



Mount Bethel Baptist Church  
4636 Indian River Road  
Virginia Beach, VA 23456  
Office (757) 471-0916 Fax (757) 471-2954  
Email: mtbethel@vacoxmail.com

**Church**

*Rev. Curtis L. Johnson*

**Diaconate Chair**

*Deacon, Nathaniel Riddick*

**Clerk**

*Sister Byas*

**Trustee Chair**

*Trustee, Lloyd Brown*

**Amended By-Laws as of January 28, 2019**

# Constitution/By Laws

The Constitution and Bylaws of Mount Bethel Baptist Church

**PREAMBLE**

We the members of Mount Bethel Baptist Church being mindful of our sacred purpose in the gospel hereby declare and establish this constitution to preserve and secure principles of our faith and to govern the church body in an orderly manner. This constitution is consistent with principles of a self-governing body and will preserve the liberty of each church member, and will maintain freedom of action of this body in relation in other church bodies and conventions.

**ARTICLE I**

**NAME**

The name of this Church shall be known and designated as the Mount Bethel Baptist Church, Virginia. This church was founded in 1880.

**ARTICLE II**

**VISION/PURPOSE**

The vision and purpose of this congregation is to develop a collaborative, interactive, Spirit filled, and Godly led ministry that promotes growth and impact in the lives we touch. Everything we do will center on the Word of God. The ministry according to 2 Cor. 5:15 indicates that we are to “regard no man after the flesh” or by denomination but rather by the Spirit of God. It is the will of God according to John 17: 13-26 that the body of Christ be one. Therefore, by the love of Christ and the glory of Christ this ministry will seek to interact with the lost and those that follow Christ Jesus. The intent is to bring the body to act as one in winning souls to Christ and in building up the body of Christ.

**ARTICLE III**

**POLICY**

**Section A:**

The government of this Church is vested in the members who compose it, and, as such, it is subject to the control of no other ecclesiastical organization. Also, none of its Boards or Committees can usurp its executive governmental or policy-making powers.

**Section B:**

It shall maintain affiliation and cooperation with the Virginia Baptist State Convention, the National Baptist Convention, U.S.A., Inc., and their affiliates.

**Section C:**

The church may elect to affiliate itself with any local, state or national organization with a two-thirds vote of its membership at a regular church meeting.

**Section D:**

The church may elect to terminate its membership with any local, state or national organization with a two-thirds vote of its membership at a regular church meeting.

**ARTICLE IV**

**DOCTRINE**

**Section A:**

This Church accepts the Scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice.

This Church also has adopted the following covenant as a means by which its members may express their intent to accept the lordship of Jesus Christ in the affairs of daily life. This document shall be subject to revision by the congregation, as new insights from the Word of God shall indicate ways in which our faith and life may be brought into closer accord with the teachings of the Scriptures.

**CHURCH COVENANT**

**Section B:**

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior; and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, 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 prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute 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 also engage to maintain family and secret devotion; to religiously educate our children; to seek 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 avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian symphony in feeling and 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. We moreover engage, that when we remove from this place, we will soon as possible unite with some other church, where we can carry out the spirit of this covenant, and the principles of God's word.

**THE EIGHTEEN ARTICLES OF FAITH**

**Section C:**

- |                    |                              |
|--------------------|------------------------------|
| 1. THE SCRIPTURES  | 4. THE WAY OF SALVATION      |
| 2. THE TRUE GOD    | 5. JUSTIFICATION             |
| 3. THE FALL OF MAN | 6. THE FREENESS OF SALVATION |

7. REGENERATION

8. REPENTANCE AND FAITH

9. GOD'S PURPOSE OF GRACE

10. SANCTIFICATION

11. PERSEVERANCE OF SAINTS

12. THE LAW AND GOSPEL

13. THE GOSPEL CHURCH

14. BAPTISM AND THE LORD'S SUPPER

15. THE CHRISTIAN SABBATH

16. CIVIL GOVERNMENT

17. RIGHTEOUS AND WICKED

18. THE WORLD TO COME

## ARTICLE V

### CHURCH MEMBERSHIP

#### Section A – Admission of Members

Persons may be received into membership by any of the following methods, subject in each case to the recommendation of the Board of Deacons and the vote of the Church.

**1. By Baptism:**

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of the faith and principles of this Church and has been baptized by immersion may be received into the fellowship of the Church.

**2. By Letter:**

A person who is in substantial accord with the views of faith and principles of this Church and is baptized by immersion may be received by letter from any other Christian church.

**3. By Experience:**

A believer of worthy character who has formerly been a member of a Christian church, and who is in substantial accord with the views of faith and principles of this church and has been baptized by immersion may be received upon statement of experience.

