

# Mount Olive Missionary Baptist Church

718 Prospect Road Ypsilanti, Michigan 48198

1962 -

## *Constitution and Bylaws*



# Constitution

## Preamble

We, the membership of Mount Olive Baptist Church, declare and establish this constitution to preserve and secure the principles of our faith, to obtain our purpose as followers of Jesus the Christ, to govern the church family in an orderly manner. The constitution will preserve the liberties of each church member and freedom of action of this body in its relation to the members and Mount Olive's fellowship with area churches.

We declare and establish this constitution to which we voluntarily submit ourselves.

## I. Name

This body shall be known as MOUNT OLIVE BAPTIST CHURCH OF YPSILANTI, with its location at 718 North Prospect Road, Ypsilanti, Michigan.

## II. Objectives

To be a dynamic family; empowered by the Holy Spirit to share Christ through the preaching and teaching of the Gospel to as many people in our Church, our community, and throughout all areas of the world.

To develop a closer spiritual relationship between members and families and the community based on scriptures (Philippians 4:6-7, 1 Peter 5:6-7, Psalm 34:17-19, Deuteronomy 31:6, 2 Timothy 1:7).

To help all peoples experience a growing knowledge of the relationship between God and man.

To be a worshipping fellowship, experiencing an awareness of the presence of the Holy Spirit, recognizing God's character, and responding in obedience to His active leadership.

To be a church that ministers unselfishly to persons in the community and world in the name of Jesus Christ.

To be a church with a purpose that seeks to be Christ-like in our daily living by emphasizing a total commitment of life, personality, and possessions to the lordship of Jesus the Christ.

To support home and foreign mission and Christian Education through cooperative efforts to the end that souls may be saved and God glorified through our actions based in Christ Jesus.

## III. Statement of Faith

This Church accepts and believes the Holy Bible (Old Testament and New Testament) to be the inspired Word of God and is the basis for this Statement of Faith. Mount Olive

# Constitution

Missionary Baptist Church subscribes to celebrate the liberty to embrace biblical truth without compromising an individual's conscience to choose to worship God according to the dictates of one's heart and personal relationship with God. We join ourselves together as a family of baptized believers in Jesus the Christ committed to sharing the gospel message of salvation to the lost and brokenhearted. We further believe in observing the ordinances of the Baptist Church: Baptism and the Lord's Supper.

## **IV. Relationships**

The government of Mount Olive Baptist Church is fully vested in the body of believers in good and regular standing, who comprise Mount Olive's membership. The Church is not subject to the control of any other ecclesiastical body but recognizes and will seek to maintain the obligations of mutual counsel and cooperation which are common among Baptist churches.

In so far as it is practical, Mount Olive Baptist Church will cooperate with and support the objectives of the Metropolitan Baptist District Association, the District, State, and National Congress of Christian Education, The Wolverine Baptist State Convention, and the National Baptist Convention U.S.A., Inc. The members of Mount Olive Baptist Church stand firm to be in association with these entities as long as their leadership and objectives follow the ordinances and standards set in the Holy Scriptures and reserve the right to evaluate its relationships' productivity and progress.

## **V. Amendments**

This constitution and bylaws may be reviewed every three (3) years by a committee approved by the church family at a regular church meeting. This constitution may be amended at a meeting solely called for this purpose. A simple majority vote of those members present (active and in good standing) shall be required to amend this constitution and bylaws.

## **VI. Church Description**

Mount Olive Baptist Church of Ypsilanti is a Congregational Church that is led by a Pastor. It is governed by a Board of Directors, which includes the Deacons, Trustees, and Pastor. The Pastor facilitates the Board of Directors and informs the church family of all decisions originating from the Board of Directors.

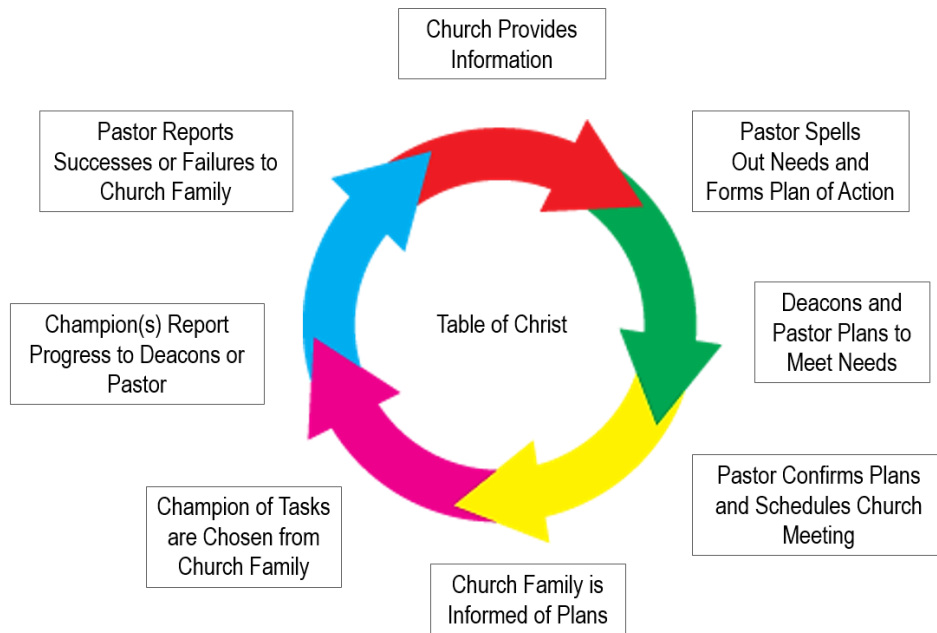
# Bylaws

## Article I. Flow of Information

### Section 1. Communication and Record Retention

- 1.1 Communication is vital to the success of each ministry. The members of the Mount Olive Missionary Baptist Church family will seek all avenues to work together in unity to decrease the amount of strife that generally arise during planning, operation, and scheduled work in the ministries of the Church (see flow chart below).
- 1.2 Members of the Mount Olive Baptist Church reserve the right to question the activities taking place within all ministries. The written questions must be submitted to decrease the confusion that occurs when information is transmitted orally and randomly. Answers to written questions will be returned within five (5) business days of submissions. Both questions and answers will be retained for two (2) years in the Mount Olive Finance Office in a file designated as "church questions" on the computer.
- 1.3 **IF** verbal responses are required to dissolve any unfavorable information, the Pastor is duly required to schedule a church meeting to answer all questions and provide all answers in writing to those members present at the meeting called for this purpose. If needed, a "champion" is requested to follow through to remedy issues requiring immediate attention (deacon, trustee, or a ministry president).

See the chart below.



- 1.4. All information obtained and gathered from church meeting minutes, annual Financial Meeting, deacon meeting minutes, finance ministry meeting minutes shall be maintained in the Church's files: either scanned into the computer or the filing cabinet.
- 1.5 All Church records shall be kept in the church office or designated location with the church grounds, under the control of the church secretary/clerk, Treasurer, or Pastor as indicated below. All recordkeeping, report preparation, and Church-related business should be transacted at the Church.
- 1.6 Records may be accessed remotely by a designated party for troubleshooting only and with the Pastor's foreknowledge.
- 1.7 Counseling records shall be confidential and under the control of the Pastor.
- 1.8 Financial records shall be under the control of the Treasurer and Assistant Treasurer. The financial records shall be recorded maintained in the Church for the required period suggested by IRS guidelines.
- 1.9 All records to be destroyed shall be done through the office by shredding or similar recommended methods that ensure no critical church information is exposed to the public.
- 1.10 The Pastor and the secretary/clerk will have access to any financial records: however, the Pastor and secretary/clerk may not change, delete, or add to any transactions. Changes to any financial records must be made by the Treasurer, Assistant Treasurer, or church accountant.
- 1.11 Due to confidentiality and identity theft concerns, certain records shall not be made available for public consumption (use). (see Finance Ministry – Best Practices Section)

## **Section 2. Church Meetings**

- 2.1. The schedule of all church meetings shall be prepared no less than three days before the scheduled meeting. The Pastor or his designee sets meeting schedules.
- 2.2. All church meetings will be recorded (video and minutes in writing).
- 2.3. The Pastor and deacons or the pastor and finance ministry members will meet to set the agenda and detail all information to be provided to the members without shielding any portions of information. (ex: Financial Standings, Repair Costs, etc.)
  - Information that shall not be provided to the church body is as follows:
    - Checking account numbers
    - Savings account numbers
    - Annuity account numbers
    - Computer passwords

- Safe combinations
- General access to church debit or credit card
- Bank statements (general information is provided in the quarterly report)

### **Section 3. Regular Business Meetings**

- 3.1 Regular business meetings shall be held by the suggestions of the Pastor or with his approval.
- 3.2 Called and scheduled business meetings shall be announced at least two (2) weeks in advance at a regularly scheduled worship service and posted in the bulletin.
- 3.3 The notice for a called or scheduled meeting shall provide the following information:
  - Subject of the meeting
  - Date of meeting
  - Time of meeting
  - Location of meeting
- 3.4 The regular business meeting shall be scheduled bi-annually (once every six months), during which time the Treasurer, Assistant Treasurer, Trustees, and one Deacon shall make a report to the church family. (see section 3.2 & 3.3 for scheduling parameters)
- 3.5 Robert's Rules of Order is adopted as the authority for parliamentary rules of procedure for all business meetings of this Church and for all other meetings that demand voting of the church members, including committee meetings.
- 3.6 All members shall receive due consideration for discussion, questions, and input.
- 3.7 There shall not be a "secret vote" to withhold any information from the church family by the Pastor, deacons, trustees, Treasurer, or Assistant Treasurer. If there is discovered any information had been withheld, a special meeting shall be scheduled to discuss the church family's issues.
  - If the membership finds that the Pastor and others have failed to provide an abundance of information, a meeting for this purpose only will be scheduled to discuss this issue.  
(see Section 1. Worship Service 1.7)
  - If written evidence and an abundance of witnesses are provided to prove the intentional failure, a vote from the members present at the meeting shall be taken to require the Pastor shall forfeit one weeks' pay, and those who attended the meeting described above shall be admonished in this meeting.
- 3.8 In the event of a conflict, this document supersedes Robert's Rule of Oder. The members shall be referred to Section 1. Worship Service 1.8 and 1.9 and the steps listed shall be followed.

