

# **Constitution of Mountain Park Church**

## **Lake Oswego, Oregon**

**Approved June 6, 1995**  
**Amended November 26, 1995**  
**Amended July 4, 1999**  
**Amended June 5, 2005**  
**Amended October 21, 2012**

### **PREAMBLE**

Trusting in the Lord Jesus Christ as our Savior, we associate ourselves together as a corporation pursuant to the laws of the State of Oregon in order to better maintain and govern ourselves as a Christian Church.

### **ARTICLE 1 - INCORPORATION**

This Church shall be known as Mountain Park Church, an Oregon non-profit religious and charitable corporation.

### **ARTICLE 2 - PURPOSE**

#### **Section 1: Purpose**

The purpose of Mountain Park Church is to be a beacon of God's love and truth revealed in Jesus Christ, as we worship the Savior and equip believers to make disciples at home and throughout the world in the power of the Holy Spirit.

We have five basic values:

- 1) Standing on biblical truth, knowing and applying the Word of God.
- 2) Committed to discipleship, pursuing spiritual growth and developing disciple-makers.

- 3) Reaching lost people everywhere: here in our community and around the world.
- 4) Extending Christ's love to each other, becoming a genuinely caring, warm-hearted and hospitable community.
- 5) Cultivating a lifestyle of Christ-centered worship, where Jesus Christ has first place in Sunday services and in our hearts through the week.

## **Section 2: Statement of Faith**

- A. We believe in one eternal God, Creator and Lord, existing in three persons: Father, Son, and Holy Spirit. *Genesis 1:1; Isaiah 40:28; Matthew 28:19*
- B. We believe that our Lord Jesus Christ was fully God and fully man, that he died on the cross to redeem us from the guilt and penalty of sin, and that he rose bodily from the grave to guarantee eternal life to all who repent and believe. *John 1:1-14; John 3:16-18; Acts 2:22-39; Acts 4:12; Romans 6:23; I Corinthians 15:1-7*
- C. We believe eternal salvation requires a personal acceptance of Jesus Christ as Savior and Lord. On acceptance of Christ, the Holy Spirit comes to dwell in the believer as counselor and guide, providing the power to live as Christ's ambassador. *John 1:10-12; Romans 8:9-11; Romans 10:9, 10; Acts 1:8; Acts 16:31; I Corinthians 12:13*
- D. We believe the Bible, both Old and New Testament, is the inspired Word of God without error in all that it affirms. It is the complete revelation of His will for salvation, and the divine and final authority in matters of doctrine and Christian living. *John 17:17; II Timothy 3:16; II Peter 1:16-21*
- E. We believe a Christian should be baptized according to the New Testament, and should participate as a responsible member of a local church. *Matthew 28:18-20; Acts 2:41-47*
- F. We believe the mission of the Church is to proclaim the Gospel, to win others to Christ, and to disciple them in God's Word and their commitment to Him. *Matthew 28:18-20; Acts 1:8; Romans 12:1-8; Ephesians 4:11-16*
- G. We believe in the visible coming again of the Lord Jesus Christ at the end of this age, to take His people to be with Him for eternity. *Mark 13:21-27; Mark 14:61, 62; Acts 1:8-11; Revelation 21:1-5.*

## **ARTICLE 3 - ORGANIZATION AND AFFILIATION**

### **Section 1: Government**

Final authority for any matter of Church government or business rests with the membership. The Board of Elders, elected by the members, shall exercise authority on behalf of, and under the authority of the members. The Board of Elders shall be responsible for establishing and maintaining the basic policies and practices of the Church, Church discipline, and fiscal direction. They may review, revise, or reverse the decisions of any committee, officers, or staff members as they deem appropriate.

### **Section 2: Relationships**

The Church recognizes the desirability of a denominational affiliation as well as the obligations of mutual counsel and cooperation common among fellow believers. For these reasons, this Church seeks to cooperate and maintain fellowship with the American Baptist Churches of Oregon and the American Baptist Churches, U.S.A. and such affiliated associations as the Church may determine.

## **ARTICLE 4 - MEMBERSHIP**

### **Preamble**

Membership in Mountain Park Church is recognition that this Church is where God is directing the believer to worship, fellowship and serve. Personal acceptance of Jesus Christ as Lord and Savior is a prerequisite for membership.

### **Section 1: Application**

Those persons who are 16 years of age or older who are seeking membership in Mountain Park Church will be required to complete a membership class.

