

Mount Olive  
Missionary Baptist  
Church  
By-Laws



*July 2003*

# Contents

ARTICLE I .....	4
Church Covenant .....	4
ARTICLE II. ....	5
Affiliations .....	5
ARTICLE III. ....	5
Source of Governmental Authority .....	5
ARTICLE IV. ....	5
Membership .....	5
ARTICLE V. ....	6
Church Officials .....	6
ARTICLE VI. ....	7
Duties of the Officers and Boards of the Church .....	7
Pastor .....	7
Deacons .....	7
Trustees .....	7
Financial Secretary and Assistant Financial Secretary .....	9
Treasurer and Assistant Treasurer .....	9
Church Clerk and Assistant Church Clerk .....	9
Sunday School Superintendent and Assistant Superintendent .....	10
Baptist Training Union (BTU) Church Director and Assistant .....	10

ARTICLE VII. ....	10
Elections .....	10
Elective Offices .....	10
Nominating Committee .....	11
Term of Office .....	11
Training Period of New Officers .....	12
Vacancies .....	12
Election Procedure .....	13
Removal from Office .....	13
ARTICLE VIII. ....	13
Meetings .....	13
Meeting Time .....	13
Quorum .....	14
ARTICLE IX. ....	14
The Pastor .....	14
Pulpit Committee .....	15
Calling a Pastor .....	15
Termination of the Pastor .....	16
ARTICLE X. ....	17
Fiscal Year .....	17
Calendar Committee .....	17
ARTICLE XI. ....	17
Rules of Order .....	17
ARTICLE XII. ....	18
Amendments .....	18

**BY-LAWS OF MOUNT OLIVE MISSIONARY BAPTIST  
CHURCH  
OF  
ALBUQUERQUE, NEW MEXICO  
BERNALILLO COUNTY**

These By-Laws are enacted pursuant to Articles of Incorporation in accordance with the Baptist Covenant.

**ARTICLE I  
CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions, to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks as a beverage, and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be

slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's word.

## **ARTICLE II.**

### **AFFILIATIONS**

The Mount Olive Missionary Baptist Church, to the extent determined by the Church body shall engage in world religious missionary endeavors through the National Baptist Convention, USA, Incorporated, and the New Mexico State Convention as such endeavors are carried on at the National level, the State Convention at the State level, and the District Association at the district level.

## **ARTICLE III.**

### **SOURCE OF GOVERNMENTAL AUTHORITY**

This Church is subject to the control of no individual or other ecclesiastical body. The members of this congregation constitute the sole source of the government which operates this church. As a corporation, the members of this church constitute the membership of this corporation.

## **ARTICLE IV.**

### **MEMBERSHIP**

The membership of this Church shall consist of baptized (by immersion) Believers in Christ, in the name of the Father, and of the Son and of the Holy Ghost, who have confessed their faith and have indicated their desire to join this congregation, to take a part in the program of this church and to be subjected to the rules and regulations of Mount Olive Missionary Baptist Church.

## 6

It shall be the duty of every member of this church to abide by the provisions of the Baptist Covenant as expressed in Article I of these By-Laws, to be loyal in supporting the activities and programs of the Church; to obey the rules and regulations of the Church and to:

- a) Pledge and tithes to its financial support to the best of their ability.
- b) Be regular in attendance to the Church services and gatherings to the best of their ability.
- c) Be a supporter of one or more of its boards; organizations, or auxiliaries.
- d) Failure to meet any of the above criteria will constitute a member not in good standing.
- e) Members who have had no contact with the church (via the pastor or deacons) or physically have not been in attendance in six (6) months will have their name removed from the church rolls.
- f) Any member whose name has been removed from the roll may be reinstated at his or her personal request to the church pastor or deacons.

## **ARTICLE V. CHURCH OFFICIALS**

- A. The Pastor, The Board of Deacons, The Board of Trustees, The Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Church Clerk and Assistant Church Clerk shall be the officials of Mount Olive Missionary Baptist Church.
- B. The Governing Body of the church shall be the Trustee and Deacon Boards, subject to the authority vested by these By-Laws and the voice of the membership at any regular or called, properly notified, business meeting of the church. The Deacon Board Chairmen is the Chairmen of the Jooiunt Board.
- C. The Board of Trustees shall be composed of a minimum of seven (7) and a maximum of nine (9) members elected by the church. The Financial Secretary and Treasurer are automatic members of

the Trustee board and are excluded from the maximum count.