- 3.9 A quorum consists of those members who are present at a meeting that has been properly called.

#### **Section 4. Special or Emergency Business Meetings**

- 4.1 A specially called or emergency meeting may be held to consider special matters of significant importance when the two (2) notice for meetings is impossible.
- 4.2 The Pastor, administrative assistant, or his designee shall call the meeting, giving notice of subject, date, time, and location notice of text message, email, phone call, and post on the Church's website or any other social media the Church can communicate to its membership.
- 4.3 The Pastor shall provide the membership with all information required to enlighten the church family on current issues.
- 4.4 Before a special or emergency meeting being called, the Pastor shall convene a meeting of deacons, Treasurer, Assistant Treasurer, and trustees to discuss the issues and verify if a special or emergency meeting is required. The Pastor may conduct conversations regarding this issue through social media applications such as Group Texts, Skype, Duo, and Zoom. These conversations shall be printed and saved in the church files as meeting minutes.
- 4.5 A verbal or secret ballot shall take all measures requiring a vote. A passing of a majority vote of members present shall pass the measure.
- 4.6 A quorum consists of those members who are present at the meeting.

#### **Section 5. Meeting Decorum**

- 5.1 The members of Mount Olive Baptist Church shall always be mindful of the Church's motto – *THE HEARTBEAT OF MOUNT OLIVE IS LOVE* and should govern themselves in all meetings in a loving, peaceful manner.
- 5.2 When the schedule is being followed, those members desiring to ask questions will be provided a 2-minute window after the topic item in the discussion has been explained by the speaker (person delivering the information). The floor is opened to take questions. If a response to the question is offered, only one person may respond in kind. If more than one person begins to speak out of turn, the item is tabled until the agenda has been completed, or the Pastor decides to revisit the topic before closing the meeting.
- 5.3 Speaking out of turn, is not acceptable. If a member has already provided an opinion or evidence to a topic, this person may not speak again until all parties requesting time (2 minutes) has been afforded each of them.
- 5.4 A copy of the meetings shall be provided to only a member of Mount Olive

Baptist Church, who have submitted a written request. The request shall be fulfilled within five (5) business days. The full copy of the meeting shall be provided on DVD/CD for \$3.00.

# Bylaws

## Article II. Membership

- 1.1. Every member is required to fulfill to the best of his/her ability all of the covenanted obligations assumed upon membership. It is expected that each member shall support the work of this church family through prayer and meditation.

These obligations include the following:

- Regularly attend and participate in the services of the Church.
  - Be willing to give their time, gifts, and talents to serve whenever called upon to do so.
  - Financial support of the Church through tithes and offering (Malachi 3:10 and I Cor. 16:2)
    - These monetary gifts to the Cause of Christ are representative of each member's commitment to Him.
    - These monetary gifts should be given prayerfully, cheerfully, seriously, and regularly.
    - These monetary gifts are given based on the members, relationship with God
  - To do everything possible to honor, promote and aid in the building (physically and spiritually) of this church family
  - To exercise patience and loving watch-care over each member
- 1.2. Church membership provides a practical expression of one's faith by providing service opportunities in ministry or auxiliary. Open Christian fellowship in and through the Church.
- 1.3. Membership shall consist of those believers on the membership list of the congregation at the time that this constitution and bylaws are adopted and accepted and those who are admitted to the church family after that.
- 1.4. Any persons may become a member of this Church at any scheduled meeting of the members, worship service, and general function. Persons shall be accepted through the following:
- Profession of faith - accepting Jesus as Lord and Savior



- Baptism - full immersion in water
  - Letter - a letter from another church certifying their Baptism, membership in good standing, and responsibilities, if provided.
  - Christian experience - a person who has been a member of another church, desiring to join this church family.
- 1.5. The *RIGHT HAND OF FELLOWSHIP* is provided by the Pastor first; then the church family on the first Sunday of the month following the new member having joined the family.
- 1.6. Exclusion is acceptable through the following means:
- Letter request from the person leaving the church family
  - By death
  - Through a vote of the church family
- 1.7. Discipline and standards of any members shall not be taken for granted. The Church should consider that each member is a soul, entrusted to it for protection, spiritual development and preparation for entry into the Kingdom of Heaven. The church, therefore, is duty-bound to furnish the best possible instruction from biblical principles and training for the purpose of serving one another and the community-at-large.
- Suppose a member falls from the faith or succumbs to behaviors that will stifle their Christian walk. In that case, the Church has to reach out to assist the individual in an area of recovery and reconciliation as listed in Matthew 18:15-17.
  - Should a serious condition exist which would cause a member to become a liability to the safety and general welfare of the Church, every reasonable effort should be taken by the Pastor, deacons, and the church family to resolve the problem.
- All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. (refer to Matthew 18:15-17).
  - If discipline against a member proceeds beyond counseling, charges against the member must be specific, in writing, and filed with the Pastor.
  - If a determination is made by the Church and its members' safety and welfare will be served best by excluding this member, the Church may take this action by a simple majority standing vote of the members present at a meeting called for this specific purpose.
    - The Church may declare the offender no longer a member of Mount Olive Missionary Baptist Church by removing the Right Hand of Fellowship.
  - Any member whose membership has been terminated for any condition which made it necessary for the church family to remove him or her may request their membership be restored.

- Restoration may only occur through a vote of the church family upon evidence or witnesses of his or her repentance and upon asking the Church for forgiveness during a church meeting or at the appropriate time during a regular church service.
  - After the members have voted by a simple majority, the member shall be restored to the family.
- 1.8 Settling grievances in the world courts shall not take place lightly. No member of the Mount Olive Missionary Baptist Church Family shall seek to sue another member, the Church and the Pastor for decisions made concerning the growth of the church, the safety of its members, or a decision to remove an individual from any position held in committee, auxiliary, or ministry (refer to Matthew 18:15-17).
- **IF** after following the steps required in Matthew 18:15-17, there is no resolution of the grievance or dispute, a properly called meeting shall be scheduled for a majority vote to allow the member to sue the Church, another church family member, or the Pastor.
  - **IF** a Passing Vote is not secured, the individual holding the grievance may not pursue a lawsuit in court with the Church's support. This individual has to recoup all costs by their financial means.
  - **IF** a lawsuit has been filed against the Church, its members, or the Pastor for performing natural church functions and duties, the Pastor, Deacons, Trustees, and Treasurer shall retain legal counsel to defend the Church properly.
- 1.9 In the matters of moral turpitude, Mount Olive Missionary Baptist Church Family shall seek all legal means to correct the issue after a properly called meeting has been scheduled, and a simple majority vote has been accomplished.
- Examples are as follows:
1. An individual finds it necessary to relieve the Church of any amount of money, tools, and property.
  2. A contractor does any work or repairs for the Church and does not complete the repair, or the repairs made causes significant damage to the church property.
- 1.10 Inactive members are those persons who have not participated in a regular church service in three (3) consecutive months through a presence in the Church, tithing, a regular meeting of the ministry the person(s) had been participating. (i.e., illness, or home-bound).
- If evidence or witnesses provide information to the Pastor (or deacons - who then shall make this submission to the Pastor) that the individual has joined another church, this person shall be removed from the membership of the church family.
  - The Church shall be informed of the person's removal from church membership through a notice or the next scheduled church meeting.

- 1.12 The members of Mount Olive Missionary Baptist Church are encouraged to communicate with the Nurse Ministry members and educate them on personal health issues that may warrant special attention in a health crisis. (ex: blood pressure, emergency contacts, and heart issues)

### **Article III. Church Officers**

#### **Section 1. Pastor**

- 1.1 The duties of the Pastor include all scriptural duties of the office, which are preparing weekly sermons, preaching, and conducting worship services through guidance from the Holy Spirit. It is the responsibility of the Pastor to interpret biblical scripture for the congregation.
- 1.2 The Pastor shall administer the ordinances of the Church: Baptism, Communion, visit the sick, officiate at funerals, and perform weddings. The Pastor shall oversee and facilitate all other non-scriptural offices of Mount Olive Baptist Church (ex: Finance Office, Maintenance, etc.).
- 1.3 The Pastor's administrative role is to facilitate all meetings and ministries, aid in developing programs for the Church and evangelism, and ensure the Church's functional well-being is intact.
- 1.4 The Pastor serves as an ambassador for the Church in the community and abroad. The Pastor shall use his influence to promote peace, harmony, and love and be apt to teach God's active grace through his participation in the community and Church.
- 1.5 The Pastor shall provide care and counseling to church members and those from the community who are in need during crisis situations.
- 1.6 The Pastor will oversee the work of all ministries of the Church and be responsible for the supervision of church staff in their duties. The Pastor is an ex-officio member of all ministries of the Church.
- 1.7 No business meeting may be convened without the knowledge and approval of the Pastor. In the Pastor's absence, a designee (selected by the Pastor), Chairman of the Deacon Ministry, shall facilitate the meeting.
- 1.8 It is the responsibility of the Church to provide for the financial needs of the duly elected Pastor to the best of the congregation's ability based on the requirements agreed upon in the Pastor's contract. (I Timothy 5:17-18, I Corinthians 9:14).
- 1.9 The Pastor shall not be prohibited from becoming a bi-vocational member of the Church. In this capacity, the Pastor must maintain a reasonable schedule to provide dutiful service to this Church.

#### **Section 2. Resignation of Pastor**

- 2.1 Any pastor resigning of his own free will MUST provide the Church a written 30-day notice.
- 2.2 If the pastor submits an immediate resignation without the required 30-day notice, no stipend, salary, or benefits from Mount Olive shall be provided as compensation.

