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PREAMBLE

The Church shall operate in accordance with the By-Laws as produced and approved by the Church Council. The By-Laws as well as any additions and changes must be approved by the active membership of the Church.

Article I. NAME

The Church shall be known as Mountain View Mennonite Church of 55 Love Road, Lyndhurst, Virginia 22952.

ARTICLE II. ARTICLE OF FAITH

We subscribe to a Statement of Faith unanimously approved by Church Council and ratified by the active membership. We also seek to follow the guidelines and council of the Conference with which we hold allegiance while remaining self-governing within the policies of the conference.

ARTICLE III. AFFILIATION

Our congregation shall seek to fellowship and be a part of those congregations in good standing with the Conference to which we hold allegiance.

We shall assume our responsibility to carry forward the work of the church through our understanding of the authority and inerrancy of the Word of God working in harmony with Conference policy and Church Council.

Church leadership along with duly appointed delegates shall represent the interests of our congregation and Conference and shall submit to said Conference in accordance with proper protocol any requests or concerns arising in either the Conference or the Congregation of Mountain View.

ARTICLE IV. MEMBERSHIP

Those wishing to be a member of the church shall be instructed by the Senior Pastor (or his appointee) in the Biblical beliefs and practices of our congregation. They may be received into membership by:

- A. Baptism upon repentance, adherence to the Church's Statement of Faith, and evidence of new life.

- 47
48 B. Letter of recommendation from another Christian congregation following review by the
49 Senior Pastor (or his appointee).
50
51 C. A personal testimony that he/she has repented of his/her past sins, been previously
52 baptized, and is in agreement with the Church's Statement of Faith.
53
54

55 **Membership Recognition**

56 Active voting membership in the Church shall be open to all members who:
57

- 58 1. Give evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13,14; Ephesians
59 4:17-32.
60
61 2. Accept and are willing to be governed by the By-Laws and doctrine of the Church as
62 outlined in our Statement of Faith.
63
64 3. Have completed instruction class for new members prior to membership.
65
66

67 Those individuals eligible for membership who shall desire to become members of Mountain
68 View shall make their intent known to the Senior Pastor or associate. The Pastor shall have the
69 right and authority to determine the eligibility and acceptability of those wishing to become
70 members. Those approved for membership by the Senior Pastor and Church Council shall be
71 received into the Church publicly at any of its regular services and their names added to the
72 Church membership roll.
73
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75 **ARTICLE V. FORFEITURE OF MEMBERSHIP**

76
77 Persons will be removed from fellowship by:

- 78
79 A. Death.
80
81 B. Transfer of membership.
82
83 C. Unrepentant Sin - Any member who continues in sin without repenting shall be dealt with
84 compassionately in an effort toward restoration. Continued unrepentance will result in
85 having that person's membership removed from church rolls and any active involvement
86 in church leadership. The Senior Pastor and Church Council shall patiently and lovingly
87 follow the Scriptural guidelines as set forth in Matthew 18 and I Corinthians 5.
88
89 D. Inactivity – Any member of our fellowship who becomes inactive for an extended period
90 of time, 12 months, will be moved from an active membership status to an inactive
91 membership status and will forfeit their voting rights. Effort shall be made by letter or
92 personal visit by the Senior Pastor (or his appointee) to restore that individual to active

93 status. The Senior Pastor shall bring the name/s of persons to Council. The final decision
94 to remove any person from membership shall be approved by Church Council.
95

96
97 **ARTICLE VI. DUTIES OF MEMBERS**
98

99 Each member shall strive to:

- 100
101 A. Show forth the fruit of the Spirit in accordance with Galatians 5:22.
102
103 B. Encouraged to have daily Bible reading and prayer.
104
105 C. Regularly participate in the services and activities of the church.
106
107 D. Give of their talents and tithes to the ministry and financial needs of the church and share
108 with fellow believers in time of need.
109
110 E. Be an example of Christ by living a life worthy of our calling. Ephesians 4:1.
111
112 F. Open his/her life to a greater fullness and empowering of the Holy Spirit for victory over
113 sin and boldness to witness.
114
115 G. Support the beliefs and practices of the fellowship of Mountain View.
116
117 H. Give and receive counsel while seeking to maintain the unity of the Spirit. Ephesians 4:3
118 *Matthew 18:15-17.*
119

120
121 **ARTICLE VII. MINISTRY LEADERSHIP**
122

123 Ministry leadership of Mountain View shall consist of the Senior Pastor and ordained and
124 licensed pastor/s credentialed by the Conference to which the congregation is affiliated and
125 accountable. The members of the Church Council shall work with the Pastor/s to fulfill the
126 ministry leadership of the Church.
127