## **ARTICLE VI.**

### **DUTIES OF THE OFFICERS AND BOARDS OF THE CHURCH**

#### **SECTION 1. DUTIES OF THE PASTOR**

The Pastor shall preach and teach the Gospel, administer the ordinances of the church, watch over the membership, and promote the spiritual interest of the church.

#### **SECTION 2. DUTIES OF THE BOARD OF DEACONS**

- A. Deacons shall serve as long as desired by the Church and Deacons.
- B. The Board of Deacons shall assist the Church and Pastor in his work for the benefit of the Church and members.
- C. The Deacons shall cooperate with the Pastor in providing for the supply of the pulpit; to provide leadership for prayer services and devotions; visiting the sick, needy, distressed, and for the promotion of the fellowship of the Church in support of worthy causes. In the absence of the Pastor, the Deacon Board Chairman shall be charged with the administrative functions subject to the control of the Church.

#### **SECTION 3. DUTIES OF THE BOARD OF TRUSTEES**

- A. The Board of Trustees shall hold in trust all property to the Church, and shall take all necessary measures for protection, management, and upkeep, but this committee shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote from the Church.
- B. The Board shall designate the bank where church funds shall be deposited and shall direct all funds collected by or for the Church to the Church Treasurer

within seventy-two (72) hours. This Board shall be responsible for directing payments of bills, notes, and all financial obligations, as authorized by the Church. It is the duty of the Chairman of this board with the General Treasurer or Assistant Treasurer and the Financial Secretary of the Church to co-sign all checks issued for the purpose of disbursing the funds of the Church. This Board shall be responsible for presenting a budget and a detailed plan for meeting budgetary needs to the Church each year at the October Business Meeting.

1. Budget Committee

There shall be a Budget Committee consisting of the Trustee Board Chairman, the Trustee Board Co-chairman, Treasurer, Financial Secretary and Chairman of the Deacon Board for a total of five (5) members. The Trustee Board Co-chairman shall be the chairperson of the Budget Committee. The Budget Committee shall present a first draft of annual budget at a meeting of the Trustee Board in July of each year. The Budget submitted to the Church by the Trustee Board shall come from this process. This shall be a standing committee.

- C. The Board of Trustees shall have power to recommend to the Church basic changes which may be desirable. This Board shall act for the Church in all emergency situations when time will not allow for a Church Call Meeting, at least the Chairmen, Co-chairman and two (2) Trustees must be notified to constitute a quorum to act on behalf of the Church.

**SECTION 4. DUTIES OF THE FINANCIAL SECRETARY AND ASSISTANT FINANCIAL SECRETARY**

The Financial Secretary is responsible for counting and recording all monies taken in by the Church. The Financial Secretary is also responsible for monthly reports to the Church body and biweekly reports to the Trustee Board. The financial secretary also maintains a constant record of all monies collected and/or expended. All records must be made available to the Assistant Financial Secretary. The Assistant Financial Secretary shall assume all above duties in the absence of the Financial Secretary.

**SECTION 5. DUTIES OF THE TREASURER AND ASSISTANT TREASURER**

These officers are responsible for counting and depositing the finances taken in by the Church. A clear record should be kept on all monies deposited and expended and such record should balance with that of the Financial Secretary. The Treasurer shall deposit all funds turned over to him/her within seventy-two (72) hours.

**SECTION 6. DUTIES OF THE CHURCH CLERK AND ASSISTANT CHURCH CLERK**

This officer shall take minutes of all Church business meetings and shall sign all official documents of the Church. This officer will be responsible for initiating Church Resolutions at the death of members and assisting the family with Obituaries if desired by the family. The Church Clerk shall also keep accurate records of church membership correspondence when needed.

**SECTION 7. DUTIES OF THE SUNDAY SCHOOL SUPERINTENDENT AND ASSISTANT SUPERINTENDENT**

The Superintendent of Sunday School is responsible for the instructional supervision and the teaching curriculum to be used for and in the Mt. Olive Baptist Church School. The same is given charge to plan Sunday School projects and educational programs to enhance Christian growth and encourage Church support.

