness in furthering the overall mission of the Church.

2. The Authority of an Elder. There are THREE decisions the Elders may not make without membership approval:

- a. Elders may not appoint a new Lead Pastor;

- b. Elders may not sell real property; and
- c. Elders may not change Constitution and Bylaws.

Decisions the Elders can make without membership approval include the following:

- i. Elders must approve expenditures of the Staff Leadership Team in excess of one-twelfth (1/12) of the annual Church budget; and
- ii. Elders may call a special meeting of the Church.

3. The Selection of Elders. The Board of Directors will nominate elders from men who are currently members of MVCC. The nominees will be subject to the approval of the existing Board. These are men who fulfill the biblical qualification for Eldership (see Article VI, Section IV) and are helping the Lead Pastor shepherd the men and women of Mountain View. Every year, or as necessary by resignation or other vacancies, the slate of proposed new or renewing elders will be placed before the membership for a reasonable period of time. During this time, if a member feels he/she cannot serve under the leadership of the nominee for any reason, the member is to approach the nominee in the spirit displayed in Mt 18:15 and strive to reconcile the issue. After this time, the list of nominees for Elder will be affirmed by the Elders and officially introduced at the date determined by the board.

Elders will serve a three-year term but may be asked to continue to serve for one additional term after serving their initial term. If, in the event an insufficient slate of qualified elder candidates exists, the term of existing elders may be extended. Other than noted above, elders are required to rotate off for at least one year before becoming eligible to serve another term.

4. The Qualifications of an Elder. A candidate for Elder must have been a member of the Church for at least one year prior to his selection for office. Furthermore, all Elders are required to meet the qualifications for Elder/overseer as outlined in 1Tm 3:1-11 and Ti 1:5-9.

1 Timothy 3:1-7 (NIV) *1 Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. 2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 5 (If anyone does not know how to manage his own family, how can he take care of God's church?) 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. 7 He must also have a good*

reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Titus 1:5-9 (NIV) *5 The reason I left you in Crete was that you might straighten out what was left unfinished and appoint elders in every town, as I directed you. 6 An elder must be blameless, the husband of but one wife, a man whose children believe and are not open to the charge of being wild and disobedient. 7 Since an overseer is entrusted with God's work, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. 8 Rather he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. 9 He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.*

It is clear from these passages that the Elder and his family are to be a model for the congregation. They are called to a higher standard. Consequently, there are greater expectations on the Elder and his family than other families in the Church.

5. The Dismissal of an Elder. If it becomes apparent that a certain Elder cannot or should not serve in the office of Elder, he may resign, or his position can be terminated by a unanimous vote of the other Elders, with the Elder in question casting no vote in the deliberation. His position will remain vacant until the next regularly scheduled rotation. The cause of resignation may include job change or family change that does not allow the time for the Elder to satisfactorily complete His duties, or other circumstances outside the Elder's control.

Cause of dismissal may include disagreement with the Church's Statement of Faith, personal spiritual misconduct (e.g. lying, cheating, stealing, immorality, etc.), or organizational misconduct (e.g. un-submissive spirit of the Elder, unwillingness to fulfill his assigned duties, etc.).

6. Board of Directors. The corporate powers of the Church shall be exercised by or under the authority of the Board of Directors, also referred to in these bylaws as the "Elders" or "Board". The powers, business and property of the Church shall be exercised, conducted and controlled by the Board for the purposes of overseeing the legal, business, financial and administrative affairs of the Church with consensus agreement.

If, in the course of the decision-making processes, the Board cannot unanimously agree, then the decisions will be made by majority vote of the Board of Directors members present and voting at that meeting. In the case where the Board will, by reason of deadlock (whether because an even number of members is seated on the Board, or because certain members are absent even though a quorum is present, or because of

abstention, or for any other reason) be unable to reach a conclusive vote on any issue before the Board, then, in such instance, the President-Lead Pastor will cast a ballot which will be known as a “majority ballot”, so that an official act or decision may be taken by the Board. The majority ballot will be cast in addition to the regular Board of Directors member vote cast by the President-Lead Pastor.