**4. By Restoration:**

A person who has lost membership may be restored to membership upon recommendation of the Board of Deacons and the vote of the church.

**5. By Watchcare:**

A person who is a member of another Christian church but sojourning in this community for a brief period of time may be received into the membership of the church.

#### Section B – Termination of Membership

**1. By Letter:**

Any member in good standing who desires a letter of separation and recommendation to any other Baptist or other Baptist or other denominational church may receive it upon request and upon the recommendation of the Board of Deacons and the vote of the Church. The church to which membership is requested shall be named in the request and the letter shall be sent to the pastor or clerk of the church. Such letter shall be valid only for (6) months after its date, unless reviewed, and

this restriction shall be stated in the letter or upon request may also be valid with restriction for one year. An open letter may be issued upon request.

**2. By Statement:**

Any member in good standing may be granted a certificate of standing for the purpose of associating with any evangelical church other than a Baptist church.

**3. By Exclusion:**

Should any member become an offense to the Church and to its good name by reason of immoral or unchristian conduct, or by consistent breach of his/her covenant vows, the Church may terminate his/her membership, but only after due notice and hearing before the Board of Deacons, and after faithful efforts have been made to bring such a member to repentance and amendment.

**4. Inactive Membership:**

The Board of Deacons should prepare, from year to year, a list of those members who have for a period of two (2) or more years failed to participate in the service of worship, show no recorded contributions, or fail to participate in the educational program of the church without valid excuse. The name(s) of the said member will be put on an inactive list.

**ARTICLE VI  
CHURCH MINISTRIES/STAFF AND COMMITTEES**

Any church member who supports the church both spiritually and financially will be eligible to hold office and serve on ministries and committees. The church ministries committees and organizations shall be as follows:

1. Permanent Ministry: The permanent officers and ministries of the church shall be the Pastor, Deacon, /Deaconess Ministry, Trustee Ministry, Clerk/Secretary, Church Treasurer, Financial Secretary, and the Superintendent of Sunday School.
2. Organizations: The church shall have such other organizations and shall create committees and other organizations, by resolutions as deemed necessary for a continuing church.
3. Personnel Committee: This committee shall be responsible for providing each employee (Pastor, Associate Ministers, Church Clerk/Secretary, Sexton, Musicians, etc.) with a job description and a contract of employment. Yearly evaluations and contracts must be completed for each employee. Any employee not in compliance with his or her contract may be called before the Pastor, Church, and or appropriate ministry. Action should be taken within 30 days of the offense or the reporting of the offense. Depending on the nature of the offense, the employee will be given a verbal or written warning, put on probation and or terminated. This committee shall be comprised of at least five members of the Church Body and shall include at least one Deacon and one Trustee.
4. Executive Committee: The Executive Committee is commissioned by and responsible to the Joint Board to function on behalf of the Joint Board in matters of emergency and in interim periods between regularly scheduled Board meetings. The Executive Committee shall have and exercise the authority of the Joint Board provided that such authority shall not operate to circumvent the

responsibility and authority vested in the Joint Board by the By-laws, and any action taken is to be ratified by the Joint Board at its first subsequent meeting.

### Appointments and Composition

1. The Executive Committee shall be composed of the President, Vice-President, Secretary, and Treasurer of the Board and one at-large member.
2. The Chair of the Executive Committee will also be a member of the Joint Board.
3. The President, Vice-President, Secretary, Treasurer and one at-large member shall be elected in accordance with procedures set forth in the By-laws of the organization.

### PASTOR

#### **Section A:**

The pastor shall preach the gospel, administer the ordinance, watch over the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship.

The pastor shall be an ex-officio member of all Boards and Committees of the Church and its auxiliary organizations. The pastor only has the right to vote when there is a tie-vote.

The pastor shall be the Moderator and shall preside at all business meetings of the Church except when good taste dictates otherwise.

The pastor shall develop policies and procedures on funeral and holy matrimony services subject to approval of the Church at the annual meeting.

#### **Section B:**

When it is necessary to call a pastor, the church shall select a representative Pulpit Committee which shall be comprised of three trustees, three deacons, four members at large, one youth representative and the church clerk. The pulpit committee will convene after the last Sunday of the Pastor's final day in the pulpit.

It shall be the duty of this Committee to take necessary steps to secure a pastor. The Committee shall investigate the merits of every candidate under consideration in regard to personal character, education, ministerial record, and preaching ability in determining his fitness for said record, and preaching ability in determining his fitness for said pastorate. When a suitable candidate is found, the Committee shall recommend that person to the Church for consideration.