**SECTION 8. DUTIES OF THE BAPTIST TRAINING UNION (BTU) CHURCH DIRECTOR AND ASSISTANT**

The BTU Director shall be responsible for planning a yearly program to deal with topics that pertain to church doctrine; religious education; and Christian living, to those things that can build stronger and more effective Christians.

**SECTION 9.**

Any duties not expressly provided for in these By-laws shall be determined at a regular Church business meeting.

**ARTICLE VII.  
ELECTIONS**

**SECTION 1. ELECTIVE OFFICES**

- A. The elective offices of this church will be the members of the Trustee Board, Financial Secretary, Assistant Financial Secretary, the Church Treasurer, Assistant Treasurer, the Superintendent of the Sunday School, Assistant Superintendent of the Sunday School, the Director of the Baptist Training Union (BTU), Assistant Director of the BTU, the Church Clerk, and the Assistant Church Clerk.
- B. The election of officers will be held at the regular October Church Business Meeting.

## **SECTION 2. NOMINATING COMMITTEE**

A. Formation eight (8) weeks prior to the election of officers, the Auxiliaries and Boards listed below shall choose one (1) member to serve on the nominating committee. Upon its first meeting each year the Committee shall select whatever officers it deems necessary and decide the methods of operation it will use to bring three (3) nominees for each elective office to the membership on election night. The Deacon Board member of this Committee shall serve as Chairperson until Committee officers are selected.

- |            |                  |                  |
|------------|------------------|------------------|
| 1. Music   | 4. Deacon Board  | 7. Ushers        |
| 2. Laymen  | 5. Deaconess     | 8. Sunday School |
| 3. Mission | 6. Trustee Board | 9. BTU           |

### **B. Duties:**

The Nominating Committee shall consider any person suggested to it for an elective office by a Church member before presenting its nominations on election night. General membership may nominate additional people for any position from the floor.

## **SECTION 3. TERM OF OFFICE**

The term of office for Trustees shall be staggered three (3) years with one-third (1/3) of the board members terms in office expiring each year. The Trustee Board shall elect its officers annually at its first meeting of the new fiscal year. The Trustee Chair and Co-chair are subject to Church approval. The Chairman/Co-chairman of the Deacon Board can serve in these positions as long as desired by the Church and those holding the positions. The term of office for all other elective officers will be one (1) year. Any elective officers may be re-elected as often as the Church desires.

**SECTION 4. TRAINING PERIOD OF NEW OFFICERS**

There shall be a transition period between the time all officers are elected and installed during which they will participate in various training activities.

**SECTION 5. VACANCIES**

A. If an elective office becomes vacant for any reason prior to the expiration of a term, the affected Board Chairperson will appoint a successor to fill the balance of the unexpired term according to the guideline below:

1. Deacon Board Chairman/Trustee Chairman and their respective Co-Chairs
  - a. The assistants of these positions will assume the duties of the vacated office for the balance of the unexpired term.
  - b. The new chairmen will work with the respective board to elect a new assistant.
  - c. At the first regularly scheduled Church Business Meeting, the Church will be asked to confirm such appointment by a majority vote.
2. Sunday School Superintendent/BTU Director and Assistants
  - a. The assistants of these positions will assume the duties of the vacated office for the balance of the unexpired term.
  - b. The new director will work with the respective auxiliaries to elect a new assistant.
  - c. At the first regularly scheduled church business meeting, the church will be asked to confirm such appointment by a majority vote.
3. Church Clerk and Assistant Church Clerk
  - a. The assistants of these positions will assume the duties of the vacated office for the balance of the unexpired term.

- b. The new Clerk will work with the Trustee board to elect a new assistant.
  - c. At the first regularly scheduled Church Business Meeting, the Church will be asked to confirm such appointment by a majority vote.
- B. Auxiliary vacancies will be filled by the effected auxiliary.

## **SECTION 7. ELECTION PROCEDURE**

- A. The method of voting will be decided upon prior to the beginning of the election by a majority vote of the general body (Subject to Robert's Rules of Order). The Church Clerk will duly record all proceedings.
- B. Qualifications for Voting:
- 1. A member must be in good standing.
  - 2. A church member for at least 60 days.
  - 3. At least 16 years of age.