A. Board of Director Members. The Board shall be comprised of the elders of the Church and shall include the Lead Pastor. Each lay member of the Board shall serve three-year terms. The authorized number of Board members shall be such number as may from time to time be authorized by the BOD, provided that such number shall not be less than three (3). No less than fifty (50%) percent of the Board shall be laymen from the congregation and not related to paid staff. There shall be three annual classes of Elders so that approximately one third (1/3) are up for election every year to maintain continuity and make for smooth transitions within the Board. If, in the event an insufficient slate of qualified elder candidates exists, the term of existing Elders may be extended. With the exception of the Lead Pastor and other paid pastoral/ministerial staff, and as noted above, no Board member shall serve for more than two terms without taking a year off before thereafter being reelected.

B. Functions of Board of Directors. As provided herein, the Board shall be composed of the elected lay members and Lead Pastor. The Board shall annually elect a Chairman from the lay Elders of the Board to facilitate the Board meetings and a Secretary to take the minutes and give notices. The Chairpersons of other Church teams and organizations shall be non-voting invitees to Board meetings whenever projects or programs in which their team may be involved are to be considered.

C. Vacancies on the Board of Directors. A vacancy on the Board because of death, resignation, removal, disqualification or any other cause shall be filled by nomination and election by majority of the Board for the remainder of the term.

D. Resignation and Removal. Any Board member may at any time deliver a written notice of intent to resign to the chair of the BOD which shall be effective upon acceptance by the Board. Other than the Lead Pastor whose removal is provided below, any Elder may be removed at any time with or without cause when, in the sole judgment and discretion of the Board, it is so recommended by a three quarters (3/4) majority of the Board. In the case of the removal of a Board member, the vote of the Board must then be

ratified by a majority vote of the Board members at a duly called meeting that such Board member should no longer serve on the Board. In the event any Elder is so removed, a new Elder may be elected by majority vote to fill the vacancy at that same meeting or a meeting called for that purpose.

E. Transactions with Interested Parties. A contract or other transaction between the Church and one or more of its Board members, Pastors, Officers, or family members thereof (hereinafter “Interested Party”), or between the Church and any other entity, of which one or more of the Church or its Board members, Pastors, or Officers are also Interested Parties, or in which entity is an Interested Party has a financial interest – shall be voidable at the sole election of the Church unless all of the following provisions are satisfied:

- i. The Church entered into the transaction for its own benefit;
- ii. The transaction was fair and reasonable as to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction;
- iii. Prior to consummating the transaction, or any part, the Board authorized or approved the transaction, in good faith, by a vote of a majority of the Elders then in office, without counting the vote of the interested Elder or Elders, and with knowledge of the material facts concerning the transaction and the Interested Parties’ interest in the transaction; and
- iv. Prior to authorizing or approving the transaction, the Board, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church’s tax-exempt purposes.

Interested Board Members may not be counted in determining the presence of a quorum at a meeting of the Board (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. Notwithstanding the above, no loan shall be made by the Church to any of its Board members, Officers, Pastors, or Members.

F. Conflicts of Interest Policy. The Board shall adopt a Conflicts of Interest Policy that will provide for full disclosure of material conflicting interests by Board members, Officers, or employees. This Policy shall permit the Board to determine whether the contemplated transaction may be authorized as just, fair and reasonable to the Church.

G. No Compensation for Board of Director Members. No salary or compensation shall be paid to any member of the Board in his capacity as member of the Board, but nothing herein shall be construed to preclude any Board member from serving the Church in any other capacity and receiving reasonable compensation. Moreover, the Board member may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

H. Quorum of Board of Directors. One half (1/2) of voting Board members present at the time of the vote shall constitute a quorum for purposes of transacting business at a meeting. Every action taken or decision made by a majority of the Board shall be deemed to be the act of the Board members.