### **Section 2: Admission**

Upon completion of the membership class and acceptance of the Statement of Faith, the applicants will be recommended for membership by the Membership Deacon to the

Board of Elders, who will be charged to approve or disapprove, by majority vote, all such recommendations.

New members will be welcomed publicly by the congregation within 30 days after approval by the Board of Elders.

### **Section 3: Types of Membership**

- A. "Member": any person 16 years of age or older having completed the membership class and having been approved by the Board of Elders. Membership by "transfer" from another church must fulfill the requirements of Article 4, Section 1. Members meeting the requirements of this subsection shall have voting rights on all matters brought before the membership.
- B. "Youth Member": any persons ages 10 through 15 years having completed a membership class designed for their age level. These are non voting members. Their membership is effective only until age 16, at which time they will be urged to fulfill the requirements for "Member" as described in Paragraph A above.

All records are to be kept by the Membership Deacon. The number of people in the two categories of membership shall be kept separated and will be reported to the Board of Elders on a quarterly basis.

### **Section 4: Membership Removal**

- A. The Board of Elders shall consider recommendations to remove the following persons from the membership roles.
  - 1. A Member or Youth Member who requests a letter of transfer to another church.
  - 2. A Member or Youth Member who requests to be removed.
  - 3. A Member or Youth Member who has no attendance or giving record after a period of two years and has made no contact with Mountain Park Church.
  - 4. A Member or Youth Member who renounces the Christian faith, or who is disciplined by the Board of Elders for:
    - a. violations of Christian Love
    - b. violations of Christian Unity
    - c. violations of Christian Law/Morality

d. violations of Christian Truth

as defined in the Bible. *Matthew 18:15-18; Corinthians 5:1-13; Titus 3:10-11; II Thessalonians 3:6-15; Galatians 6:1*

- B. Membership removal in any categories of membership is at the recommendation of the Membership Deacon within the above guidelines.
- C. The names of those recommended for changes in membership shall be presented in writing by the Membership Deacon to the Board of Elders for their action.

## **ARTICLE 5 – OFFICERS OF THE CHURCH**

### **Section 1: Officers**

The officers of the Church shall be: Chairman of the Board of Elders, Elders, Senior Pastor, and Church Secretary/Treasurer.

### **Section 2: Qualifications**

Officers must be members in good standing of Mountain Park Church who have demonstrated their faith in Christ as Savior.

### **Section 3: Nomination**

Officers elected under Article 5, Section 4, shall be nominated by a Nominating Committee designated by the Board of Elders. The Nominating Committee shall be composed of two Elders and five members-at-large chosen from the voting membership. The Chairman of the Nominating Committee shall be designated by the Board of Elders.

Other candidates may be nominated by five or more voting members upon written notice to the Nominating Committee not less than two (2) weeks prior to the meeting at which the election is held.

The Chairman of the Board of Elders will be chosen by and from the standing Board of Elders and will be presented to the membership for confirmation by a majority of those present and voting.

#### **Section 4: Election**

The Church Secretary/Treasurer must be a member of Mountain Park Church who has demonstrated maturity and a Christian life-style as given in *I Timothy 3:6-13*. The Church Secretary/Treasurer shall be elected for a period of one year and shall be eligible for reelection. Selection of the Chairman of the Board of Elders is set forth in Article 5, Section 3, and his term of office is limited to three consecutive years. Election of the other officers is set forth in Article 6, Section 2, Paragraph B. All Officers, with the exception of the Senior Pastor and Chairman of the Board of Elders, shall be elected by ballot at a business meeting of the Church. Terms of service are concurrent with the fiscal year. Vacancies in office may be filled at any regular or special meeting of the Church.

#### **Section 5: Duties of the Officers**

##### **A. Chairman of the Board of Elders**

The Chairman of the Board of Elders shall be an Elder and the President of this corporation.

He shall:

1. preside at meetings of the Board of Elders and at all business meetings of the Membership.
2. advise newly elected officers and committees of their duties.
3. be responsible for the proper transfer of records and equipment between successors in office during his tenure of office and at its close.
4. be an ex-officio member of all committees.

##### **B. Church Secretary/Treasurer**

The Secretary/Treasurer is the Chief Financial Officer of this corporation.

The Secretary/Treasurer shall:

1. be responsible for the custody of all monies of the Church.
2. disburse monies only upon the authority given to him by the Board of Elders.
3. report all financial transactions in acceptable form to the Board of Elders.
4. be an ex-officio member of the Board of Elders, if not an elected Elder.
5. serve as an ex-officio member of the Personnel Committee and as Chairman of the Budget and Finance Committee.