128 A Pastoral Search Committee shall be appointed by the Church Council to process any
129 candidates available for the pastorate, in accordance with preapproved guidelines (See guidelines
130 for Pastoral Search Committee). The Search Committee shall bring all recommendations for
131 possible candidates to the Church Council for review and/or approval before any action is taken
132 by the Search Committee. A unanimous decision is required by Church Council before
133 submitting the candidate to the congregation for approval. Percentage of approval is to be
134 determined by Council and this percentage of approval will determine the candidate's
135 appointment as pastor.
136

137 The Senior Pastor shall meet with Associate Pastor(s) regularly for edification, prayer, and
138 fellowship, and to discuss issues pertinent to the responsibilities of spiritual leadership. In the

139 event that no associate pastoral position/s exist, it is strongly recommended that the Senior Pastor
140 have in place a Support Team for fellowship and edification. The Pastor will call and chair the
141 meetings. Questions on doctrinal and spiritual matters will be brought to the Church Council by
142 the senior Pastor for action and or clarification. The Senior Pastor will be responsible for the
143 overall leadership of the congregation. He shall be responsible to minister to the spiritual needs
144 of the congregation and for the general oversight of public services of worship in cooperation
145 with those responsible for various parts of the worship service.

146
147 Pastoral evaluation/s shall be conducted in accordance with approved evaluation procedures.
148 (See Pastoral Agreement Form)

149
150 **Sabbatical** - The word *sabbatical*, which can be a noun or an adjective, comes from the Greek
151 word *sabatikos*, which means “of the Sabbath,” the day of rest that happens every seventh day.
152 Most teaching jobs come with the promise of a sabbatical and are intended to be a time of
153 personal and spiritual renewal. Pastor(s) are encouraged to take a sabbatical during which time
154 he would continue to receive his regular salary. This time is intended to be a time of personal
155 and spiritual renewal.

156
157 A good general guideline is to provide one month of sabbatical for every two years of service.
158 Don't take away any vacation time during a pastor sabbatical year. If the pastor receives three or
159 four weeks of vacation time each year, he should still be able to take that time earlier or later in
160 the year.

161
162 How often the pastor should go on sabbatical is something that should be worked out in Church
163 Council with the Pastor, but it is recommended that a sabbatical be taken every four to seven
164 years. Planning for sabbatical should be done at least a year in advance in close cooperation with
165 Church Council.

166
167 Mark 6:30-32 (NIV) “³⁰ The apostles gathered around Jesus and reported to him all they had
168 done and taught. ³¹ Then, because so many people were coming and going that they did not even
169 have a chance to eat, he said to them, “*Come with me by yourselves to a quiet place and get some*
170 *rest.*” ³² So they went away by themselves in a boat to a solitary place.”

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ARTICLE VIII. ADMINISTRATION

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A. Administrator

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The Administrator shall be appointed for a five year term, and shall be responsible for collecting, sorting, and distributing all church mail, filling out reports, keeping the church mailboxes up to date, filing pertinent church papers (bulletins, council minutes, newsletters, and items collected by the church administrator/historian) and other administrative duties the Church Council may feel are important for the overall administration of the church. The Administrator shall be a member and regular attender of Mountain View and will serve as a Council member.

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B. Trustees

Trustees are appointed by the Church Council for a term of six years and may be reappointed for additional terms. He/she shall be a member and regular attender of Mountain View. Names of individuals serving must be recorded in the court house.

Property Maintenance: Trustees shall have general charge and management of allocated funds and property of the Church. Trustees must be a member of the church and are expected to attend church services and events. The Head Trustee will serve as a member of Council. Any major expense must be approved by the Church Council. With that authority, however, the Church Trustee also has the responsibility of evaluating and justifying the need for the expense as well as the amount.

C. Church Treasurer.

The Church Treasurer shall be appointed for a five year term by Church Council and serve as a member of Council. He/she shall be a member and regular attender of Mountain View and may be eligible for reappointment. He/she shall serve as the financial officer of the congregation.

Responsibilities include:

- A. The treasurer will present a monthly budget report to Church Council at each regular Council meeting.
- B. It is important for the treasurer to stay current on federal, state, and local laws that affect the church with regard to taxes, reporting and filing requirements, and other legal issues.
- C. The payment of all bills, invoices, and charges.
- D. Performs or oversees all of the financial recordkeeping functions.
- E. Prepares the financial reports for the Church Council and provides appropriate financial information to the church when requested by Council.
- F. Files all of the required federal, state, and local tax forms for paid employees.
- G. Monitors the cash position of the congregation and invests available funds in accordance with church investment policies.
- H. Borrowing funds as directed by the Church Council, as stated below, and assists in the preparation of the annual church budget and serve as a member of the Church Finance Committee.