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

K. Manner of Acting. Except as otherwise provided in these Bylaws, the act of the majority of the Elders present at a meeting at which a quorum is present shall be the act of the Board.

L. Participation by Conference Telephone. Members of the Board or of any committee thereof may participate in a meeting of such Board or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

M. Board of Director Teams. The Board, by majority vote of all Elders in

office, may appoint two or more persons from among its number to serve as special Board team, such as the Board may determine are necessary, which shall have such powers and duties as shall from time to time be prescribed by the Board. Except as otherwise provided by law, the Articles of Incorporation, these Bylaws, or by a Resolution of the Board, each Board team may not exercise the full authority of the Board.

N. **Minutes.** Minutes of the meetings of the Board shall be recorded and taken by a secretary or clerk who shall have custody thereof.

SECTION IV: THE STAFF LEADERSHIP TEAM

The Staff Leadership Team will serve as the executive committee of the Church, and shall consist of the pastoral staff (full-time and part-time), commissioned ministry directors (full-time or part-time), as well as legal and financial consultants as nominated by the Lead Pastor and approved by the Board.

The Lead Pastor shall be a voting member of the Staff Leadership Team. On items requiring approval by the Staff Leadership Team, a majority of its members must be present to constitute a quorum. Absentee votes will be accepted. All votes shall be by simple majority. Written minutes of the proceedings of the Staff Leadership Team shall be kept at the church office. In general the Staff Leadership Team will assist the Lead Pastor in coordinating the life and ministry of the Church, planning for future events, and implementing the strategy of the Church in light of its purposes, values, and vision as stated in these Bylaws. All actions of the Staff Leadership Team will be subject to Elder review and approval to insure that such actions do not digress from the mission of the Church. Although the Staff Leadership Team is charged with the day-to-day management of the Church, it is ultimately accountable to the oversight of the Elders.

Above the regular responsibility given to each member of the pastoral staff, the Staff Leadership Team shall have the specific responsibilities as stated below:

1. Assist in developing and submitting the annual Church operating and capital budgets for approval by the Elders and presentation to the Church membership.
2. Evaluate and make recommendations regarding the Lead Pastor's proposals relating to all personnel issues for ordained and non-ordained Church staff including hiring, termination, compensation, and benefits. The Lead Pastor shall have the authority to manage personnel functions of the non-ordained Church employees within the parameters of the approved

Church budget.

3. Oversee the financial affairs of the Church by reviewing and approving the Church financial reports or audit.

4. Approve minor budget revisions of 1/12 or less deviation from the approved budget as recommended by the Lead Pastor.

5. Assist the Lead Pastor by providing counsel and leadership in all other spiritual or administrative functions of the Church not specifically addressed by these Bylaws.

SECTION V: LIFE GROUP LEADERS

A Life Group Leader is a lay pastor to a small group, under the direction and accountability of his or her mentor. Small group leaders are extensions of the pastoral ministry of the Church, and serve as lay-shepherds for the Church through their small group. They help the Staff Leadership Team by taking the lead in paramedic pastoral care among those in their Life Groups. They also give leadership to relationship, discipleship, and leadership development among those in their groups. Those serving as Life Group Leaders must be actively growing in their spiritual maturity and influence of others. Life Groups will be the main Christian education program for adults in the Church.

SECTION VI: CORE MINISTRY LEADERS

Core Ministry Leaders at Mountain View serve the Lord by serving and leading others in ministry. These people are servants who are visionary leaders of each ministry within the Church. See the "Core Ministry Leaders Document" on file at the church office for an up-to-date list of all ministry leaders. Core Ministry Leaders are given the freedom and authority to lead in their area of ministry under the supervision and leadership of the pastors, and are appointed by the pastors, as this is dependent solely upon the Holy Spirit's disbursement of spiritual gifts in the Church. As a ministry grows, certain ministry leaders may be moved to the status of paid staff, overseeing a large portion of particular area of ministry. These leaders may or may not be ordained pastors, but should fulfill the biblical requirements for pastoral leadership. They shall serve in this role until the relationship is ended by resignation, by request of the Lead Pastor, or by the expiration of a pre-determined time of service set by the Lead Pastor and the Staff Leadership Team and approved by the Elders.