## ARTICLE 6 - MEETINGS OF THE CHURCH

### Section 1: Worship Services

Worship services shall be held each Sunday and at such other times as the Senior Pastor and/or the Board of Elders may direct. A meeting of the Church School shall be held each Sunday for the study and teaching of the Bible unless cancelled by the Board of Elders. The ordinance of the Lord's Supper shall be observed on at least one Sunday of each month unless otherwise arranged by the Board of Elders.

### Section 2: Meetings

- A. The annual meeting of the Church shall be held within ninety days after the close of the fiscal year for the purpose of presenting the annual financial report and transacting such other business that may properly come before the membership. A State of the Church report, including where we have been during the past year, and where we are going during the year ahead, is to be presented by the Senior Pastor and/or the Chariman of the Board of Elders.
- B. A business meeting shall be held during the first sixty (60) days of the fourth quarter of the fiscal year for the purpose of electing officers, approving the following year's budget and transacting such other business as the Board of Elders may present for consideration.
- C. A meeting of the membership may be called at any time by the Chairman of the Board of Elders, or by a majority of the Board of Elders, or at the written request of ten percent (10%) of the Members of the Church.

### Section 3: Notice of Meetings

Notice must be given two weeks in advance of any meeting. There must be pulpit announcements at all scheduled worship services for each of the two preceding Sundays in addition to announcements in the bulletin for these services.

### Section 4: Quorum

A majority vote of members present is required to carry any motion with the exception of a three-fourths (3/4) majority vote of members present and voting for:

- A. Electing an Elder in accordance with Article 7, Section 1.C.

- B. Calling a Pastor in accordance with Article 9, Section 3.B.
- C. Changes in the Constitution in accordance with Article 11.

### **Section 5: Voting**

Mail-in ballots will be allowed for the calling of a pastor, approving the budget and changing the constitution. Only members eligible to vote may cast a mail-in ballot. Such ballots must be received by the Chairman of the Board of Elders two (2) days before the meeting. With the exception of the above listed votes, all other voting of the membership is to be by secret ballot. The vote count on each side of the issue is to be announced with the results. The requirement for secret ballot may be waived by unanimous consent of the eligible voters present.

### **Section 6: Rules of Order**

The current edition of Roberts Rules of Order shall govern the conduct of any formal business meeting of the church and meetings of the Board of Elders.

## **ARTICLE 7 - THE ELDERS OF THE CHURCH**

### **Section 1: Terms of Service and Classification**

- A. The Board of Elders will consist of the Senior Pastor and a proportional representation of 3-5% of the active membership not to exceed twelve (12) total individuals, who are chosen from the voting Members of the church.
- B. The Board of Elders shall elect a vice-chairman from its membership. He shall act as chairman in the absence of the elected chairman, and otherwise shall serve as may be directed by the Elders.
- C. Those selected as Elder candidates must be members of Mountain Park Church and have demonstrated maturity and a Christian life style as given in *I Timothy 3:2-7* and *Titus 1:6-9*.
- D. Elders shall be elected by ballot at a special business meeting of the Church membership. This meeting shall be held during the first sixty (60) days of the fourth quarter of the fiscal year. Election is by a three-fourths (3/4) majority vote of



Members present and voting. Terms of service shall be serial terms of three years each, one-third (1/3) of the Board of Elders being elected each year.

- E. An Elder shall not be eligible for re-election the next term after having completed more than one half of the preceding three year term. He shall be eligible after one year has elapsed.
- F. Resignation of Elders: An Elder may resign from the Board of Elders for any reason.
- G. Removal of Elders: An Elder may be removed from office if he becomes physically incapacitated, spiritually unqualified, or is otherwise unable to serve as established by three-fourths (3/4) majority vote of all the other members of the Board of Elders.

## **Section 2: Responsibilities**

- A. The responsibility for the overseeing of the spiritual and business affairs of Mountain Park Church shall rest with the Board of Elders. *I Peter 5:1-4*
- B. Decisions for action or decisions which establish vision and policy for the direction of Mountain Park Church will be made by the Board of Elders.
- C. In all matters brought before the Board of Elders, the needs of each part of the Church Body will be given prayerful consideration, seeking a decision pleasing to God. Individual Elders will abide by the majority decision, having a spirit of unity. *I Corinthians 1:10; Ephesians 4:3, 13*
- D. The Board of Elders shall receive and hold for the use of the Church all estate, real and personal, which at any time becomes the property of the Church.
  - 1. They shall exercise supervision over all matters relating to the operation and maintenance of the Church property, including the placing of adequate insurance coverage against fire, casualty, liability, and other coverage as necessary.
  - 2. They shall authorize the payments of all expenditures which are not items already authorized in the budget.