230 Short Term Credit refers primarily to credit cards but can include Cash on Delivery (COD) and
231 net 30 payment terms. A credit card issued to an approved user is the preferred method of
232 payment for routine church business. Mountain View credit cards are typically issued to an
233 individual holding an appointed position that generally has monthly expenditures. Positions
234 include, but are not limited to, Sunday School Superintendent, MYF and Jr. MYF leaders,
235 kitchen manager, homeless missions outreach director, and van operator. At the end of each
236 billing cycle all credit card statement balances should be paid in full to avoid paying interest.
237 Cash on Delivery (COD) should be avoided and only used if no other payment option is
238 available. Opening a new "Short term credit" line must be approved by Church Council and
239 followed by written approval endorsed by Council Chairman.

240
241 Long Term Credit refers to all other means of obtaining funding not covered under short term
242 credit and generally involves a financial institution, interest, greater than 180 days to repay.
243 Consideration for long term credit must be initiated by Church Council in cooperation with the
244 Finance Committee to determine loan parameters. The decision by Church Council and the
245 Finance Committee must be unanimous before presenting it to the active membership for a vote.
246 Long term credit should only be considered if a clear plan is presented to Church Council with a
247 timetable for repayment.

248
249 The Treasurer of Mountain View shall be authorized to apply for credit in the name of Mountain
250 View when approved by Church Council with a written endorsement on official church
251 letterhead and signed and dated by the Council Chair. Written authorization will include
252 specifics to the type of credit authorized: financial institutions involved, financial considerations,
253 and may include term of loan restrictions.

254 255 256 **ARTICLE IX. CHURCH COUNCIL**

257
258 The Church Council shall consist of the Senior Pastor and all ordained or licensed pastors active
259 in the ministry of the church and affirmed by Church Council. In addition, Council shall consist
260 of Treasurer, Head Trustee, Administrator, Sunday School Superintendent, and four persons
261 elected by the congregation for a four year term (at one year intervals). The ballot for names of
262 those submitted to the congregation will consist of Council's recommendation and additional
263 names submitted by the active membership. Congregational nominations must be submitted by
264 June 30th and the ballot shall be determined by the July Council meeting and brought to the
265 congregation for a vote by August. All Church Council members shall be active members, men
266 or women in regular attendance and who are committed to the work and ministry of the church.

267
268 The Chairman, Vice-chairman, and Secretary of the Council shall be elected by and from the
269 Council membership at the regular September meeting of each year and shall begin serving
270 immediately. The Council shall have regular monthly meetings, and additional meetings may be
271 called at any time to consider matters requiring attention. Special meetings may be called by the
272 Senior Pastor, the Chair of the Council, at the request of five members of Council, or at the
273 written request of twelve adult members of the congregation.

274

275 Council shall have the authority to carry out the purposes of the Church according to its By-
276 Laws. Council shall be responsible to give direction to the operation of the congregation, both
277 spiritual and otherwise. Council shall, at the request of the Senior Pastor, assist in solving and/or
278 addressing spiritual problems that may require direction and/or counsel. It shall hear and/or
279 receive written requests from various committees and officers of the congregation, promote
280 congregational unity and activity, and make appointments as provided for in the By-Laws.

281
282 For as long as the congregation may be temporarily without a Senior Pastor, Council shall be
283 empowered to select a temporary committee to schedule individual speakers to fill the pulpit
284 while the Search Committee begins an active search for new leadership.

285 286 287 **ARTICLE X. MEETINGS**

288
289 A. Communion and feet washing may be observed each quarter or at times as the Spirit
290 leads. Members in the congregation are expected and encouraged to participate as part of
291 their commitment to Christ and the church.

292
293 B. The annual Church Budget will be brought to the congregation during a Sunday morning
294 service in January of each year for approval.

295
296 C. The Vacation Bible School Director/Directors shall meet to plan for and choose teachers
297 and workers for the Bible School to be held during the summer months. The dates for
298 Bible School are to be approved by Council. The Senior Pastor (or his appointee) shall be
299 responsible for arranging for a speaker(s) for the Adult Class. Any cost associated with
300 having outside speaker(s) and/or teacher(s) shall be approved by the Church Council.

301
302 D. The Senior Pastor and the Sunday School Superintendent and members of the Gifts
303 Discernment Committee shall meet in June to choose teachers and workers for the new
304 Sunday School year and to also choose persons for the various offices in the church. (See
305 job description)

306
307 E. The Finance Committee comprised of Head Trustee, Treasurer, and Assistant Treasurer
308 shall meet to produce the church budget for the coming fiscal year (January 1 –
309 December 31). This proposed budget must be approved by the Church Council before it
310 is presented to the congregation for a vote of approval.

311
312 F. Special meetings of the Church may be called at any time to consider matters of business
313 by the Senior Pastor, Church Council, or at the request of no less than twelve adult
314 members of the congregation.