SECTION VII: PASTORAL/MINISTERIAL STAFF

Other pastoral/ministerial staff positions may be established by the Board and/or the Staff Leadership Team when the positions are determined to be necessary. Such positions may be discontinued or duties may be changed at the discretion of the Staff Leadership Team. The supervision of the pastoral/ministerial staff positions will be provided by the Lead Pastor or the appropriate staff member. Each individual for Pastoral/ministerial staff is required to become a member of MVCC as part of their acceptance of the position. Pastoral/ministerial staff may be terminated by the Board or by voluntary resignation with written notice two weeks prior to the intended departure date.

SECTION VIII: SUPPORT STAFF

Support staff (secretarial staff, custodial staff, etc.) will be hired by the Staff Leadership Team, subject to the approval of the Board. Support staff will be responsible to their immediate supervisor or designated staff person.

SECTION IX: THE CHURCH CLERK

The Church clerk shall be elected to annual terms and take the minutes of all business meetings of the Church; keep a register of the names of all members, with dates of admission, dismissal, death – if the date of death is readily accessible – or erasure; and the records of baptism. The Clerk shall issue letters of dismissal approved by the Church, preserve on file all communications and written official reports, and give required notice of all meetings when notice is necessary. The Clerk will also be responsible for preparing and submitting the Annual Church Profile (ACP) to the appropriate association or convention.

SECTION X: THE TREASURER

The Treasurer shall be elected to annual terms and it shall be the duty of the Treasurer to keep complete financial records; to have a working knowledge of the financial affairs of the Church; to promptly pay all duly approved bills; and to compile quarterly financial

reports to be presented at all regular business sessions and an annual report to be presented in the annual business session. The Treasurer shall be an ex-officio member of the Finance Committee [finance team] and of the Board. However, this in no way excludes the Treasurer from serving as an elected member of the Finance team Committee or the Board. The Treasurer shall be bonded, and the Church shall pay the expenses of bonding.

SECTION XI: FINANCE TEAM

The Finance Team shall be nominated and approved by the Pastoral/Ministerial Staff and are not subject to annual terms. The purpose of the Finance Team is to review and approve financial procedures, methods, and policies for the Church. The Finance Team shall be comprised of the Treasurer, the Executive Pastor, the Office Manager, and other persons selected for their knowledge and expertise financial matters.

SECTION XII: OFFICERS

An Officer is an agent of Mountain View Community Church for the purposes of conducting contractual obligations on behalf of the Church. The functions of Officers are subject to oversight of the Board. The Officers include the Lead Pastor (President), Executive Pastor (Vice President), Chairman of the Board, Clerk and Treasurer.

ARTICLE III MEETINGS/GATHERINGS

SECTION I: GENERAL

The Church shall hold regular gatherings for worship, teaching, training, outreach and fellowship. Meetings shall be held at the place of assembly of the Church or at such other place as may be designated from time to time by the Staff Leadership Team, the Elders, Life Group Leaders or Core Ministry Team Leaders.

SECTION II: MEMBER MEETING/BUSINESS SESSIONS

There will be an annual business meeting of the members at such time as determined by the Staff Leadership Team. The purpose of the meeting shall be to cast vision for the coming year and present the ministry budget. This meeting can also be used for any other proper business.

All business meetings will be conducted in an orderly fashion. Unless otherwise presented, all votes are to be taken without discussion.

SECTION III: SPECIAL BUSINESS SESSIONS

The Staff Leadership Team and/or the Board may call special business sessions of the members at any time for any purpose by giving notice to the members.