### **Section 3. Termination of Pastor**

- 3.1 If the church family suspects the Pastor of improprieties, the church body is notified during a meeting scheduled for this purpose. A vote must be held from the Church members (in good standing) present to place the Pastor on a 2-week paid Administrative leave.
  - The District Moderator shall be called by the Chairman of the Deacons Ministry (or designee of the Church) to conduct a meeting of the church family to consider the Pastor's termination.
  - The Pastor or his family shall not be allowed a presence at the meeting (he nor his family members).
  - If a vote in the affirmative is obtained, the Pastor will be absent from the pulpit for a period lasting no longer than two weeks while an investigation is being performed.
- 3.2 Termination of all pastoral duties shall be effective immediately upon written notice delivered to the Pastor of the results of the majority vote by the church family.
- 3.3 Any pastor terminated by the church family on the grounds of doctrine, immorality (adultery), malfeasance or continued neglect of duty shall receive a severance package of thirty (30) days salary ONLY.
- 3.4 After the termination has completed, the Chairman of the deacons shall call a meeting of the church family to declare the pulpit vacant.

### **Section 4. Grievance against Pastor (deacon or trustee)**

- 4.1 Where a grievance exists against the Pastor and questions the relationship with the church, the grievance must be provided in writing to the deacons and trustees.
- 4.2 The written grievance must contain the name(s) and signature(s) of the person(s) having a grievance against the Pastor
- 4.3 Once the grievance has been submitted to the deacons and trustees, then a petition may be pursued for other members who may have a similar grievance.
  - Members signing the petition must be active and in good standing.
  - Members signing the petition shall provide proof of their signatures to deacons and trustees to determining legal signatures.

- Trustees and Deacons will determine if all signatures on the petition are true and members are in good standing with the Church.
  - A petition shall only be successful when one-fifth of the church members (active and in "good standing") have signed and met all requirements.
- 4.4 In the case of a completed petition, a special meeting shall be scheduled by the deacons and trustees.
- 4.5 A notice (written and verbally) of this meeting shall be given to the Church for two consecutive Sundays preceding the meeting called for this specific purpose, and the objective of the meeting shall be explained in the notice.
- 4.6 A vote shall be taking of the members present, providing there are at least one-third of the total membership present. The vote shall be carried out through ballot (secret or public), by a majority vote of the members present at this meeting called for the purpose of removing the Pastor.
- 4.7 No vote shall be hand-delivered by another member. No vote may be text or transmitted into the meeting by other means.
- 4.5 If a vote in the affirmative is carried out, a minimum 30-day notice of retention shall be provided. At the end of the thirty days, the Pastor shall return all keys, debit/credit cards in a meeting with the deacons and trustees.  
(see Termination of Pastor 3.3)
- 4.6. At any time during this process, the original petitioner may withdraw their grievance and seek reconciliation methods through Matthew 18:15-17. A request for a state or district moderator to facilitate the meeting is at the discretion of the Church by vote.

## **Section 5. Disability of Pastor**

- 5.1 If the Pastor becomes incapacitated, for a period of six (6) months to one (1) year, to the point that he cannot provide guidance to the Church or provide supplying the pulpit; the deacons shall create a three-month rotating schedule of qualified ministers to ensure the pulpit is supplied until the Pastor can fulfill his responsibilities.
- 5.2 If the Pastor becomes permanently incapacitated or disabled, as evidenced by his absence from the Church, pulpit, his inability to lead, teach, and guide, and the disability is well-documented by medical records, the deacons shall create a three-month rotating schedule of qualified ministers to ensure the pulpit is supplied.
- 5.3 The payment for duty for those ministers filling the pulpit during the absence of a pastor shall be no greater than \$75.00 per Sunday service.
- 5.4 The Church will participate in the Benefits for Life Program (retirement program) offered by the Ministers and Missionaries Benefits Board (MMBB), or a similar program, which will provide coverage for disability income protection, death benefit protection, and retirement contributions for the Pastor. Provided the Pastor

has conformed to the criteria of the plan. Further provisions by the Church for a permanently incapacitated/disabled pastor will be based on the years of service.

See the following schedule:

- 0 to 5 years. After a required waiting period, the Church will provide up to 1/3 of the Pastor's salary not covered by the plan for one (1) year.
- 6 to 10 years. After a required waiting period, the Church will provide up to 1/3 of the Pastor's salary not covered by the plan for two (2) years.
- Ten or more years. After a required waiting period, the Church will provide up to 1/3 of the Pastor's salary not covered by the plan for three (3) years.

### **Section 6. Death of Pastor**

- 6.1 Upon the death of the Pastor, the deacons will be responsible for creating a six-month rotating schedule supplying the pulpit.
- 6.2 The Chairman of deacon ministry (or designee) shall immediately call a church meeting to establish guidelines for assisting the bereaved family. Arrangements for the funeral shall be made in accordance with the wishes of the Pastor's family. The Church will self-fund up to \$8000.00 for this purpose.
- 6.3 The Pastor's widow will receive an amount equal to the Pastor's salary and housing allowance for a period of 90 days.
- 6.4 The Pastor's widow shall receive all his personal belongings.
- 6.5 The Pastor's chair shall be draped, and the Church will observe a 90-day period of mourning before proceeding with a pastoral search.
- 6.6 At the end of the mourning period, the church family will proceed as outlined in SELECTION OF PASTOR.

### **Section 7. Selection of Pastor**

- 7.1 A pastor shall be elected by the church family whenever a vacancy occurs. Until then, the deacons will provide a the deacons shall create a three-month rotating schedule of qualified ministers to ensure the pulpit is supplied until the selection of a pastor.
- 7.2 A special church meeting shall be called to elect a Pastoral Search Committee. This committee shall consist of a total of nine (9) members, at least one deacon, president of each ministry (or their designee). If the total does not reach nine members, the rest of the committee will be supplied from the church family through nominations. Members present and qualified to vote may make nominations.

7.3 It shall be the duty of the pastoral search committee to take steps prayerfully required to bring qualified candidates before the Church. The committee shall use the following criteria below to investigate the merits of every candidate under consideration in regards to personal character, education, ministerial record, and teaching and preaching abilities in determining the fitness of the candidate for the position of Pastor.

The criteria for selecting a pastor is as follows:

- Be licensed and ordained minister of the Baptist Faith
- Must be able to articulate a vision for the Church that emphasizes Spiritual Growth, Strong Mission and Outreach, and Christian Education and Development
- Have at least a bachelor's degree from an accredited college/university and theological seminary training (preferred)
- Possess effective communication skills (written and oral)
- Demonstrate financial awareness and responsibility
- Committed to continuing education and development
- Demonstrate ability to work effectively with a congregation across all ages and gender
- Possess effective administration skills and an ability to organize and lead staff
- Three letters of recommendation from clergy and laypersons
- Three letters of recommendation from former coworkers and associates
- Must submit copies of license, ordination, transcripts of educational accomplishment
- Submit three recent videoed preachments or a link to his or her website

7.4 A minimum of at least three candidates shall be presented to the Church for consideration. When suitable candidates are found, the committee shall recommend these individuals to the Church for consideration.

- Travel and lodging for candidates must be arranged by the Finance Ministry at least ten days before the candidates' arrival.
- Candidates will:
  - Participate in the Meet and Greet question and answer session
  - Teaching Sunday school
  - Preaching at the 11:00a Sunday morning service
- Candidates shall be compensated no more than \$75.00 for their efforts.
- No candidate may attend any services of other candidates under review

7.5 The submission of candidates to the Church only constitutes a nomination.

7.6 The call of a pastor shall come before the Church at a meeting called for the purpose of electing a pastor.

- A notice of this meeting and its purpose must be printed, read, and posted for two (2) weeks before this scheduled meeting.
  - No other items shall be discussed at this meeting.
- 7.7 A simple majority vote of the members present and qualified to vote shall be necessary to extend the call.
- 7.8 Voting shall be written secret ballot.
- 7.9 Ballots shall be tabulated by the Trustees.
- 7.10 Any compensation package shall be prepared by the Trustees and presented along with the proposed contract agreement content in writing to the congregation for final approval prior to extending an offer to the candidate.
- The candidate shall be provided a copy of the current Constitution and Bylaws to review.
  - If the candidate rejects the offer or requests significant changes to the contract (ex: compensation that does not agree with the Church's capabilities), a special meeting of the church family must be called and items discussed.
  - If the church family does not come to an agreement on the changes, the church family has the option to reject the candidate
  - If the candidate is rejected, an offer may be made to the individual who obtained the second-largest amount of votes.
  - If both options above fail, the Chairman of the selection committee must end the meeting and begin the selection process anew.

### **Section 8. Pastor: Salary and Salary Increases**

- 8.1 The salary, salary increases, and housing allowance of the Pastor shall be set in accordance to the church budget by the Finance Ministry and approved by the Church at a properly called meeting scheduled for this purpose.
- 8.2 Salary increases (pay raises) may be requested by the Pastor, Deacons or Trustee(s), but shall follow the same procedures listed in step 8.1.
- a. The request for pay increases must be submitted to the finance ministry in writing (letter form).
  - b. The request's response must be answered within the same month requested, unless it prohibits the properly called meeting from taking place. Then the request shall be answered in the following month.
- 8.3 At no time shall the Pastor raise the issue of salary and raises while performing his duties during any worship service or programs scheduled where the church members and visitors are present to worship.
- 8.4 The housing allowance shall reflect the same amount listed on the Pastor's contract when the position's acceptance has been made.