### **Section 3: Standing Committees**

There will be only two standing committees:

- Personnel
- Budget and Finance

These committees are subject to the guidelines and policies approved by the Board of Elders and will be delegated the responsibilities of the day to day administration of their respective functions. They shall meet at least quarterly, or as determined by their functions and shall forward the minutes of each meeting to each elected member of the Board of Elders.

No member of the Board of Elders, other than the Chairman, the Church Secretary/Treasurer, and the Senior Pastor may serve on both the Personnel and the Budget and Finance Committees at the same time, and no member with the three exceptions noted immediately above shall consecutively serve more than two years of his elected term on either of these two committees.

- A. The Personnel Committee will oversee the administration of the personnel policy and will prepare and administer the personnel budget. The Personnel Committee shall act as a support group to the pastors and staff to provide understanding, empathy, and affirmation of ministry.

The Personnel Committee will be composed of the Chairman of the Board of Elders, the Senior Pastor, and two Elders selected by the Chairman of the Board of Elders, who will also act as the Chairman of this Committee. The Church Secretary/Treasurer shall be an ex-officio member of this Committee.

- B. The Budget and Finance Committee will be responsible for developing the annual budget and overseeing the receipt and disbursement of monies for Mountain Park Church in accordance with existing policies and direction of the Board of Elders. It will recommend to the Board of Elders changes in budgets, financial policies, and financial practices as appropriate.

The Budget and Finance Committee will be composed of the Church Secretary/Treasurer who will act as Chairman, and two Elders appointed by the Chairman of the Board of Elders. The Senior Pastor and the Chairman of the Board of Elders shall be ex-officio members of this Committee.

## **Section 4: Convening and Organization of the Elders**

Following the election of the Elders, the Chairman of the Board of Elders shall convene the Elders to assign Elders to serve on the two standing committees. The organization of the Board of Elders shall be completed as soon as practical following their election.

The Elders will meet weekly, or as they otherwise determine. All meetings of the Board of Elders except for executive sessions are open to the Church members. Portions of the regular meetings may be closed by resolution of the Elders.

The Elders are directed by God to be the spiritual leaders of the Church. As such they are directed to spend a substantial part of their meeting together in prayer and in the study of God's Word.

Affirmative votes from the majority of Elders are needed to carry a motion.

All minutes of the regular meetings are to be posted on the church bulletin board.

## **Section 5: Appeals**

- A. Appeals to the Board of Elders: Any member of the Church may appeal, in person or in writing, any official action or decision of any Pastor, Officer, Ministry Team or Committee to the Board of Elders.
- B. Appeals to the Membership for actions or decisions of the Board of Elders: Any Member aggrieved by the actions or decisions of the Board of Elders may appeal such actions or decisions first to the Board of Elders and if not resolved satisfactorily, then to the Membership of the Church at a special meeting of the Membership, provided that notice is given according to Article 6, Section 3. In such an event, the decision of the Membership shall be final.

## **ARTICLE 8 - DEACONS**

### **Section 1: Duties**

Deacons are spiritually mature Members who function as leaders of the Ministry Teams.

The Deacons will serve under the direction of, and are responsible directly to the Pastoral Staff.

## **Section 2: Selection**

Deacons shall be members of Mountain Park Church who have demonstrated maturity and a Christian life style as given in *I Timothy 3:8-7:3*. The Senior Pastor will recommend them to the Board of Elders for approval. The Elders will determine the number of Deacons to be selected.

## **Section 3: Term of Service**

Deacons will be selected for a two year period but may be reappointed for consecutive terms.

# **ARTICLE 9 - PASTOR AND PASTORAL RELATIONS**

## **Section 1: Qualifications**

- A. The Senior Pastor must meet the qualifications for Elder (see Article 7, Section 1.C) and shall be an ordained minister who subscribes to our statement of faith.
- B. The Associate Pastors, although not officers of the Church, must meet the qualification for Elders (see Article 7, Section 1.C), shall preferably be ordained, and subscribe to our statement of faith.
- C. Both the Senior Pastor and Associate Pastors must become members of Mountain Park Church as soon as practical after they come on staff.

## **Section 2: Duties**

The Senior Pastor is to oversee the spiritual interests of the Church and perform all the duties of the office of Senior Pastor. He is accountable to the Board of Elders and is responsible for directing the activities of the Associate Pastors.