SECTION IV: NOTICE REQUIREMENTS FOR BUSINESS MEETINGS

Whenever members are required or permitted to take action at a meeting, notice shall be given to members no less than two (2) weeks prior to a meeting. Notification shall be given in one or more of the following manners:

1. Announcement of the meeting in the church newsletter.
2. Announcement to the congregation at a Sunday service.
3. Delivery by US mail to each member as identified on the membership roll.

Notice of Certain Agenda Items

Approval by the members of any of the following proposals is valid only if the notice specifies the general nature of the proposal:

- a. Calling or removing the Lead Pastor;
- b. Adopting, amending or repealing Bylaws; or
- c. Land or facility construction or acquisition.

SECTION V: MODERATOR

The Lead Pastor shall act as Moderator of the business meeting. In the absence of the Lead Pastor, the Chairman of the Board shall serve as Moderator.

SECTION VI: QUORUM

Those active members present and voting at a meeting duly noticed and called shall constitute a quorum of the membership for the transaction of business.

SECTION VII: MINUTES

Minutes of the regular and special meetings shall be taken and kept in the records under the custody of the designated secretary or clerk.

ARTICLE IV FINANCES

SECTION I: ANNUAL BUDGET

The Church shall have an annual budget created by Core Ministry Leaders in cooperation with the Staff Leadership Team and presented to the Elders for approval, to be used as a guide for the financial operation of the Church.

SECTION II: DEVELOPMENT OF ANNUAL BUDGET

The annual Church budget shall be established through the following process:

Each ministry, under the leadership of a Core Ministry Leader, develops a budget based on their financial needs and vision for the coming fiscal year. These requests are submitted to the Staff Leadership Team who works in partnership with the financial leadership to create a unified budget to be presented to the Elders. The Staff Leadership Team, with the endorsement of the Elders, will approve a final budget which will be printed and made available to the Church membership at an annual member meeting.

1. All individuals involved in ministry leadership are encouraged to work with those within that ministry to determine prayerfully God's leading for the upcoming year. Then the Core Ministry Leader shall submit these requests to the appropriate pastoral staff member;
2. The pastoral staff shall submit their budget requests to the financial leader, who works with the Staff Leadership Team, who shall compile these requests into a comprehensive operating budget for the Church;
3. The proposed unified Church budget will be presented to the entire Staff Leadership Team by the financial leader of the team for approval;
4. The proposed budget, after approval by the Staff Leadership Team, shall be reproduced and presented to the body at an annual meeting for prayer, discussion, and dialogue. This will aid in the vision casting effort of the Staff

Leadership Team. The Staff Leadership Team will evaluate the budget based on the discussion and dialogue and approve the final annual budget.

5. Budget questions may be answered by the financial leadership of the Staff Leadership Team, pastors, or the Core Ministry Leader who oversees the area under discussion. These questions will be taken on an informal basis prior to or during the annual business meeting.

SECTION III: BUDGET MANAGEMENT

The budget is to be managed on a day-to-day basis by the Staff Leadership Team in partnership with our financial leadership and our Core Ministry Leaders.

The Staff Leadership Team can make minor modifications within the budget as long as these changes do not significantly change the intent of the original budget or do not change the bottom line. The budget serves as a guide for the Church.

SECTION IV: ANNUAL AUDIT

Every two years an audit of the Church's financial matters will be performed by an outside Certified Public Accountant, with the results made available to the Church. On the alternate years, an audit will be performed by the financial leadership of the Church.

SECTION V: FISCAL YEAR

The Church fiscal year shall begin on January 1 and end on December 31.

SECTION VI: RECORDS AND REPORTS

The Church shall maintain the following records and reports:

1. Adequate and current books and records of accounts (financial records);
2. Written minutes of the proceedings of its members business gathering, staff leadership gatherings, and core ministry leadership gatherings;
3. A record of the members of the Church, setting forth the members' names and addresses;

4. Contribution statements for contributors;
5. All other records and reports as required by applicable local, state, or federal government agencies;

All records and reports are open to all Church members and are available for viewing during normal office hours.