- 8.5 The housing allowance increase shall coincide with the rate of inflation. Still, it may not be approved to any amount that would cause the Church's budget harm or difficulty maintaining the Church's operations.  
(see procedures listed in step 8.1)

## **Section 2. Deacons**

- 2.1 The deacon is nominated by members of the congregation and presented to the Church by the Pastor for a majority vote by secret ballot. Then the deacon must attend training for education and spiritual formation within this ministry.
- 2.2 A qualified man who has been called to serve as a deacon, accepts this calling as a lifetime appointment. Deacons shall be ordained to the ministry according to Acts 6:1-8 and I Timothy 3:8-15.
- 2.3 The Deacon is called to serve the Church and minister to its need. A Deacon is not called to serve as an equal or in partnership with the Pastor, and must realize the duties and responsibilities of the Deacon Ministry is to aid in the spiritual health and growth of the church family.
- 2.4 A man of dignity (1 Tim 3:8) A deacon must be well behaved, well organized, a man whose life is in order. Dignity often affects such areas of life as responsibility and honorable use of language. If the deacon were not respectable, he would never have the credibility needed to feed, love, and care for the flock.
- 2.5 A deacon must be a man of his word. And not double-tongued (1 Tim 3:8). They (deacons) shall help the Church to achieve its mission. They (all deacons) must hold to the Christian faith, live Godly lives and be well spoken of, not only by the Church, but also by the community.
- 2.6 Beyond reproach (1 Tim 3:10). Beyond reproach means "not able to be taken hold of." It relates to having a good reputation.
- 2.7 A deacon shall not spread discord or dissension by talking about the members of the Church or the Pastor. These actions erode the very relationship vital to the health and growth of the church family.
- 2.8 Husband of one wife (1 Tim 3:12) "the husband of one wife" speak more to the subject of fidelity in marriage, not marital status. In the Baptist faith, he is to be a married man and an able manager of his children and household (vv. 4-5).
- This standard may be changed by a majority, standing vote from the church family in a meeting called for this purpose.
- 2.9 The deacons shall assist the Finance Ministry in counting cash and checks on a rotating schedule provided by the Treasurer.
- 2.10 The deacons shall assist the Pastor in serving the ordinances of the Church: Communion, Baptism, visitation of the sick and shut-in, widows, orphans, and other persons in the community on a rotating schedule.
- 2.11 Deacons shall regularly attend Sunday school and Bible Study and be apt to teach

in the absence of the Pastor.

- 2.12 The deacons shall meet monthly with the Pastor to plan, discuss, and create solutions for issues and problems that may arise. Meeting agendas and discussions may be conducted through electronic media: text, emails, or video conferencing.
- 2.13 The deacons shall remember their core job is to be prayerful and seek guidance from Pastor on ways to reach those individuals who have become inactive in worship and the various ministries.
- 2.14 The deacons will regularly communicate with the mission ministry to address any all concerns relating to the church family to ensure no "church hurt" is festering in the life of members.
- 2.15 Any agenda or votes taken by the Deacon Ministry must be taken to the Pastor and scheduled for a church vote at a regularly scheduled church meeting.

### **Section 3. Removal of a Deacon**

The qualifications of a deacon are listed in I Timothy 3. The standards to become and remain a deacon never change. Once a deacon has been determined not to be accountable to the qualifications of or the lifestyle of one *Called to the office of Deacon*, that individual will be removed from the deacon ministry by the Pastor. The church family shall be notified at the next scheduled church meeting or after the next worship service.

A deacon may be removed from the office for the following reasons:

- 3.1 Being double-tongued - cannot maintain the confidentiality of matters discussed at deacon meetings, and openly engages in destroying the reputation of Church, and its members, including that of the Pastor with rumors, lies, and elaborations of gossip.
  - This characteristic prohibits any kind of manipulative, insincere, or deceitful speech.
  - Actively seeks to sow discord among the church family and community.
  - Behind a deceitful tongue is a deceitful mind. Positively, the term emphasizes the integrity of speech, sincerity, and truthfulness.
- 3.2 Arguing against the Pastor or causing strife, confusion, and chaos in any ministry in the Mount Olive Baptist Church.
- 3.3 He is no longer called or qualified to serve as a deacon (refuses to perform duties of a deacon) or (fails to live a life of a qualified deacon) I Timothy 3
- 3.4 He is no longer able to serve for some other reason (health or outside circumstances).
- 3.5 Submits a resignation letter.
- 3.6 He is no longer married because of divorce.
- 3.7 He is no longer a member of Mount Olive Baptist Church.

- 3.8 The Pastor is to follow the steps listed in Matthew 18:15-17 for the purpose reconciliation of the deacon into good standards by discussing the issues at hand. The Pastor may offer the deacon a path to return through a set pattern of training and being "sat down" for some time until some form of repentance can be seen by the members of Mount Olive Baptist Church. Then the steps for reconsideration writing in Act chapter 6 shall be followed.
- If the individual being removed refuses the offer(s) from the Pastor, this individual has decided to leave the deacon ministry. The Pastor shall provide this individual in writing with all negative proceeding activities and the steps for reconciliation or termination.
  - When the decision has been made, the Pastor shall inform the other deacons of the issues and decisions.

#### **Section 4. Associate Ministers**

- 4.1 A member who has been granted a license to preach and approved by the Pastor may be considered an Associate Minister of Mount Olive Baptist Church.
- 4.2 An Associate Minister who is called to Pastor another church will become Pastor of the calling Church and will not continue to hold the associate's title at Mount Olive Baptist Church.
- 4.3 An associate minister should perform responsibilities as deemed appropriate by the Pastor.
- 4.4 The associate minister will regularly attend Sunday school and Bible Study.

#### **Section 5. Treasurer**

- 5.1 The Treasurer is selected by the Pastor, approved by the Church; shall serve a term of two (2) years. Once the two (2) year term has expired, the Pastor shall require a vote of the Church for the continuance of an additional two (2) year term or selection of a new treasurer.
- 5.2 Removal of Treasurer (and Trustees) from church financial accounts does not require approval or written agreement of the individual being removed.
- 5.3 The Treasurer shall work under the supervision of the Pastor.
- 5.4 The Treasurer is to facilitate the Finance Ministry's meeting, financial scheduling, collection of tithing offerings from the membership, recording donations, scheduling and making deposits into the correct account(s).
- 5.5 The Treasurer shall work and communicate with the trustees on all issues and best practices of the finance ministry to ensure the protection of the financial standings of Mount Olive Missionary Baptist Church.
- 5.6 The Treasurer checks the amounts to make sure they match, preparing receipts for the donors and keeping records of the funds in the Church's computers or files.

- 5.7 The Treasurer works with the Church's accountant to ensure all reports (monthly, quarterly, and annually) are submitted to the Pastor one week before financial meetings.
- 5.8 The Treasurer will record all donations made to the Church on the Donation/Contribution Form and record all tax-deductible information based on current IRS accounting principles and laws and issue donation letters to donors for their records.
- 5.9 The treasurer will work with the trustees on the completion of 1099 and W2 forms For church employees and the Church's proposed budget for the upcoming year.
- 5.10 The Treasurer will report to the Pastor for a level of unquestioned accountability.
- It is the Pastor's responsibility to inform the church body of significant changes in accounting practices. It is not a duty or responsibility of the Treasurer unless directed by the Pastor.
- 5.11 Should the Treasurer become aware of improprieties and/or disagreements involving the reporting relationships within the Finance Ministry, the issues shall be immediately reported to the Pastor.
- The Pastor shall direct the Treasurer to schedule a meeting between the deacons and the finance ministry to resolve the issues.
  - At the conclusion of the meeting, the Pastor shall inform the church membership by scheduling a Special Meeting for this purpose or in writing. (See Pastor's Quarterly Report to the Church)
- 5.12 The Annual Report shall be audited by an auditing committee selected by the Pastor and consisting of one trustee, one deacon, and two members from the church family. These individuals shall be chosen at the church's annual finance meeting.
- 5.13 If the position is vacant, then the members of the Finance Ministry shall pick up the duties described above.
- 5.14 If the Treasurer signs a voucher, the Assistant Treasurer and Trustee are only authorized to sign the check, The Treasurer may sign any checks as the 3<sup>rd</sup> signee if the amount is \$1500 and above.  
(the same limit applies for trustee and assistant Treasurer)

## **Section 6. Deacon Chairman**

- 6.1 The Chairman of the Deacons is a prayerful facilitator.
- 6.2 The Chairman is usually chosen by a vote of the deacon board but can be selected by the Pastor. A majority vote from the Church upholds this selection.
- 6.2 The Deacon Chairman leads the deacon ministry in spiritual support of the Pastor and church.

- 6.4 A chairman's duties include scheduling deacon meetings, preparing the agenda, calling the meetings to order, and conducting meetings. The Chairman ensures that the deacons and layman fulfill their required duties needed, with Communion, baptisms and infant dedications, tithes and offering, and assisting the trustees in their duties.
- 6.5 Deacons are charged with praying for the Church, praying for members And praying for those who are sick. Deacons visit the elderly, sick, the home-bound, and those with an assortment of other needs.
- 6.6 The deacon chairman and deacons are to be positive examples to others in how they live and serve the church family.
- 6.7 The deacon chairman and deacons shall work with the president of the Jr. Deacons Ministry to create a path for the young boys and teens to become good men. (see Psalm 1)
- 6.8 The deacons and laymen report to the deacon chairman and Pastor.

### **Section 7. Financial Secretary**

- 7.1 Financial secretary is chosen by the Pastor and Treasurer. The church family is duly notified one week after the selection has been made.
- 7.2 The financial secretary will assist the church staff by maintaining attendance records, maintaining church financial records, preparing financial reports, and preparing attendance reports.
- 7.3 The financial secretary reports to the Treasurer and Pastor.
- 7.4 The financial secretary shall perform the following duties:
  - Maintain Life Group and Discipleship attendance records, and compile reports as requested
  - Assist in maintaining the church guest data in the Church Management System
  - Research all incoming billing statements
  - Prepare, check, and total invoiced for payment approval
  - Prepare, issue, and distribute checks in accordance with church policy
  - Maintain files for billing statements, correspondence, and reports
  - Provide answers and documentation concerning financial matters for authorized staff and ministry team personnel
  - Prepare payroll, make automatic deposits, distribute pay receipts, track vacation and sick leave, and maintain payroll records
  - Post offerings to individual accounts according to church procedures
  - Reconcile bank statements
  - Post receipts and disbursements to the General Ledger (Quickbooks program)
  - Receive monies that are turned in during the weekday and prepare deposits of these monies and offerings

- Supervise counting and deposit of Sunday church offerings according to church policy
- Manage the church calendar, including church events, community events, and room reservations
- Work with Treasurer and accountant to reconcile all financial reports to be submitted to the Pastor.