#### **Section C:**

The call of a pastor shall come before the Church at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays. A vote of two-thirds (2/3) of the members present and qualified to vote shall be necessary to extend a call. Only one candidate shall be presented to the Church at any one regular meeting. The vote shall be by written ballot.

**Section D:**

The pastor shall be called for an indefinite period of time. The salary shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, provided that such a change has been considered by the Board of Deacons and Trustees in a joint meeting. The Pastor may be paid weekly or bi-weekly. The pastor shall be given an annual vacation of not more than (4) weeks with pay. The pastor is allowed to be absent from the pulpit an additional 4 Sundays out of the year.

**Section E:**

The pastor's term of office may be ended upon ninety (90) days of written notification on the part of the pastor.

Should the pastor become an offense to the Church and to its good name reason or immoral or unchristian conduct, or by consistent breach of his/her covenant vows, the Church may terminate his/her service, but only after due written notice and hearing before the Board of Deacons, and after faithful efforts have been made to bring such a person to repentance and amendment.

Termination of the office shall be voted on at a regularly / or called business meeting, notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays. A vote of majority of the members present and qualified to vote providing there be a quorum of fifty (50) members, in good standing, shall make a valid termination of said office.

**Section F:**

In the event the Church decides to have one or more assistant pastor(s), the pastor is given authority to select such an assistant, subject to consent and approval of the church body.

**Section G: Standards and Procedures for Persons Called To the Ministry**

When a person has been called by God to preach the Gospel of Jesus Christ, the following procedures will be followed as a guide to evaluate all new Preachers of Mount Bethel Baptist Church before they are given a date to preach their initial sermon and licensed.

1. The candidate must be an active member of Mount Bethel Baptist Church, attending Sunday School or Bible Study.
2. The candidate will be given an appointment in writing to meet with the Pastor and Board of Deacons to express his/her calling. After his/her expressions have been heard, the Pastor and Board of Deacons will have a chance to ask the candidate any questions that they want about his/her calling according the God's Standards for the Preacher as outlined in I Timothy, Chapter 3.
3. The candidate will be informed of the scriptural standards outlined in I Timothy and given ample time to read over them and prepare. If the candidate has problem(s) meeting any of the standards, the candidate will be given 6 – 12 months to work on and improve the standards.
4. The candidate must be able to communicate his/her understanding of the scripture. If any member of the Board is in doubt, have the candidate read a particular part of the scripture and give their interpretation.
5. All candidates will at least have a high school (12<sup>th</sup> Grade) or equivalent GED education and the willingness to take additional self-development courses as needed, or recommended by the Pastor or Board of Deacons.

6. If a child (minor) is called by God to preach, the Pastor and Deacon Board will consult with and advise the minor. When the candidate reaches age 21 and Christian maturity has been demonstrated, all procedures would also apply. (Note: Christ was 30 years old before he started his ministry). After the Pastor and Board of Deacons acknowledge the candidate's calling, a letter of acknowledgement will be mailed to him and his parents explaining the procedures of the Church for new Preachers.
7. A letter will be mailed within five days after the candidates meeting with the Pastor and Board of Deacons. This letter will inform the candidate of the Pastor and the Board of Deacons decision and/or recommendation, which may include specific training, re-examination, of his call (6 – 12 months), attendance in Sunday School or Bible Study, may need to become more visible in the Church, or a decision and date for his initial sermon.
8. The candidate license will be presented within seven days as based upon recommendations by the Pastor and the deacon board.
9. If license is not approved, the candidate will meet with the Pastor and Deacon Board for further instructions.

## **ARTICLE VII INTERIM PASTOR**

### **Section A: Duties of the Interim Pastor**

1. An Interim Pastor may serve for one (1) year. In the event a minister is not found in the year period, the pulpit committee may extend his time of service.
2. To preside and preach at all 10:00 a.m. worship services, with the exception of those Sundays that an active candidate for the pulpit is scheduled to be presented to the congregation. The Interim Pastor shall also preside and /or preach at Sunday evening service that normally is scheduled.
3. To perform all weddings of members of Mount Bethel Baptist Church and the Visitation of the Sick at no charge.
4. To preside at funeral occasions for the members of Mount Bethel Baptist Church at no charge.

### **Section B: Termination of Office of Interim Pastor**

The Interim Pastor will terminate office as of the acceptance of the Pastor-Elect.

### **Section C: Things the Interim Pastor are not responsible for:**

1. The Chairman of the Board of Deacons will preside at all church meetings and Joint Board meetings. The Interim Pastor can be called in to these meetings only with the expressed invitation of the Chairman of the Board of Deacons.
2. The Interim Pastor is NOT the ex-officio officer of the church in this interim period, this responsibility falls to the Chairman of the Board of Deacons until the acceptance of the Pastor-Elect.