315
316
317 **Quorum:** A majority of the members of the Church Council shall constitute a quorum for taking
318 council action, and 25% of the active members shall constitute a quorum for congregational
319 business meetings. Important business to be considered in congregational business meetings
320 shall be publicized at a regular Sunday morning worship service or in writing at least two weeks

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321 prior to the date of the meeting. Additional meetings may be called where Council agrees the
322 issue is such that it calls for an additional meeting.

323

324 **Fiscal Year:** The fiscal year of this congregation shall be based on the calendar year, January 1
325 through December 31. All fiscal reporting shall be made for this term.

326

327 **A Vacancy:** A vacancy in any elective office may be filled by a congregational vote on a ballot
328 supplied by the Gifts Discernment Committee (with approval by the Church Council) in any
329 Sunday morning worship service. Any appointed office may be filled by the Gifts Discernment
330 Committee, with approval by Church Council.

331

332 **Amendments:** Amendments to the By-Laws and/or Statement of Faith may be made at any
333 business meeting of the congregation by a two-thirds vote of all members present provided that a
334 quorum is present. Twenty five percent of the active members shall constitute a quorum for
335 congregational business meetings. Two-week's notice must be given to members of the
336 congregation in writing of any suggested amendments or addendums. In addition, an
337 announcement is to be made two consecutive Sundays during the morning worship services.

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ARTICLE XI. EMPLOYMENT/VOLUNTEER SERVICES

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345 Any person/s employed by Mountain View (receiving an income) or any person/s who holds a
346 position appointed by the Gifts Discernment Committee, or holds a regular volunteer position of
347 any kind in the ministry at Mountain View, must faithfully comply with the By-Laws and
348 Statement of Faith/Theology as approved by the Church Council and the active membership of
349 Mountain View Church. Violation of either the By-Laws or the Statement of Faith/Theology
350 constitutes good cause to terminate employment for persons holding paid and or volunteer
351 positions.

352

353 Written descriptions for each position are to be given to the workers upon employment or
354 volunteer service along with the By-Laws and Statement of Faith/Theology.

355

356 We believe that lead or Senior Pastoral positions are to be held only by men. This position in no
357 way is a reflection on a woman's competency. We hold that a man's headship in the home is not
358 based on his superiority, but has to do with God's created dynamic. We believe God has called
359 men to be the head of the home and the leaders of the church. We believe that women should
360 not be leaders of the men or hold leadership positions over men. I Cor. 11:3; Eph. 5:22-25; I
361 Pet. 3:7

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ARTICLE XII FACILITY USE POLICY

366

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367 Groups or persons requesting facility use must affirm that their use of the facilities is consistent
368 with the Church's faith and practice.

369
370 The Senior Pastor or an official designee assigned by the Pastor must approve all uses of church
371 facilities. Priority for the use of church facilities shall be given to church sponsored activities,
372 church members, their immediate families, and organized groups that are part of the ministry,
373 organization, or sponsored activities of the Church.

374
375 Persons wishing to use church facilities or grounds must sign the "*Church's Facility Guideline*
376 *Agreement Form*" and "*Waiver and Release of Liability*".

377
378
379 **ARTICLE XIII DISCIPLINE IN THE CHURCH**

380
381
382 Church discipline is the biblical process of confrontation and correction. The Pastor(s) along
383 with the Church Council have a special responsibility to give guidance and to carry out discipline
384 in the life of the church (*Acts 20:28-31; Tit. 1:5-11; 1 Pet. 5:1-4; Heb. 13:17*). They are to
385 exercise their responsibility lovingly, in gentleness of spirit. Church discipline is meant
386 specifically for members involved in overt sin. Scripture gives particular emphasis to Christians
387 engaged in matters of sexual immorality, those creating discord or strife between members of the
388 body of Christ, those spreading false teachings, and believers in outspoken rebellion to the
389 spiritual authorities appointed by God in the Church. (See Statement of Faith/Theology)

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393 Council Chair Signature: _____ Date _____

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396 Members of Church Council:
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398 Earl B. Monroe: Senior Pastor
399 Chad Hatter: Chair
400 Spencer Nice: Vice Chair
401 Mark Hodge: Youth Pastor
402 Peter J. McCarthy: Secretary
403 Douglas Harris: Treasurer
404 Randall Kiser: Administrator
405 Tracey Coffey: Sunday School Superintendent
406 Dean Hatter: Head Trustee
407 Jale Ramsey: Congregational appointee

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411 First submitted for Council approval on September 2, 2015
412 Revised 2/23/2016
413 Revised 3/2/2016

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415 Approved by Council – March 2, 2016
416 Revised and approved at a special Congregational meeting and Church Council April 27, 2016