7.5 The financial secretary shall not provide or deliver any financial records to Church members without the expressed authorization of the Treasurer or Pastor.  
(See Finance Ministry – Best Practices)

## **Section 8. Trustees**

The office of Pastor and Deacon are the only scriptural church officers. It is vital to have members who will handle all church business matters in Trustee's capacity.

- 8.1 The Pastor may select several members for service as a Trustee. The selection of these members shall be approved by a majority vote from the church family at a church meeting or during an appropriate time in the worship service selected by the Pastor.
- 8.2 Removal of a Trustee (and Treasurer) from church financial accounts does not require approval or written agreement of the individual being removed. Trustees shall attend to the legal and financial interests of the Church.
- 8.3 It shall be the function of the trustees to affix their signatures to all legal documents involving sale, mortgage, purchase, or rental of property, or any other legal documents (cleaning contract, contract work for repairs in the Church) where their signatures are required.
- 8.4 The pastor, treasurer, and trustees will decide if a special meeting of the Church is required to explain budget variances if it cannot be explained in the Pastor's Quarterly Report to the Church.
- 8.5 The trustees shall assist in the counting and depositing of church funds.  
(See Finance Ministry – Best Practices)
- 8.6 The trustees and treasurer will work together to set the following year's financial Budgets.
- 8.7 The trustees shall ensure that each ministry's end-of-year report is distributed to the ministry presidents.
- No monies shall be taken from the ministries and transferred into the Church's general fund.
  - These reports shall be delivered to the ministry presidents before the last business day in December (chosen by the Treasurer and trustees).
- 8.8 Trustees will ensure all vouchers have correct signatures and will report discrepancies to the Treasurer before checks being disbursed.

- 8.9 Trustees will work with treasurer/assistant treasurer to verify all contract renewals are completed at least 45 days prior to their expirations.
- 8.10 Trustees or Treasurer ensures collection plates are clean and in the appropriate places before the worship service beginning.
- 8.11 Trustees are selected by the Pastor, approved by the Church; shall serve a term of two (2) years. Once the two (2) year term has expired, the Pastor shall require a vote of the Church for the continuance of an additional two (2) year term or the selection of a new Trustee.

### **Section 9. Women's Ministry President**

- 9.1 The Women's Ministry president is chosen by its members.
- 9.2 The president will facilitate and lead the members of the mission in promoting a spirit-filled message for social work in the Church and community.
- 9.3 The president shall work with the deacon ministry and Pastor to schedule visitations of the sick and shut-in.
- Visitations shall not be limited to members of Mount Olive Baptist Church.
  - Visitations shall be made when requested by members of the Mount Olive Baptist Church Family concerning their relatives, former classmates, and coworkers.
  - As an ambassador of the Church, the Pastor shall avail himself at these opportunities as his schedule permits.
- 9.4 The president is responsible for scheduling regular meetings.
- 9.5 The president shall remind the members that their core job of the mission members is to be prayerful and seek guidance from Pastor on ways to reach those individuals who have become inactive in worship and the various ministries.
- 9.6 The president shall work with the director of the Elvira Project to lead the young girls and teens into a matured womanhood.

### **Section 10. Usher President**

The position of *USHER* is mentioned in the scriptures as an individual who provides an important and valuable service to the church family. (Colossians 3:24 & Psalm 84:10)

- 10.1 The Usher President shall be chosen to serve by its members on a schedule of the ministry's choosing. Its members grant the length of service for its president.
- 10.2 The president will ensure the members of the Usher's ministry perform the following:
- Greet visitors and church members as they arrive for service
  - Assist those individuals with special needs

- Make a direct request of the deacons to assist the seniors and those with special needs in the use of the elevator
  - Collection of the offering
  - Adjust the thermostat before and after services
  - Check the restrooms
  - Make sure the hymnals and Bibles are placed correctly
  - Prepare bulletins for distribution
  - Visually check the building lights are on and working
- 10.3 The usher president shall arrive no later than 30 to 45 minutes before services beginning.
- 10.4 The usher president will ensure the members support and participate in consecration before services beginning.
- 10.5 The usher president shall assign ushers to door entrances.
- 10.6 The ushers will ensure that no visitor minister or Pastors, or Political Representative arriving late disrupts the service by walking toward the pulpit without an invitation from the Pastor.

### **Section 11. Choir Presidents, Minister of Music, and/or Director**

- 11.1 The choir president and/or director must have an open desire to bring glory to God through music and attend worship services regularly.
- 11.2 The choir president and/or director shall be open enough to keep choir morale lifted through church events, programs and while fellowshiping with other churches.
- 11.3 The choir president and/or director shall encourage members to participate in the combined choir for special events. (ex. Women's Day, Men's day, church anniversary, family and friends' day, Easter, Christmas, etc.)
- 11.4 The choir president and/or director shall work in cooperation and seek Christian fellowship with other ministries and seek to attend fellow churches' invitations to their special occasions.
- 11.5 The choir president and/or director shall schedule the following when opportunities avail themselves:
- Choir practices
  - Attend orientations, musical training, and workshops
- 11.6 The choir president and/or director shall encourage the choir members to arrive to Church at least 20 minutes before service beginning to participate in consecration.
- 11.7 The choir president and/or director shall encourage the following:
- Members to attend Sunday School and/or Bible Study
  - Support other members during personal issues



- Seek all members to provide new songs and materials for song service
  - Appropriate dress for each service that matches with the colors selected by members for the occasion
- 11.8 The choir president is selected by the choir members and shall serve a term selected by its members.
- 11.9 If the choir president is absent from participating in worship services for a period of five weeks or more (i.e., sickness, work, or death in the family):
- The individual forfeits the position
  - The choir members shall seek to fill the position based on the criteria listed above
- 11.10 The choir director shall oversee the teaching of parts to songs, training soloists, singers and accompanists.
- 11.11 The choir presidents and/or director and director are responsible for interviewing and selecting musicians, and then recommending those persons to the Pastor and church for approval.
- 11.12 The choir presidents and/or director shall maintain or secure musical coverage and selection of choirs for all worship services, inspirational interludes, breaks in service, where music is appropriate, funeral services of members and non-members, and all outside church engagements requiring musical accompaniment. The Pastor may request certain choirs for special events.

## **Section 12. Nurses' Ministry**

- 12.1 A nurse may be a registered nurse (RN or CNA) specialist or anyone who volunteers to adhere to the bylaws and specific duties of this ministry.
- 12.2 A nurse shall encourage the church family to understand the need for physical and spiritual health and wholeness by working with all ministries of the church.
- 12.3 The nurse is available to assist all members of Mount Olive Baptist church when an emergency health situation arises.
- 12.4 The nurse shall keep a record of those members who have ongoing health issues that may require attention during worship service or special programs. Members are encouraged to cooperate with the nurse ministry to educate them on their specific health issues.
- 12.5 The nurse's shall report to the Pastor when there is a need for encouragement or direction.

## **Section 13. Youth Department**

- 13.1 The youth department is comprised of several ministries dedicated to teaching the discipleship, the gospel story of Jesus Christ and life skills to children and

youth between the ages of 2 years to 18 years old.

- 13.2 The ministries within the youth department may dedicate time and effort in fundraising, preparing and scheduling outings and functions within Mount Olive Baptist Church.
- 13.3 All monies raised by the ministries of the youth department shall be recorded specifically for the ministry fundraising, but still associated with the youth department.
- 13.4 The ministries of the youth department are as follows:
  - The Elvira Project
  - The Elisha Project
  - The Youth Choir
  - The Praise Dance Team
- 13.5 Trips and travel will require signed permission slips for each child 17 years and under prior to participation.

#### **Section 14. Laymen (Laity)**

The laymen in the Church have the task of taking whatever action is necessary and sufficient to strengthen the Church and strengthen brotherhood in relationships in the Church, community, and economic and social programs.

- 14.1 The laymen receive their direction and instruction from the Pastor or laymen president.
- 14.2 The laymen are to promote the cultivation of the spiritual life and Christian living of the members private and corporate prayer, daily bible reading and study, reading of other Christian and devotional literature, church attendance and worship, family, and personal Christian services.
- 14.3 A layperson can also take part in some of the ordinances of the Church by meeting needs of the Church where deacons may not be available, such as assisting in distribution the Lord's Supper during worship services and bring the Communion to shut-ins and those in hospital.
- 14.4 Laymen are to work with the Jr. Laymen in training to assist in duties of the church, teach life skills and critical thinking skills that will be beneficial when these young men become adults.
- 14.5 The Laymen Ministry shall consist of the following:
  - President
  - Recording Secretary
  - Treasurer
- 14.6 The laymen shall meet on the first and second Saturdays of each month.
- 14.7 The laymen shall create a plan that mentor's the Jr. Deacon into positive life skills:

- Fishing Trips
- Dinner Outing
- Cultural Outings (which may include the entire Youth Department)

## **Section 15. Administrative Assistant (Church Clerk)**

- 15.1 The Admin Assistant is the steward over the membership, meeting minutes.
- 15.2 The Admin Assistant provides updated membership information and meeting minutes with the church members.
- 15.3 The Admin Assistant creates and maintains resolutions, and other documents requested by the Pastor.
- 15.4 The Admin Assistant reads official meeting minutes before all scheduled meetings.