## **Section 3: Establishment of Relationship**

- A. In the event of a vacancy in the pastorate, a Pastoral Search Committee shall be formed with the express purpose of recommending a prospective Senior Pastor or Associate Pastor to the Church.

1. The Pastoral Search Committee shall be composed of two members of the Board of Elders and five members-at-large chosen from the Members by the Chairman of the Board of Elders, who shall also appoint the Chairman of the Committee. The five Members-at-large shall be representative of the body of the Mountain Park Church. All appointments shall be subject to approval of the Board of Elders.
2. The Committee shall be convened by the Chairman of the Board of Elders. The Committee shall elect its own secretary.
3. When the Committee is ready to propose a prospective candidate, it shall send to each active member of the Church the following information:
  - The name and qualifications of the candidate.
  - The date of the candidate's visit(s).
  - The date and time of the meeting of the Church at which the proposal of the Pastoral Search Committee will be acted upon.

This information shall be mailed at least 14 days prior to the committee formally presenting the prospective pastor for the membership's consideration and action. There must also be pulpit announcements at all scheduled worship services for each of two Sundays preceding this formal presentation.

4. The Committee in cooperation with the Elders shall make the arrangements for interim pastoral service.
- B. The calling of a Senior or Associate Pastor shall have the recommendation of the Board of Elders and the confirmation by secret vote of three-fourths (3/4) of the Members present at the special meeting to be called during all worship services on a specified Sunday.

#### **Section 4: Continuance of Relationship**

The pastoral relationship shall continue for an indefinite term, so long as such relationship is mutually satisfactory to the Senior Pastor and/or Associate Pastors, The Board of Elders and the Membership.

#### **Section 5: Dissolution of Relationship**

- A. Any of the pastors may close his relationship with the Church by giving written notice to the Senior Pastor or to the Board of Elders.

- B. The Board of Elders may approve the dissolution of a pastoral relationship with a unanimous vote. However, in the case of dissolving a relationship with the Senior Pastor, the Senior Pastor's vote is held in abstention.

## **ARTICLE 10 - FINANCIAL PRACTICES**

### **Section 1: Income**

- A. Operating income will be composed of the tithes and offerings of those who give financial support to the church.
- B. Assets of Mountain Park Church which have income generating potential will be managed as directed by the Board of Elders.
- C. The annual budget must be approved by three-fourths (3/4) of the members voting either at a special meeting or by the mail-in vote.

### **Section 2: Debt**

New debt may not be incurred without a unanimous recommendation of the Board of Elders and approval by a three-fourths (3/4) vote of the Members at a special meeting called for discussion of such debt.

### **Section 3: Debt - Loans to Others**

- A. All loans to others from Mountain Park Church will be without interest rate or fee. This applies to loans advanced for the planting of new Churches, benevolence to members, and other ministry related purposes. All such disbursements will be consistent with the purpose of Mountain Park Church as stated in Article 2, Section 1.
- B. Loans should be made with the understanding that:
  - 1. Interest or fee will not be charged.
  - 2. Funds will be returned by the borrower or their representative as soon as possible or as agreed.

3. If funds are not repaid, the debt will be forgiven when the debtor is deceased or as may be approved by the Elders. Externally invoked means of collection will not be used.

## **ARTICLE 11 - AMENDMENTS**

This Constitution may be amended, modified or rescinded or a new Constitution may be adopted at any regular or special meeting of the Membership. Any such meeting shall be in accordance with Article 6, Section 2.

Action pertaining to the amendment, modification, rescission or adoption of a new Constitution shall require the recommendation of the Board of Elders and the approval of three-fourths (3/4) of the Members present and voting.

## **CONSTITUTION HISTORY**

A new Constitution for Mountain Park Church was approved on June 6, 1995, by a vote of the members of Mountain Park Church.

On November 26, 1995, an amendment was approved to correct the fact the office of Corporate Secretary was overlooked in the Constitution adopted on June 6, 1995. This was a legal matter required by the State of Oregon. The title of the office of Church Treasurer was changed to Church Secretary/Treasurer.

A second amendment was approved July 4, 1999. This increased from one year to two years, the length of time an elder can serve on a standing committee. (See Article 7, Section 3)

Three amendments were adopted on June 5, 2005; **1)** the membership classification of Inactive was removed from Article 4, Section 3 and Section 4, **2)** the annual meeting period was expanded to ninety days following the fiscal year end to allow members to return from vacation before discussing the previous year (see Article 6, Section 2), and **3)** the number of elders making up the board was modified from 12 to 3-5% of the active membership to provide flexibility for times when the church body is very small.