## **SECTION 8. REMOVAL FROM OFFICE**

Any elective officer may be removed from office for cause, after the officer has been made aware of his or her failure to comply with duties set forth herein. A committee composed of three (3) Deacons and the Trustee Board Chairperson shall review all accusations against said officer and shall allow two (2) months for the officer's improvement. If, after two (2) months the officer does not improve, removal from office can occur at any regular Business Meeting in which a recall vote has been properly placed on the agenda.

# **ARTICLE VIII.**

## **MEETINGS**

### **SECTION 1. MEETING TIME**

All regular Business Meetings will be held on the Friday before the first (1st) Sunday of the month. All regular

Business Meetings shall be announced at the (11:00) Service on the last Sunday of the month. The Agenda shall be posted on the bulletin board in the Atrium (Lobby).

**SECTION 2. QUORUM**

In all regular Business Meetings, when proper notification has been given, the majority of those present shall constitute a quorum, and such quorum shall be sufficient to decide on any matter presented to the Body for a vote.

**SECTION 3.**

- A. All Church matters may be discussed and debated in any Business Meeting; only those matters that are on the Church Board's Agenda may be brought before the membership for vote.
- B. The Agenda for all Church meetings will be established through the Church Boards. The Agenda shall be available to the general membership by the Sunday prior to the Business Meeting, except for Special Call Meetings.

**SECTION 4.**

The Church shall have a minimum of four (4) regular Business Meetings each year.

**SECTION 5.**

The Board(s) may call a meeting of the membership at any time it deems necessary.

**SECTION 6.**

All Boards, organizations, and auxiliaries of the Church shall meet at least once a month.

**ARTICLE IX.**

**SECTION 1. THE PASTOR**

The Pastor, employed by the Church is called and selected to serve as long as desired by the Church and that Pastor. The Church shall determine the Pastor's salary. The Pastor's salary shall be paid at regular intervals. The

Pastor shall be entitled to an annual vacation of two (2) weeks, after one full year of service, with full pay. The time for the Pastor's vacation is to be agreed upon by the Pastor and the Church Boards. The Pastor shall have up to thirty-one (31) days a year to include no more than three (3) Sundays for Baptist Conventions, sanctioned conferences, meetings and revivals. All other absences shall require approval from the Board(s).

## **SECTION 2. PULPIT COMMITTEE**

When the pulpit shall be vacant because of removal or resignation of the Pastor, the Church shall elect a Pulpit Committee of seven (7) or more. If desired, this committee shall consist of two (2) Deacons, two (2) members from the Board of Trustees and three (3) selected by the Church at large, from the membership. Within thirty (30) days after the pulpit becomes vacant, it shall be the duty of the Church to appoint a pulpit committee to secure a prospective Pastor to be presented to the Church when so desired by the members for consideration. The Committee shall investigate the merits of every man under consideration, with respect to his personal character, his call to the ministry, his educational preparation, preaching ability, and determine his fitness to serve as Pastor of the Mount Olive Missionary Baptist Church. When, according to the findings of the Pulpit Committee, suitable candidate(s) have been found, the Committee shall present its findings to the Church Board(s) and arrange for a meeting with the Church to make its report to the Church Body.

## **SECTION 3. CALLING A PASTOR**

The calling of the Pastor shall be presented before the Church at a Business Meeting called by the Church Boards of which notice shall have been given to the Church on at least two (2) consecutive Sundays. The vote of a two-thirds (2/3) majority of the members of the Church present

and in good standing shall elect and call the Pastor. In the event that the majority shall reject the recommendations, the Pulpit Committee will continue further investigations until such time as it can present a candidate for Pastor who is approved.

#### **SECTION 4. TERMINATION OF THE PASTOR**

- A. A Pastor may be removed from his call to the Church by a simple majority vote of members in attendance at a special meeting called for that purpose. The Chairperson of the Joint Board will chair this meeting.
- B. The Pastor must be notified by the Joint Board Chairperson in writing at least two (2) weeks prior to the date of the meeting at which the vote of dismissal is anticipated.
- C. The membership must be notified at least two (2) weeks prior to the date of the meeting at which a dismissal vote is anticipated.
- D. Should a dismissal vote be carried by a simple majority vote of approval the duties and responsibilities of the Pastor will end immediately upon said vote. The Church shall extend a severance pay of 30 days from the date of dismissal.
- E. In the event a Pastor wishes to resign, he may do so by giving a written notice to the Church Boards at least thirty (30) days prior to the date he vacates the pulpit. The Board will consult with the Pastor on all matters and after full consideration of all facts or circumstances surrounding the resignation it is determined that the resignation would be in the best interest of the Church, the Board shall present the Notice of Resignation to the Church.