## **Article IV. Committees and Auxiliaries**

### **Section 1. Auxiliaries/Ministries**

Each auxiliary and ministries shall be comprised of members of this Church. They shall meet regularly, abide by their bylaws and pay such assessments (dues) as set forth by those bylaws (as long as those bylaws do not conflict with the Constitution and Bylaws of the Church.

### **Section 2. Committees**

All committees of the Church shall be recommended by the Pastor as the need for special committees avail themselves. The Pastor may appoint a chairperson unless wisdom dictates otherwise.

### **Section 3. Benevolence Committee**

- 3.1 The committee will consist of 5 members (volunteers) who are active and in good standing.
- 3.2 The committee members may make contact via telephone, text messages and emails to discuss items and requests for assistance.
- 3.3 The benevolence committee reports to the Treasurer.
- 3.4 The deacon ministry shall support the benevolence committee in the following:
- Deacons will be the community liaison for the Church's benevolence programs.

- They are to make contact with the organizations the Church actively supports with yearly donations.
- The deacons should seek out new community organizations that are openly aiding the community's needs and obtain that information for the Church to become educated on other resources and aids. This information should be delivered to the Chairman of the Deacons and then shared at Church Meetings.
- Deacons are responsible for maintaining community contacts and ensuring the members have adequate access to those entities we make donations.
- Deacons will find that one person in the community organization can be contacted by those seeking assistance. Personal contact will help in getting those individuals needed aid a little more quickly.

3.5 The finance ministry shall support the benevolence committee in the following ways:

- The finance ministry will set the budget allowances for benevolence.
- Meet with the benevolence committee at a scheduled time to discuss urgent matters and notifications.
- Information from the Finance Ministry may be provided to the committee via the committee's church email address – [mountolive.benevolence@gmail.com](mailto:mountolive.benevolence@gmail.com).
- At no time should any emails be forwarded to persons not affiliated with Mount Olive, the Benevolence Committee, or Pastor Wade.

3.6 Procedures for Immediate Need Requests are as follows:

1. Original copies of disconnect/eviction notices
2. Copy of Identification
3. Complete Benevolence Request Form
4. Amounts less than \$800.00 with all information from steps 1 – 3 completed, the determination should be given to the Treasurer for dispersal of benevolence
  - a. Benevolence is not handed to the individual but submitted to the utility company or landlord
  - b. When checks written to the requested entity, the Name of Contact and Phone number should be notated on Benevolence Request if questions arise in the future
5. If an amount greater than \$800.00, all information should be referred to Treasurer for Finance Ministry review:

- a. Treasurer presents to the Finance Ministry for a vote on assistance
  - b. When a determination is made, the Benevolence Committee is notified so the requester can be informed. The Treasurer nor any member of the Finance Ministry should deliver the notification. It will be the responsibility of the Benevolence Committee.
  - c. After determination made and check is to written, FOLLOW steps 4 (a) and (b)
  - d. Needs Outside of Church – a request from a person's not affiliated or member of Mount Olive must complete a Benevolence Request Form. Then the committee will verify the need and vote on providing assistance. (refer to steps a - e)
  - e. If a Committee Member has a family member seeking assistance, that member MUST recuse themselves from voting on the matter.
- 3.7 Restriction – no individual or single household can obtain assistance for six (6) months after the Church provides initial aid. Individuals should be referred to the listed community organizations Mount Olive provides yearly donations.
- 3.8 All requests for assistance are to be retained in the church files (scanned into the computers) for a period not greater than five (5) years, whether they were approved or denied.

#### **Section 4. Constitution and Bylaws Committee**

- 4.1 There shall be duly elected every three (3) years from the church family a constitution and bylaws committees, consisting of nine (9) members.
- One deacon
  - One trustee
  - One choir member
  - One Usher
  - One kitchen ministry member
  - One junior laymen
  - One nurse
  - Two members from the church family
- 4.2 The committee shall meet when it is necessary to consider the proposed changes.
- 4.3 It shall be the duty of the committee to report any proposed changes in the constitution or bylaws received from the congregation with their recommendations to the Church through a duly scheduled meeting set by the Pastor.
- 4.4 Recommendations to the committee that are not reported to and discussed by the committee shall not be considered a motion to the Church and shall require a

motion and second to be acted upon by the church family.

- 4.5 It shall be the duty of the committee to interpret the true intent and meaning of any part of the constitution and bylaws to any member of the Church who so desires an explanation.

## **Section 5 Kitchen Ministry**

- 5.3 The kitchen ministry shall be responsible for formulating and recommending to the church family policies for the kitchen and communicating these policies to the membership outside of reading the bylaws.
- 5.4 The kitchen ministry is solely responsible for creating the meals and snacks for each program and event.
- 5.5 All persons volunteering to assist the kitchen ministry members must notify the members before events take place. The ministries must follow the kitchen ministry member's directions, without causing conflict in front of church members, visitors, and bereaving families.
- 5.6 The kitchen committee shall communicate with the finance ministry and have use of the Church's debit card, Sam's and/or Costco card to purchase items for upcoming events.
  - Once purchases have been completed, a voucher with attached receipts and debit card must be submitted to the finance ministry within 48 hours.

## **Section 6. Scholarship Committee**

- 6.1 The scholarship committee shall screen applications for Mount Olive Baptist Church for persons graduating high school and attending college between the ages of 16 to 25 years old.
- 8.12 Scholarship award limits shall be set by the scholarship committee and approved by the finance ministry. The award limit per scholarship shall be at least \$300.00
- 8.13 Scholarships shall be restricted to regular members unless the church family provides a majority vote for persons from the community who are graduates of local high schools and have a kinship with a member of Mount Olive Baptist Church.
- 8.14 The committee shall publicize all scholarship information and guidelines to the members of Mount Olive Baptist Church upon request and in the month of April of that year.
- 8.15 Scholarship applications shall be made available between March and May with the awarding of scholarships taking place at Graduation Sunday of that year.
- 8.16 Scholarship applications shall be updated and maintained in the MOUNT OLIVE FORMS FOLDER.

## **Section 7. Sunday School**

- 7.1 There shall be a Sunday school, separated into classes for all ages and conducting under the supervision of a Sunday School Superintendent and Assistant Sunday School Superintendent.
- 7.2 The Sunday School Superintendent shall serve in this position for a period of two (2) years, then the Sunday School Assistant assumes the role.
  - In the event the Assistant Sunday School Superintendent refuses the assignment, then a vote of those present at Sunday school may make a majority vote to retain the current superintendent.
- 7.3 The Sunday school shall be tasked to teach the Bible, lessons planned, and seek to reach persons for Christ Jesus and church membership.
- 7.4 The Sunday School Superintendent shall ensure all textbooks and literature are current and useful for the edifying the saints attending Sunday school. New material shall be searched and discussed with the Pastor for direction and acceptance.

## **Section 8. Finance Ministry**

Mount Olive's Finance Ministry's internal controls are set to exhibit a consistent "BEST PRACTICES" atmosphere during all administrative activities, meetings, and general outings. "Everyone involved in church is 100% honest, right?" That is usually the thinking when it comes to serving in church ministry. Unfortunately, this is not always the case.

- 8.1 The finance ministry shall work as part of a team to manage and track the budget and finances of Mount Olive Missionary Baptist Church.
- 8.2 The finance committee may consist of the following members:
  - Treasurer
  - Trustees (3 to 5)
  - Church Accountant (contracted professional accountant or CPA)
- 8.3 The finance committee shall adhere to all internal controls.
- 8.4 Deposits and Storage
  1. All involved with the work in the Finance Ministry must be instructed on the importance of keeping any financial information stored and confidential.
  2. All persons having keys to the Finance Office shall not be the same persons who have the combination (key) to the safe.
    - Treasurer and Assistant Treasurer shall be holders of the safe's combination.

3. All persons in the Finance Ministry shall possess the ability to access the filing cabinet and computers in the Finance Office.
  - Passwords and filing cabinet keys shall be readily accessible to members of the Finance Ministry.
  - The pastor shall have access to all files and computers.
  - Pastor provides oversight of work performed in Finance Ministry and other areas of the Church
4. Bank Deposits
  - Any person in the Finance Ministry may make the weekly deposit.
    - Verify money count and checks have been stamped correctly
    - Complete deposit forms per banking instructions and counters initials the deposit slip (all three persons)
    - Deposit slips must be completed and verified before any deposits are made
    - Completed deposit slip and cash shall be deposited in the money bag and stored in the safe (if not making depositing that day)
    - Bank deposits should be made on a timely manner
    - Church deposits should never be the same person, making deposits in a routine that can be monitored by nefarious individuals
5. Online Banking
  - Mount Olive's online bank account shall be monitored and maintained by the Trustees
  - Trustees are to maintain passwords to the online bank accounts
  - Trustees are to change online bank account password on a 90-day rotation
    - Password should be unique and contain at least three (3) special characters (\*, -, \_, \$, #)
  - Trustees are to report All banking activities to Treasurer and Assistant Treasurer (in writing)
  - Treasurer and Assistant Treasurer shall provide a written report to Pastor

#### 8.5 Handling Cash and Checks

1. All involved with counting money must be instructed on the importance of keeping any financial information confidential.
2. The Pastor of Mount Olive Baptist SHALL NEVER have allowances to sign ANY checks. (NO EXCEPTIONS)



3. The Pastor of Mount Olive Baptist SHALL NEVER count any monies, no matter how many Finance Ministry members are present. (NO EXCEPTIONS)
4. The Pastor of Mount Olive Baptist. SHALL NEVER make any deposits of any monies or checks for Mount Olive Baptist Church. (NO EXCEPTIONS)
5. Checks – printed or handwritten must follow the requirements below:
  - Checks written under the amount of \$1500.00 must contain two (2) signatures
  - Checks written above the amount of \$1500.00 must contain three (3) signatures
  - All supporting information concerning checks written must be verified for accuracy and filed (computer or filing cabinet). If there is no supporting documentation (completed voucher, bill, or invoice), NO CHECK SHALL BE WRITTEN.
6. Church funds should NEVER be taken to anyone's private home.
7. Cash should be counted by three persons (unrelated) and the total amount agreed at the end of the counting tasks.
8. Persons (unrelated) counting money should be performed on a rotating schedule.