**ARTICLE VIII**

**CHURCH OFFICERS**

Each elected and/or approved officer, with the exception of the Pastor, shall be a member of the Mount Bethel Baptist Church: The elected officers of the Church shall be:

**Section A: Pastor**

**Section B: Deacons and Trustees** whose duties are set forth in Article IX, Section A and Section C.

**Section C: Clerk**

A clerk shall be elected to serve for three (3) years. The membership will have the option to re-elect a member to office. The clerk shall keep a complete record of the transactions of all business meetings of the Church. This shall be read for approval at the next business meeting. The clerk shall keep a record of the names and addresses of the members, with dates and manner of admission and termination; a record of baptisms, and a list of those inactive. The clerk shall notify all officers, committee members, and delegates of their election and appointment. The clerk shall issue letters of termination and recommendations voted by the Church, retain on file all communications and written reports, and give legal notice of all meetings where such is required by the Constitution. The clerk shall assist in preparing denominational reports. The clerk shall deliver immediately to his or her successor all books and records for which he or she has been responsible as clerk. The church clerk shall present upon request with reasonable notice a listing of all qualified voters. The clerk shall report to the Pastor.

**Section D: Assistant Clerks**

There shall be one (1) assistant clerk elected every three (3) years, to assist the clerk with office duties as assigned by the Pastor.

**Section E: Treasurer**

The Treasurer shall be elected every three (3) years and must be a member of the Trustee Board or Deacon Board. It shall be the treasurer's duty:

1. To have custody of the funds of the church.
2. To make deposits and draw checks in the name of the church.
3. To receive all monies belonging to the Church, except others so designated by the Church.
4. To keep separate accounts of all funds raised or contributed for particular purposes. NO funds shall be disbursed by the treasurer except for the purpose for which they were raised or contributed.
5. To deposit within twenty-four hours monies received, in a bank selected by the Trustee Board. (NOTE:) In the event that the treasurer is absent the monies will be deposited by the Financial Secretary.

The Constitution and Bylaws of Mount Bethel Baptist Church

6. To make disbursement of funds received for the support of the Church and for the reduction of the Church indebtedness only on the order of the Finance Committee.
7. To submit to the Trustees, upon their request, information as to the condition of the treasury.
8. To keep a summary of the financial standing of the Church before the members, through bulletins or other publications, or by a quarterly report.
9. To submit upon request to the Church an itemized report of receipts and disbursements, showing the actual financial condition of the Church, the financial records shall be submitted to the auditors annually.
10. To be bonded by the Church.

**Section F: Financial Secretary**

The financial secretary shall be elected to serve for a three (3) year term and shall be a member of the Joint Board. The membership will have the option to re-elect a member to office. It shall be the financial secretary's duty:

1. To furnish each member of the church envelopes for contribution to church funds and to keep a record of pledges made; to keep a correct account thereof between the Church and its members.
2. To keep an accurate account of all monies received by the Church and to turn all monies collected immediately over to the treasurer.
3. To submit to the church quarterly an itemized report of receipts and disbursements showing the actual financial condition of the church upon receipt of the treasurer's report.
4. To send out personal statements to all members once a year, listing their gifts.
5. To report to the Trustees an account of the matters pertaining to the office upon request of the Trustees.
6. To report to the Board of Deacons the names of those members who have failed to make any contributions of record toward Church expenses of funds. To report to the Board and the Clerk quarterly the names of those members who have failed to make any contributions of record toward church expenses or funds within the past ninety days.
7. To submit financial records upon request of the Church.

**Section G: Tellers**

There shall be tellers appointed by the Finance Committee with the approval by the Joint Board. Members shall be appointed to serve a three (3) year term and at least two members shall be appointed for a two (2) year term. Their duty is to count monies collected during the Sunday morning worship service. The tellers will be bonded by the appropriate city officials.

**Section H: Board Tenure**

After a Board member has held office two (2) consecutive terms, he or she shall not be eligible for re-election to the same office for a period of one (1) year after the expiration of the second term unless no suitable candidate comes forth. This rule is not applicable to office of deacon or deaconess.

Any Board member who for a period of six (6) months shall fail to perform faithfully the duties pertaining to the office thereby automatically vacates said office. The Church has the power, for good and sufficient cause, to remove from office any Board member.

Resignations from elected officers shall be made in writing to the Church by giving notice to the respective board.