## **ARTICLE X.**

### **SECTION 1. FISCAL YEAR**

The Fiscal Year for this Church shall begin on the first (1st) of January of each year.

### **SECTION 2. CALENDAR COMMITTEE**

There shall be a Calendar Committee which shall present the calendar of events of the upcoming year prior to the first (1st) of January of each year.

### **SECTION 3**

The Church Boards and the Pastor shall recommend to the Church any special days for observation which it deems necessary for the good and welfare of the total membership.

## **ARTICLE XI.**

### **RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern the business proceedings of this Church in all cases not otherwise provided for in these By-Laws, and Hiscox's Directory shall govern all matters or procedures and precedent not otherwise provided herein and in the Church Handbook.

**ARTICLE XII.**  
**AMENDMENTS**

These By-Laws may be amended at any regularly scheduled or called meeting of the Church by a majority of the members present and voting, providing that written notice of such amendment, stating the purpose, shall have been made available to the Church two (2) consecutive Sundays prior to the date of the meeting.

I certify and declare under penalty of perjury that the above By-Laws were adopted on this the 4th day of April 2003.

---

Kendra L. Clark  
Church Clerk

**A**

absence of the Pastor 7  
 Affiliations 5  
 Agenda 14  
 Amendments 18  
 annual vacation 15  
 ARTICLE I 4  
 ARTICLE II 5  
 ARTICLE III 5  
 ARTICLE IV 5  
 ARTICLE IX 14  
 ARTICLE V 6  
 ARTICLE VI 7  
 ARTICLE VII 10  
 ARTICLE VIII 13  
 ARTICLE X 17  
 ARTICLE XI 17  
 ARTICLE XII 18  
 Articles of Incorporation 4  
 Assistant Superintendent 10  
 attendance 6  
 Auxiliary vacancies 13

**B**

Baptist Conventions 15  
 Baptist Covenant 4, 6  
 Baptist Training Union 10  
 Board of Trustees 6  
 Board of Deacons 6, 7  
 BTU 10, 11  
 BTU Director 12  
 Budget Committee 8  
 Business Meetings 13, 14  
 By-law 10  
 By-Laws 4, 6, 17, 18

**C**

Calendar Committee 17  
 calling of the Pastor 15  
 Church Clerk 9, 10

Church Covenant 4  
 Church Officials 6  
 congregation 5

**D**

Deacon Board Chairman 12  
 Deaconess 11  
 Duties 7, 9, 11

**E**

election night 11  
 Election Procedure 13  
 Elections 10  
 elective offices 10  
 emergency situations 8

**F**

financial obligations 8  
 Financial Secretary 6, 9  
 financial support 6  
 Fiscal Year 17

**G**

good standing 6  
 Gospel 7  
 Governing Body 6  
 Governmental Authority 5

**J**

Joint Board 16

**L**

Laymen 11

**M**

Meetings 13  
 Members 6  
 Membership 5  
 Mission 11

## 20

Mount Olive Missionary Baptist  
Church 5, 6, 15  
Music 11

## N

National Baptist Convention 5  
Nominating Committee 11

## O

October Business Meeting 8  
October Church Business Meeting  
10

## P

Pastor 6  
Pastor's salary 14  
Pastor's vacation 15  
payments of bills 8  
preach and teach 7  
property 7  
Pulpit Committee 15

## Q

Qualifications for Voting 13  
Quorum 14

## R

re-elected 11  
Removal from Office 13  
resignation 15  
Rules of Order 17

## S

Special Call Meetings 14  
special days 17  
Sunday School 10  
Sunday School Superintendent 12

## T

Termination of the Pastor 16  
title 6  
Treasurer 9  
Trustee Chair 11

## U

Ushers 11

## V

Vacancies 12