Examples are below:

week one – 2 trustees count with a 3<sup>rd</sup> person (deacon) in the room for verification purposes.

Week two – One trustee and One deacon count with a 3<sup>rd</sup> person (deacon/trustee) in the room for verification purposes.

9. The people responsible for maintaining the accounting records and preparing the financial reports (church accountant) should not be countered.
10. The Treasurer is responsible for the creation and distribution of all reports but participates in the counting schedule.
11. Checks should be stamped "For Deposit Only" with the Church's name and the appropriate bank account number (No checks collected will be cashed under any circumstances).
12. A standardized form should be used to record collections (see Mount Olive Offering Balance Sheet located in Finance Office).
  - A deposit slip recording the cash and checks should be prepared. (All money should be deposited).
  - No cash should be set aside for use or otherwise applied to expenses).

13. The offering should be deposited as soon as possible. If the deposit cannot be made the same day, the offering should be kept in a secure, locked location at the Church.

## 8.6 Church Financial Information

### 1. Donor Information

- Periodic statements will be provided to regular donors in a timely manner (see Mount Olive Donation/Contribution Form located in Finance Office)
- Statements and reports will include the following:
  - The name of the donor
  - The date and the amount of each contribution of \$200 or more during the year.
    - If no tangible goods or services were provided to the donor in exchange for the contribution, a statement to that effect should be included.
    - Suppose tangible goods or services were provided to the donor in exchange for the contribution. In that case, the written statement MUST inform the donor that the amount of the contribution is limited to the excess of the donation above the value of goods or services from the organization and provide the giver with a good faith estimate of the fair market value of goods or services.

2. The pastor shall receive a copy of the full bank statements and reports.
3. The pastor is responsible for notifying Mount Olive Church members of any discrepancy within Ten (10) days of occurrence if the issue is not caused by an accounting error.
  - a. A church meeting shall be scheduled within the 10-day window on the Thursday following the occurrence. NO EXCEPTIONS

\*The IRS does not provide or require a specific form for the written acknowledgment, but does mandate that it be provided to the donor prior to 31 January.

### 4. Information requested:

- A copy of five (5) years before the current financial year's statement will be maintained in a binder designated for Mount Olive members to review.
- NO COPIES SHALL BE MADE at the time of review. An annual copy was previously provided to the member.

### 5. Non-member Information Request:

Information requested of the Finance Ministry concerning the Church's accounting practices outside of the Mount Olive Baptist Church's Bylaws and

Constitution, Quarterly Report, and/or Annual Financial Statement must be submitted in writing and answered (in writing) within ten (10) days of the submission, or at the discretion of the Finance Ministry Members and the Pastor when the requestor is not a member of the Mount Olive Church Family

#### 8.7 Account Receivable/Payable

Check writing - before writing any check for payment of items submitted by voucher, the following must be performed:

1. Verify voucher has been completed correctly
2. Verify voucher contains signatures of ministry president and Treasurer.
  - a. If the voucher does not contain both signatures, it shall be rejected.
  - b. Once a voucher is rejected, submission of a corrected or new voucher will not be processed until the next scheduled check writing date.  
(see Finance Ministry Check Writing Schedule)
3. Verify the purpose of voucher clearly written.
4. If a check is to be mailed, verify the recipient's address is written on the voucher.
5. Ensure the reason for payment is clearly defined on the check to be mailed.
6. Verify receipt(s) is attached to the voucher.  
(ORIGINAL RECEIPTS MUST ACCOMPANY VOUCHER)
7. Once all verifications are completed, the check may be printed or handwritten.

#### 8.8 Bill Paying (electric, gas, insurance, etc.)

1. Retrieve bill statements and vouchers from Pastor's office (blue folder)
2. Enter billing information into Quickbooks program for processing
3. Verify checks with bills before signing
4. Once verification completed, mail out checks to business

#### 8.9 Online Bill Paying

1. Online bill pay schedule should be in place (Trustee responsibility)
2. Access online banking account and enter amounts required for bill payment through the Church's account (this information is recorded in Church's online account)
3. Write transaction number and date submitted on the bill:
  - a. Bill should be maintained in files until the quarterly report completed
  - b. Bill should be appropriately disposed of (shredded)

#### 8.10 Benevolence Committee

1. Remittance of benevolence shall be completed outside the check-writing schedule when the recipient is facing eviction or termination of utilities, and due dates are within three (3) days of Benevolence Committee determining to assist
2. See Benevolence Committee for details
3. Pastor's Exemptions

The Pastor may submit vouchers and payments of items made outside of the check writing schedule, if there is a matter of timing the check or payment needed, or a church emergency exists.

ex: honorarium, plumbing emergency, or church van maintenance is required

#### 8.11 Debit/Credit Card

1. The pastor shall be granted use of the Mount Olive Baptist's debit/credit card for purposes of attending and paying for conferences outside of the National Baptist Convention functions. (refer to Pastor Contract)
  - a. The pastor shall personally return the Mount Olive Baptist Church's debit/credit card to the Treasurer or Assistant Treasurer no later than 72 hours of return from travel.
  - b. The pastor shall submit all receipts attached to the completed voucher after travel is completed to the Treasurer or Assistant Treasurer no later than 72 hours of return from travel.
2. Church Necessity (Emergency)
  - a. Debit Card/Credit Card shall be used in place of writing checks when items are required for online orders made to complete the following:
    - Safety items
    - Traffic cones and safety vests
    - Books for Christian Education
    - First Sunday Communion Supplies
  - b. Ministry presidents and Kitchen Ministry shall make requests through the voucher process
    - The voucher must contain the name of the item
    - The voucher must contain website
    - The voucher must contain the description for the purpose of purchase
  - c. Treasurer or Assistant Treasurer shall receive orders from ministry presidents, or Pastor.
  - d. Treasurer or Assistant Treasurer shall make the online purchase within three (3) days of the request.

- Requestor may be present when order is made online to speed up the process and ensure the correct item is ordered
- Treasurer or Assistant Treasurer shall print out the online receipt and attach it to the voucher
- Treasurer or Assistant Treasurer shall notify the requestor of the order shipment date

e. Benevolence Committee

There is an exception for allowance of payments made to pay items online for those who have been granted assistance from the Church through the Benevolent Committee approval process.

- If the request is for bill pay, debit card/credit card shall be used to completed benevolence
- Transaction numbers shall be recorded on benevolence voucher and filed

f. College Stipend

The college stipend is a measure of love extended to Mount Olive Missionary Baptist Church members who are attending college and taking full-time studies. (a step voted in with a Majority Vote in 05 January 2019 Church Meeting)

- Students must be in the age range of 16 to 25.
- Students must be a member of Mount Olive Baptist Church Family.
- The student must submit current college acceptance letters and provide a copy of their schedule to the finance ministry at the beginning of the school year.
- The stipend shall be in an amount no less than \$50.00 per month.
- Stipends may increase if members make Special Offerings to any specific student or all attending college. If donations are specified for all, the finance ministry shall divide the total and add the amount to the \$50.00 stipend provided by the Church.
- The \$50.00 amount shall only be decreased or ended by a simple vote of the church family during a meeting called for this purpose.
- The Pastor may make special appeals at his discretion for the special offering for the students at an appropriate time during a regular worship service.
- The Pastor shall not end this program without scheduling a properly called meeting for this specific purpose.
- Stipend shall be mailed out during the scheduled check writing period (the first Wednesday checks are written each month)

## 8.12 Account Reconciliation

- 15 Bank Statements and Checks must be reconciled on a quarterly schedule before the quarterly report being processed by the church accountant.
  - Access to the church online account should be maintained by Trustees
  - Online donations are to verified through monthly bank statements
- 16 IF errors are discovered, a second person shall review the findings
- 17 IF errors cannot be rectified, a request for review by the accountant is required to remedy the situation.
- 18 A quarterly reconciliation report should be provided to the Pastor

## **Article V. Ordinances**

### **Section 1. Baptism**

- 1.1 Any individual who has accepted Jesus Christ as Savior by personal faith and makes this profession publicly at any worship service, and who indicates a commitment and understanding to follow the Lord Jesus, shall be received for Baptism.
- 1.2 Baptism shall be by full immersion in water.
- 1.3 The Pastor shall administer baptism, or whomever the Pastor designates. The deacons and deacons' wives shall assist in preparation for the observance of Baptism.
- 1.4 Baptism shall be administered as part of worship during worship service (2<sup>nd</sup> Sunday or a Sunday designated by the Pastor).
- 1.5 If for any reason, the person professing Christ abstains from being baptized or fails to attend the church service on the scheduled Sunday, this person shall be counseled by the Pastor, deacons, deacons' wives to discover the issue at hand.
- 1.6 After Baptism is completed, the Right Hand of Fellowship is extended by the Pastor first, and then the church family, extending to the individual all rights and privileges as any other believer holding membership in Mount Olive Baptist Church.

### **Section 2. Lord's Supper (Communion)**

- 2.1 The Lord's Supper is a symbolic act of obedience where believers, or any member of this Church remembers and celebrates the death, burial, and resurrection of Jesus.
- 2.2 The Lord's Supper shall be observed monthly, on the first Sunday of each month, anytime the sick and shut-in are being visited, and Easter Sunday (Acts 20:7 & I Corinthians 16:1).

- 2.3 The Pastor, associate ministers, deacons, or designees authorized by the Pastor shall be responsible for administering the Lord's Supper in worship service and during visitation of the sick and shut-in.
- 2.4 The deacons shall be responsible for the physical preparation of the Lord's Supper.