**Section I: Elections**

1. **Time** – The annual election of officers shall be held during the church meeting in January.
2. **Procedure** – At the quarterly meeting prior to the election, the Joint Board shall present to the church the names of one or more persons for each office to be filled. It shall be the privilege of any members qualified to vote to place a nomination from the floor the names of any eligible for any office. A majority of the votes cast is necessary for the election of any officer.
3. **Vacancies** – Vacancy (s) occurring during the year may be filled for the expired term at any business meeting. The Joint Boards shall present to the Church nominees for the vacancies to be filled.

**ARTICLE IX**

**BOARDS**

**Section A: Deacons**

The Board of Deacons shall consist of twelve or more members of the church or the current amount established. The Deacons shall be ordained to their work according to Acts 6:1-8 and I Timothy 3:8-13.

Persons to be accepted by the Church to fill the office of Deacon must possess the qualifications as listed in the above-mentioned Scriptures.

Any member who feels that a candidate is not suited for the office must apprise the Church and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must observe two (2) requirements:

1. Specific charges must be brought and stated in writing, presenting evidence that is clear, convincing as to its truth.
2. Remember the words of Jesus, “He that is without sin, let him cast the first stone.”

Candidates founded acceptable will be placed on probation for six (6) months, in which time they will undergo training, (workshops, church policy), in preparation for the task. At the end of this period and upon recommendation to the Church, the candidate or candidates shall be ordained.

Deacons shall hold office as long as they shall faithfully discharge their duties.

The Church may, for good and sufficient cause, remove any Deacon from office, according to the procedures of the Deacon's Manual, except for extenuating circumstances.

The Board shall elect every two (2) years, with the option to re-elect, a chairperson, vice-chairperson. A majority of the members shall constitute a quorum.

The Board shall in every way assist the pastor; cooperate with the pastor in providing the pulpit supply and the leaders of the prayer meeting; visit the members; commune with the sick and shut-in; care for the sick, needy, and distressed members of the Church; and duties specified in Acts 6.

**Section B Deaconesses:**

The Board of Deaconesses shall assist Pastor in developing the spiritual life of the women and girls of the Church for the best possible Christian service. It shall cooperate with the Pastor and the Board of Deacons in visiting the members; in the care of the sick, needy, and distressed members of the Church; and in the preparation of the observances of the Ordinances of the Church.

Persons accepted as a deaconess shall be a wife of a deacon and must be a member of the Church. Women of good faith, good character and dedicated to Mount Bethel Baptist Church may also be recommended by the membership to the deaconess board. Widows of deceased deacons may continue to serve.

Deaconesses shall hold office as long as they shall faithfully discharge their duties.

The Board shall elect every two (2) years, with the option to re-elect, a chairperson, a vice-chairperson, a secretary, and a treasurer.

The board shall meet regularly each month. Special meetings may be called by the chairperson or the vice-chairperson, who shall notify all members. A majority of the members shall constitute a quorum.

**Section C: Trustees**

There may be a Board of twelve (12) or more Trustees or the current amount established.

The character and devotion of a trustee should equal that of a deacon. The Trustee should be a person of scrupulous honesty combined with practicality, thriftiness, financial ability and good judgment. The Trustee shall meet the requirements as outlined in the Code of Virginia.

Members of the Trustee Board and the Pastor shall recommend to the church candidates for membership on this board.

One-third (1/3) of the trustees, except the financial secretary when serving, shall be elected at each annual meeting for a term of three (3) years. Consecutive terms shall be limited to two (2).

The Board shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management, and upkeep. It shall determine the use of the Church buildings for all extra or secular purposes, but it shall not have power to buy, mortgage, lease, or transfer any property without specific vote of the Church authorizing such action. It shall, when so instructed by the Church, secure the services of a custodian at such salary as is authorized by the Church. It shall also, when instructed by the Church, secure the services of a church secretary. It shall perform such other duties as are imposed upon it by the Church and State.

The Trustee Board shall have custody of title papers and other valuable documents of the church.

Any Trustee who, for a period of six (6) months, fails to perform faithfully the duties of his/her office automatically vacates the same.

**Section D: Finance**

There shall be a Finance Board of seven (7) members, consisting of two (2) members-at-large, the treasurer, the financial secretary, two (2) trustees and at least a deacon. The members at large shall be elected at an annual meeting for a term of three (3) years. Consecutive terms shall be limited to two (2).

It shall act as a budget committee for the Church and shall devise means for generating revenue and oversee the finances of the Church. It shall report all pledges to the Financial Secretary. This Board shall lead and direct the financial efforts of the Church.

This Board shall elect a chairperson and secretary and shall meet quarterly or whenever the need arises. It shall designate the bank where the funds of the Church shall be deposited.