SECTION VII DEPOSITS

The Board, in consultation with the Staff Leadership Team, shall select banks, trust companies, or other depositories in which all funds of the Church not otherwise employed shall, from time to time, be deposited to the credit of the Church.

SECTION VIII CHECKS

All checks or demands for money and notes of the Church shall be signed by such officer or officers or such other persons as the Board may from time to time designate. Any check over the amount of five thousand dollars (\$5000.00) shall require two authorized signatures from two disinterested Board members.

SECTION IX CONTRACTS

The President and Chairman will have the power to bind the Church in contracts unless the Board authorizes any officer or officers, agent or agents of the Church, in place of or in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of any on behalf of the Church, including real estate transactions. Such authority may be general or confined to specific instances. All contracts for major services or expenditures should be reviewed by a competent attorney.

SECTION X ENDOWMENTS

The Board may establish on behalf of the Church any endowments for the general purposes or for any special purpose of the Church.

SECTION XI DESIGNATED CONTRIBUTIONS

The Church may accept any designated contribution, grant, bequest or devise consistent

with its general tax exempt purposes, as set forth in the Articles of Incorporation. As so limited, donor designated contributions will be accepted for special funds, purposes or uses as approved by the Board of Directors, and such designations generally will be honored. However, the Church shall reserve all rights, 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 XII BENEVOLENCE TEAM

The Benevolence Team shall establish procedures to receive and disburse by check all funds allocated to them. It shall be the duty of this team to review needs of the congregants or others in the community as they arise. The Benevolence Team shall consist of least three (3) members. This Team shall examine the need of the recipients of these designated funds under an approved Benevolence Policy. The team may designate individuals responsibility for administering funds in accordance with said procedures.

SECTION XIII PARTNERSHIPS, JOINT VENTURES, LLC'S AND AUXILIARY CORPORATIONS

The Board of Directors may authorize in writing any officer(s) or agent(s) of the Church to enter into partnership or joint venture or create auxiliary corporations or limited liability companies that the Board of Directors determines will advance the religious purposes and goals of the members as described herein and not violate the Church's tax exempt status.

SECTION XIV PURCHASE OR SALE OF PROPERTY AND BORROWING

Neither officers nor agents of the Church may purchase or sell real or personal property on behalf of the Church unless authorized by the Board of Directors, and in cases of real property, the Members according to these Bylaws. Any borrowing of money must be approved by the Board of Directors and a majority of the Members.

ARTICLE V SETTLEMENT OF DISPUTES WITHIN OR AGAINST CHURCH

In any dispute arising between or among Church members, pastors, or staff, the dispute

may be resolved by the Church Board of Directors (or a duly appointed team from the Church Board of Directors) under the **Rules of Procedure for Christian Conciliation**, as adapted from Guidelines for Christian Conciliation, version 4.5 (2004).

All employees, contractors and vendors of the Church should be asked to sign policies or contracts with the Christian Dispute Resolution clause in it.

Any dispute between a member and the Church shall be resolved through Christian Conciliation. Christian mediation should be attempted but if it does not resolve the dispute then legally binding Christian Arbitration shall be employed by the Board of Directors or individuals selected by the Board of Directors in accordance with the **Rules of Procedure for Christian Conciliation**, as adapted from Guidelines for Christian Conciliation, version 4.5 (2004). A decision shall be reached after prayerful consideration, in a spirit of humility, with each Arbitrator seeking that which most glorifies God and regarding one another before himself.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be the county and state where the Church is located and Virginia law will apply to dispute. Members, pastors, staff or third party vendors/contractors shall understand that these methods shall be the sole remedy for any controversy or claim arising against the Church and expressly waive their right to file a lawsuit in any civil court against one another or the Church for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia. Notwithstanding this above provision, to protect the Church and its members and under its risk policy procedures, the Church is required to maintain liability insurance. Therefore, this conflict provision is conditioned upon agreement by the Church's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes will not diminish any insurance coverage maintained by the Church.