### **Section 3. Ordination of Deacons**

- 3.1 Deacons duly selected by the church family shall attend and participate in training sessions organized and taught by the pastor or district association.
- 3.2 Only deacons having fully completed the required training shall be ordained during a specially scheduled worship service set by the Pastor.
- 3.3 Previously ordained deacons shall participate in the ordination service.
- 3.4 After ordination has been completed; the deacon shall seek to follow the standards for a qualified deacon set in I Timothy 3.

## **Article VI. Church Worship Service**

### **Section 1. Worship Service**

- 1.1 Consecration shall begin at least 15 minutes before any worship service or program held at Mount Olive Missionary Baptist Church.  
Required participants in consecration are:
  - Pastor
  - Deacons
  - Musicians
  - Ushers (Ushers have an option not to participate in consecration because they are engaged in their duties at this time.) The ushers, as a group, should consecrate before beginning their duties.
- 1.2 The members of Mount Olive Baptist Church shall worship the Almighty God, who gave His Son (Jesus) to be our Lord and Savior at all regular and special scheduled services and programs with preaching, praying, song service, instructions toward discipleship, and evangelism.
  - Sunday – morning and evenings
  - Thursday night - Bible study
  - Saturday – breakfasts, teas, and classes
- 1.3 The worship services shall be open for the entire membership of the Church and for all people desiring to learn of Jesus the Christ, Biblical Application, Fellowship, and Discipleship.
- 1.4 The worship services shall be conducted under the direction of the Pastor.

- 1.5 Etiquette in worship services shall be held to a standard of worship and honor of God, His Son, and the Holy Spirit with respect for each member participating in the worship.
- 1.6 Under no circumstances, shall remarks be spoken in a manner to interrupt the Pastor while performing his duties in the pulpit, the announcing clerk, the welcoming of visitors, or any soloist or choir member performing a solo. A charge shall be brought against any member who acts or speaks in such a dishonoring manner.
- 1.7 Any member who interrupts the worship service, program, song worship, or causes a disruption in the worship service in any manner, such as obtaining the floor to speak or act on his/her own volition without the permission of the Pastor, moderator, or emcee, shall violate the Baptist Church Covenant, Constitution, and Bylaws of the church, shall be subject to discipline by the Church at a meeting called for this specific purpose.
- 1.8 **IF** there is a disagreement as to what is said or done in a worship service, program by the Pastor, deacon, or designee while presiding, the member may ask questions, seek further enlightenment, or state the disagreement in a private conference for that purpose. The attendees will be at least two (2) deacons, two (2) trustees, and two (2) ministry presidents present. (see Matthew 18:15-17 for direction).
- 1.9 **IF** there is a disagreement or concern, members are encouraged to call the Pastor directly or write their concerns and issues in a letter so the Pastor may personally respond in writing or verbally.

## **Section 2. Special Service**

- 2.1 Revival services and any other church services which will be essential in the promotion of the objectives of the Church, shall be placed on the church calendar. The Pastor or his designee shall be responsible for supplying the pulpit during revival services and other special services where a speaker is required. (Musicals need no speaker).
- 2.2 An annual church calendar shall be made available to the membership following the annual church meeting. Changes shall appear in the church bulletin, Church's website and announced by the announcing clerk.

## **Section 3. Funeral Services (Homegoing)**

- 3.1 The funeral or homegoing service shall be performed by the Pastor (or designee of his choosing).
- 3.2 Fees associated with services shall be as follows:
  - 3.2.1 \$150.00 for members for use of the facilities, supply of foods for repasses (specifically the normal chicken dish), utilities, and cleanup after use of



fellowship hall. The family members shall provide all sides and deserts as have been past practices.

- 3.2.2 \$300.00 for non-members for use of the facilities, supply of foods for repasses (specifically the normal chicken dish), utilities, and cleanup after use of fellowship hall. The family members shall provide all sides and deserts as have been past practices.
- 3.2.3 \$150.00 for the church's musicians' fees of \$75.00. This fee is to be paid by the family to the musicians regardless if they are members or non-members.
- 3.2.4 Musicians who are not musicians affiliated with Mount Olive will have use of the organ and piano at the discretion of the Pastor. This is place to ensure damages to the church's instruments become a rare occurrence. If a family desires a musician who is not affiliated with Mount Olive, a deposit of \$75.00 will be required. This fee will be returned to the family after the instrument(s) used has been inspected by Mount Olive's Musicians.
- 3.2.5 \$30.00 for each Parking Lot and Street Attendant. This fee shall be paid by the family prior to the funeral service taking place. This fee is in place as a stipend for the volunteer's time and service. Some local funeral homes provide this service at a higher cost.

### 3.3 The Casket Lift is the sole property of Mount Olive Baptist Church

- 3.3.1 The Casket Lift was purchased as a safety measure to protect individuals from the possible injury(ies) associated with trips and falls while lifting and carrying a casket up the stairs to the Sanctuary.
- 3.3.2 Only individuals who have completed training will operate the Casket Lift.
- 3.3.3 The Casket Lift shall be stored in the storage shed located in the church's rear parking lot.
- 3.3.4 The Casket Lift shall not be rented to any entity outside of Mount Olive Baptist without a majority vote of the church family. If a majority vote is obtained, the Casket Lift shall be rented at a cost of \$1800.00 per day.
  - A rental waiver will be signed by the individuals renting the Casket Lift
  - A copy of the individual's driver's license is required
  - The \$1800.00 will be submitted at the time of completed contract
  - The \$1800.00 payment shall be in Cashier's Check or Cash
  - No partial payments shall be accepted
  - Renter must provide proof of sufficient transport that will securely lift and carry the Casket Lift without causing any damage
    - If there is no proof, the rental request is immediately denied.

#### **Section 4. Marriage Ceremonies**

- 4.1 Marriage is defined as the union between one man and one woman. This definition was accepted by a majority vote of the Mount Olive Baptist Church family during a regularly scheduled church meeting in July 2015
- 4.2 The ceremony shall be officiated by the Pastor (or a designee he chooses)
- 4.3 A \$300.00 fee shall be assessed for use of the church, clean up, utilities and maintenance

#### **Section 4. Fiscal Year**

The fiscal year for the Church shall begin on 01 January and end on 31 December.

#### **Section 5. Disbursement of Assets upon Dissolution**

- 5.1 **IF** the occurrence of dissolution of Mount Olive Missionary Baptist Church, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose.
- 5.2 Any such assets not disposed of shall be disposed of by the court of common pleas of the county in which the principal office of this church family and Church is located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated for such purposes
- 5.3 **PRIOR** to any dissolution processes can begin, there shall be a vote of the members to end the Church known as Mount Olive Baptist Church at a properly called meeting, and only after each member has received all information regarding to this matter and has had a period of two (2) weeks to read and understand the issues.

### **Article VII. Definitions and Terms**

#### **Section 1. General**

- 1.1 This article contains those terms essential to the proper application and understanding of the requirements and standards of this document.
  1. Active Member – one who participates in one or more ministry or auxiliary.
  2. Amendment – Any addition, deletion, correction, revision, or other changes proposed or made to a document.
  3. Articles of Faith – Written statements of beliefs and doctrine of the Baptist Faith.
  4. Dissolution – dismissal of a contract, partnership between parties or an official body or assembly.

5. Eligible Voter – an active member of this Church who appears on the church registry.
6. Ex-officio – a person who is a member of a ministry, committee, or auxiliary by virtue of some other office. If a committee, ministry, or auxiliary has a matter requiring a vote, the ex-officio does not carry a vote.
7. Emergency Meeting – a meeting called on short notice to address urgent needs of the church and church family.
8. Good standing – one who has demonstrated consistent participation in one or more ministry, used their talents and gifts in worship, took care of the church and church family's physical needs, and has supported the Church through consistently in tithes and offering.
9. Funeral - a ceremony honoring a dead person who does not have a relationship with Jesus Christ; typically involving burial or cremation.
10. Homegoing - a ceremony honoring a Saint of God. An individual who has a relationship with Jesus Christ.
11. Inactive Member – a member who is not actively participating in the life of the Church by attendance at worship services, programs, and/or supporting the Church by their talents, gifts in worship, taking care of the physical needs of the church and church family, and has not supported the Church through tithes and offering. An Inactive Member has no vote in Mount Olive Meetings.
12. Non-Resident – members serving in the armed forces, away in college, job transfer, temporarily moved out of state.
13. Ordinances – Baptism and Lord's Supper are the only two observed by the Baptist Church.
14. Passed Vote – a majority of yes votes (standing, oral, or secret ballot) at a properly called meeting.
15. Post-Secondary – an accredited college or university where an individual receives his/her degree(s).
16. Properly Called meeting – meetings schedule correctly based on the criteria in this document.
17. Regularly Scheduled – a meeting that is scheduled and announced two Sundays prior to the time a specific notice of meeting is called.
18. Rights and Privileges of Members – members who are in good and regular standing shall have the right to a voice and vote in all elections, church business, and shall have the right and privileges to full participation in the life and work of the Church and its mission.
19. Right Hand of Fellowship – the act of welcoming new members to the church family by the Pastor, designee, and the church members.
20. Simple Majority – a common form of voting where a simple majority of voters (standing, oral, or secret ballot votes) wins.

21. Stipend – a regular fixed payment for services. (in place of salary).
22. Undergraduate – someone who attends college and has not obtained a degree.
23. Watchcare – those persons for reasons practical or personal, are unable at the given time to move their church membership from their home church, but wishes to participate in the life and ministry of Mount Olive Baptist Church.

## CERTIFICATE OF ADOPTION

The attached Constitution and Bylaws of Mount Olive Baptist Church were duly and legally adopted by the church family of Mount Olive Baptist Church at a properly called and recorded meeting for this sole purpose on 27 March 2021 at 6:00pm. An original, signed copy shall be located in the church's file and computers for future reference.

Date and time ratified: March 27, 2021 @ 6:54 PM

  
Admin. Asst. Monica Drummer-Tubbs

  
Dr. Kevin Wade, Pastor