**Section E: Christian Education**

The Board of Christian Education shall consist of at least twelve (12) elected members, one-third (1/3) of whom shall be elected each year for a term of three (3) years. Consecutive terms shall be limited to two (2).

In addition to the elected members, the following persons shall serve by virtue of their office as ex-officio members with voting privileges; the Pastor, the Director/Minister of Christian Education, and the Superintendent of the Church School. The director/minister of Christian Education and superintendent of the church school shall be appointed by the Pastor.

The work of the Board will be divided into the following areas: Children, Youth, Young Adult, Adult, Leadership Development, Education for Missions, Athletics and Recreation, and Library. A member of the Board shall be responsible for each of these areas. Each area will function with and through committees, particularly the age-group chairperson. In addition to this, the Board will operate with task groups. A task group is any ad hoc committee with limited tenure. This is a task force appointed to accomplish a particular job within a given length of time.

The Board shall be responsible for the ORGANIZATION, ADMINISTRATION, AND SUPERVISION of the entire education program of the Church.

It shall be responsible for:

DEVELOPING AND INTERPRETING the EDUCATIONAL OBJECTIVES or GOALS to the church;

STUDYING the educational needs of the church and making decisions concerning time schedules, educational use of housing and equipment, and the elimination or addition of classes or organizations;

DISCOVERING, ENLISTING, TRAINING, and APPOINTING all Church educational workers;

COORDINATING and APPROVING the outreach program of groups and organizations under its jurisdiction;

EVALUATING, DETERMINING, and SUPERVISING the curriculum of the educational program;

PREPARING the educational budget of the Church and submitting same to the Finance Chairman.

The Board shall be organized promptly, following the annual election. It shall elect from its own membership a chairperson, an assistant chairperson and a secretary. The Board shall meet monthly at a stated time. Special meetings may be called by the chairperson, or the Director/Minister of Christian Education. The Board will prepare a report of the activities of the program to be submitted at the quarterly meeting.

The Board of Christian Education shall interview and approve counselors and teachers for the Church School. The Board shall designate the leaders for the Church School and Youth Fellowship groups.

#### **Section F: Board of Missions**

The Board of Missions shall consist of nine (9) elected members, one-third (1/3) of whom shall be elected each year for a term of three (3) years.

This board shall promote interest in missions at home and abroad. The board shall provide information, encouragement, and channels by which the Lordship of Christ may be acknowledged, as it relates to social issues in the family, community, nation, and world. It shall set a goal of missionary giving and shall cooperate with regional and national groups on missionary giving.

This board shall cooperate with the Pastor in providing practical ways for implementing the evangelistic mission of the Church, such as neighbor visitation, preaching services, radio ministry and other charitable purposes.

This board shall plan and administer the Mission Budget. This board shall be organized promptly following the annual church election. It shall elect from its own membership a chairperson, a vice-chairperson, and a secretary. The board shall meet monthly at a stated time. Special meetings may be called by the chairperson.

#### **Section G: Joint Board**

The Pastor shall serve as the chairperson of the Joint Board and convene a Joint Board meeting of the Deacons and Trustees at least once a quarter prior to the quarterly church meeting or as often as needed to complete church business. Other officers shall be elected among the body and serve a term of three (3) years. The treasurer shall attend all Joint Board meetings. The Joint Board shall consider recommendations from the Board of Deacons and Trustees regarding the church. It shall be the responsibility of the Joint Board to select a director of music, to approve the meeting schedules for the Youth Fellowship and Sunday School as set by the Board of Education, schedule special religious meetings, approve the appointment of tellers, appoint the auditing committee and insure that auditing is done by an outside auditor every five (5) years, and serve as the nominating committee for church officers. (Procedures for nomination – See Article XI, Section B). The Board should receive reports prior to the quarterly church meeting from all auxiliaries and committees. It shall make a report at each quarterly meeting.

**ARTICLE X**

**AUXILIARIES/COMMITTEES**

The following shall be designated as standing auxiliary committees of Mount Bethel Baptist Church:

**Section A: Music Committee**

The Music Committee is charged with the responsibility of providing for and maintaining a musical program of excellence for the Church. The Music Committee, shall select for appointment or hiring an organist, instrumentalists, and choir directors, and secure musicians for the various Church services.

The Music Committee shall be comprised of two (2) members-at-large appointed by the Pastor, the Director of Music, and the directors of the choirs.

The Music Director shall chair the music committee and shall be responsible for annual evaluation of all members of the music staff.

The Music Committee shall plan and review the Church musical program for the year; maintain a file of all the musicians in the Church; provide training experiences for church musicians, including workshops, seminars, etc.; select hymnals to be used by the Church for worship; consider robe selection; and prepare the music budget of the Church and submit the same to the Finance Board.