ARTICLE VI TO BE A TAX-EXEMPT ORGANIZATION

The Church shall operate as a tax-exempt organization under the United States Internal Revenue Code Section 501(c)(3). In the event of the dissolution of the Church, the assets thereof shall be liquidated and distributed by first paying all creditors. All remaining assets

shall then be distributed to Baptist General Association of Virginia for the purpose of establishing new churches which have like faith, belief, and purposes as ours and which qualify as a tax-exempt organization.

ARTICLE VII INDEMNIFICATION

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal by reason of the fact that he or his testator is or was a Pastor, Elder or officer, employee or agent of the Church, may be indemnified by the Church, and the Church may advance his related expenses, to the full extent permitted by law. The Church may purchase and maintain insurance to indemnify: (a) itself for any obligation which it incurs as a result of the indemnification specified above; and (b) its Pastors, Elders and officers.

ARTICLE VIII CHURCH POLICY AND OPERATIONS MANUAL

The development of a church policy and operations manual shall be overseen by the Board of Directors or their designees 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. The manual shall be kept in the church office and made available for use by any member of the Church. The church secretary [Office Manager] shall maintain the manual. The Board of Directors or their designees and the Staff Leadership Team shall review the manual at least annually. Modifications to the policy and operations manual shall be approved by the Board of Directors.

Any Church member may initiate suggested additions, revisions, or deletions to the manual through recommendation to the related organization, team or committee.

ARTICLE IX AMENDMENTS

All requests for amendments to these Bylaws must be made in writing and shall be submitted to the Staff Leadership Team or the Elders for study and consideration. The Staff Leadership Team in cooperation with the Elders shall issue a timely response to the proposed amendment, alteration, or revision to these Bylaws. Both groups, by two thirds majority vote if necessary, shall determine together whether to propose such amendments to the Church for adoption. If proposed to the Church by the Staff Leadership Team and Elders, amendments to the Bylaws require reasonable notice as

outlined above for all business meetings and an affirmative vote of two-thirds of the members present at a business meeting of the Church as detailed above for business meetings.

CERTIFICATE OF CLERK

I certify that the foregoing Bylaws consisting of ____ pages, are the Bylaws of *Mountain View Community Church* as adopted by a vote of the members of the Church on _____, 2023, and that I am the duly appointed Clerk of the Church.

Executed at Culpeper, Virginia, this ____ day of _____, 2023.

Clerk

Attachment A

List of Abbreviations for Books of the Bible

Old Testament Genesis Gn 2 Chronicles 2 Ch
Daniel Dn Exodus Ex Ezra Ezr Hosea Hs Leviticus Lv Nehemiah Neh Joel Jl
Numbers Nm Esther Est Amos Am Deuteronomy Dt Job Jb Obadiah Ob Joshua Jos
Psalms Ps Jonah Jnh Judges Jdg Proverbs Pr Micah Mc Ruth Ru Ecclesiastes Ec
Nahum Nah 1 Samuel 1 Sm Song of Songs Sg Habakkuk Hab 2 Samuel 2 Sm
Isaiah Is Zephaniah Zph 1 Kings 1 Kg Jeremiah Jr Haggai Hg 2 Kings 2 Kg
Lamentations Lm Zechariah Zch 1 Chronicles 1 Ch Ezekiel Ezk Malachi Mal

New Testament Matthew Mt Ephesians Eph
Hebrews Heb Mark Mk Philippians Php James Jms Luke Lk Colossians Col 1 Peter
1 Pt John Jn 1 Thessalonians 1 Th 2 Peter 2 Pt Acts Ac 2 Thessalonians 2 Th 1
John 1 Jn Romans Rm 1 Timothy 1 Tm 2 John 2 Jn 1 Corinthians 1 Co 2 Timothy 2
Tm 3 John 3 Jn 2 Corinthians 2 Co Titus Ti Jude Jd Galatians Gl Philemon Phm
Revelation Rv