**Section B: Youth Choir**

The primary purpose of the Youth Choir is to enhance the ministry of the Pastor and Mount Bethel Baptist Church by sharing the good news through gospel music. The Youth Choir serves various sister churches and community in Christian endeavors.

**Section C: Men's & Women's Chorus**

Its primary purpose is to unite the men/women of the church together in giving honor and glory to God through singing and praising His Holy and Righteous Name. This organization gives the men/women of Mount Bethel Baptist Church the opportunity to come together in friendship and brotherly love and serve as role models for young men of the church.

**Section D: Mass Choir**

The Senior Choir shall enhance the morning service or other worship services through song and present concerts, cantatas, or sacred music for special occasions.

**Section E: Audio/ Visual Ministry**

The Audio and Visual Ministry ensures that all praise and worship services as well as other special programs are properly monitored for sound and video with always focusing on the Word of God.

**Section F: Ushering**

There shall be a Junior and Senior Usher Board. The Senior Usher Board is composed of adult members of the church. The Junior Usher Board is composed of youth 9 – 18 years of age. The youth are encouraged to develop and display acceptable and appropriate religious and social behavior, such as self-discipline, alertness, promptness, and courtesy. The ushers shall be the keeper of the doors, attend to the seating of the congregation and receive the offering. The Head Usher shall confer with the Pastor for instructions of the day. The ushers shall adopt protocol from a prescribed handbook with approval by the Pastor.

**Section G: Missionary Society**

The Mount Bethel Baptist Missionary Society promotes and encourages missionary preparation and assist people in financial, spiritual, social and emotional needs.

**Section H: Sunday School**

The Sunday School's purpose is to train and educate the membership as directed by the Board of Christian Education, about the Bible and the teaching of our Lord and Savior Jesus Christ.

**Section I: Youth Fellowship**

Promotes spiritual, physical, social, and intellectual growth of youth through planned, supervised group fellowship activities at the church and in the community.

**Section J: Pastor's Advisory Council**

The Pastor's Advisory Council conducts discussions of membership concerns regarding the spiritual and physical growth and development of the church. The Council consists of two representatives from each auxiliary of the church, and at-large members. Recommendations growing out of the Council's decisions are forwarded to the Pastor, who may send them to the proper Church Board for further resolution and action by the Church Conference. All church members may attend Council meetings.

**Section K: Pastor's Aid/Hospitality**

To help enhance/promote fellowship and goodwill at Mount Bethel Baptist Church by: serving as official hostesses of the church upon request; welcoming visitors to the church each Sunday; serving as support organization for the senior citizens of the church; assisting in the identification and procurement of those properties and fixture to enhance the on-going programs and ministries of the church.

**Section L: Men in Mission and Women Faith Fellowship**

To promote Christian Fellowship and create a spirit of camaraderie among the male and female members of the church. To provide spiritual, material, and/or financial support to the church and the church community.

**Section M: New Members Welcome Committee**

The New Members Welcome Committee offers support to new members joining the Mount Bethel Baptist Church. It also introduces the members to the programs and outreach ministry.

**Section N: Audit Committee**

The audit committee, appointed by the Joint Board, shall consist of members of the church other than the Treasurer, Financial Secretary, and chairperson of the Finance Committee. The committee shall audit the financial records of the Church at least once each year and shall make a report in writing to the church second quarterly meeting.



**Section O: Benevolence Ministry**

The Benevolence/Bereavement Ministry supports the members of Mount Bethel Baptist Church during the time of loss of a loved one. The ministry provides resources as allowed by the ministry to assist and aid as required.

**Section P: Excellence and Results Educational Ministry**

Excellence and Results Educational Ministry provides a multiplatform service that reaches the congregation and the community. Our goal is to align ourselves to Mount Bethel's vision statement. We support our youth and adults educationally in aiding them in ascertaining excellence in all aspects of their lives. We provide programs that enhance the spiritual and social welfare of our community of believers. Our free Resource Center and Computer Lab are open after church with spiritual leaders that possess expertise in varied academic areas. We aid our children and adults by providing age appropriate reading materials, strategizing with parents regarding academic rigor in their educational journey while complimenting these efforts with the use of technology. We align our resources with the Children's Ministry and adult requests. Requests and needs are supported with mini workshops, individual talks or activities. We also partner with Lynnhaven Elementary School in our educational outreach several times a year. All our efforts are led by the grace of God and our Pastor. We culminate our church accomplishments by celebrating our congregations' accomplishments with our Student Recognition Celebration twice a year.

**\*Special and General Committees**

Special and General Committees shall be appointed by the Joint Board as need shall arise. The principle of rotation in effect for Board shall apply to committee leadership.

## ARTICLE XI

### MEETINGS

#### **Section A: Worship Services**

Public services shall be each Sunday. The Youth Fellowship and Church Sunday School Board shall meet at times fixed by the Board of Christian Education and approved by the Joint Board and the Church.

The Ordinances of Communion and Baptism shall be celebrated on the 3<sup>rd</sup> Sunday of each month, and at such other times as the Church may determine. Special religious meetings may be scheduled by the Pastor, by the Joint Board, or by the vote of the Church.

#### **Section B: Business Meetings**

Business Meetings shall be held on the 3<sup>rd</sup> Monday of January, April, July, and October. The annual report of individual officers, boards, and auxiliary organizations shall be given at the January meeting. The election of officers shall be held at this meeting.

All matters pertaining to the purchase, sale, or mortgage of property shall be voted on only by members who have a recorded financial contribution within the previous ninety days and are of legal age. On all other matters, members who are fifteen (15) or older are entitled to vote. The Church Clerk shall present upon request with reasonable notice, a listing of all qualified voters.

Quarterly Joint Board meetings shall be held in January, April, July, and October, on the Saturday morning following the first Sunday thereof. Fifteen members of the Joint Board shall constitute a quorum.

Twenty-five members, who are qualified voters, shall constitute a quorum for the transaction of business.

Special business meetings may be called at any time by the Pastor and 21 members who are qualified voters. Notices of such meetings and the object for which it is called shall be given on at least the Sunday preceding the date of the meeting. At any of the regular meetings of worship, however, the Church may, without notice, act upon the reception of members, the dismissal of members to other churches, and receives of report of delegates to councils, associations, and Conventions.

#### **Section C: Auxiliaries, Boards, and Committees**

The business meeting of auxiliaries, boards and committees shall be held at times designated by its membership or as otherwise indicated in this document.

## ARTICLE XII

### OUTREACH MINISTRY

The Outreach ministry whose name will be synonymous for what the goal and mission of the ministry shall be called (S.W.A.T) Soul Winning Action Team. SWAT is a ministry which actively canvases the neighboring community of the church to seek those who do not know Jesus Christ as their personal savior. Their focus is to witness to the lost and cause them to seek Christ as their Lord and King. S.W.A.T. not only witness through community, but also charitably gives to those who are in need of clothing and food. S.W.A.T. ministers through neighborhood revivals, clothing disbursements and door to door evangelizing. S.W.A.T . members are taught the dynamics of witnessing to others of other doctrines and beliefs, which do not have Jesus Christ as their saving efficacy for salvation.

**ARTICLE XIII**

**CHURCH YEAR**

The fiscal year of the Church shall be the calendar year.

**ARTICLE XIV**

**RULES OF ORDER**

**Section A:**

The Hiscox **Directory** is the book on which this Church is incorporated.

**Section B:**

The rules contained in **Robert's Rules of Order Newly Revised** shall govern the business proceedings of this Church in all cases where they are not inconsistent with this Constitution.

**ARTICLE XV**

**AMENDMENTS**

This Constitution may be amended at any regular or special called business meeting of the Church by a two-thirds (2/3) vote of those present and qualified to vote, provided a quorum is present and voting, and that notice of such amendments, starting the proposed change, shall have been given from the pulpit on two (2) successive Sundays.

**Pastor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chair, Diaconate Ministry:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Church Clerk:** \_\_\_\_\_ **Date** \_\_\_\_\_

Amendments

*On Wednesday, December 12, 2018, the following amendments were approved at the MBBC Church Meeting:*

**Article VIII**

**Section C: Clerk**

The clerk shall report to the Pastor.

**Article VIII**

**Section F: Finance Secretary**

Number 5 – To report to the Trustees an account of the matters pertaining to the office upon request of the Trustees.

**Article IX**

**Section C: Trustees**

Remove this statement - It shall designate the bank where the funds of the Church shall be deposited.

**Article IX**

**Section D: Finance**

It shall act as a budget committee for the Church and shall devise means for generating revenue and oversee the finances of the Church.

**Article IX**

**Section E: Christian Education**

PREPARING the educational budget of the Church and submitting same to the Finance Chairman.

**Article IX**

**Section E: Christian Education**

Move Audio/Visual from Christian Education and add to Auxiliaries/Committees, Article X-Section Q

*On Monday, January 28, 2019 the following amendment was approved at the MBBC Church Meeting:*

**Article VIII**

**Section D: Assistant Clerk**

There shall be one (1) assistant clerk elected every three (3) years, to assist the clerk with office duties as assigned by the Pastor.