

**Constitution of  
Mountain Park Church  
Lake Oswego, Oregon**

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## **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 reach out to our community and encourage discipleship as life with Christ.

We have four basic values:

- 1) To stand on biblical truth.
- 2) To make disciples.
- 3) To extend Christ's love to each other and to people everywhere.
- 4) To cultivate a Christ-centered lifestyle.

### **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 reconcile back to God 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; 2 Corinthians 5:18-20*
- C. We believe we are saved by repenting, trusting in God's forgiveness and entering a personal relationship with Jesus, being filled with the Holy Spirit. *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 God's complete written revelation for all of humanity. *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 actively participate in a community of faith. *Matthew 28:18-20; Acts 2:41-47*
- F. We believe the mission of the Church is to be ambassadors, inviting everyone to be reconciled back to God and to encourage discipleship as life with Christ. *Matthew 28:18-20; Acts 1:8; Romans 12:1-8; 2 Corinthians 5:18-20; Ephesians 4:11-16*
- G. We believe in the visible return of the Lord Jesus Christ to establish his eternal earthly Kingdom. *Mark 13:21-27; 14:61, 62; Acts 1:8-11; Revelation 21:1-5.*

## **ARTICLE 3 - ORGANIZATION AND ORIENTATION**

### **Section 1: Government**

Final authority for any matter of church government or business rests with the congregation. The Board of Elders, elected by the congregation, shall exercise authority on behalf of, and under the authority of the congregation. 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 as a board.

### **Section 2: Orientation**

Mountain Park Church is an independent community church holding the values of: independence of the local congregation, the Bible as our authority, personal access to God, separation of Church and State, and believer's baptism by immersion.

## **ARTICLE 4 –COMMUNITY**

### **Section 1: Community Association**

Our congregation is comprised of people who have a personal relationship with Jesus Christ as Lord and Savior and see this faith community as the place where God is directing them to worship, fellowship and serve.

### **Section 5: Disassociation**

With the hope of unity and reconciliation, the church will address any regular congregant of the church who is willingly and regularly acting contrary to the clear teaching, life-style and convictions of the church and will admonish that congregant to repent and remain united or allowed to disassociate from the faith community.

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

### **Section 1: Officers**

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

### **Section 2: Qualifications**

Officers must be in good standing at Mountain Park Church and 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 congregants. The Chairperson of the Nominating Committee shall be designated by the Board of Elders. Other candidates may be nominated by five or more congregants upon written notice to the Nominating Committee not less than two (2) weeks prior to the meeting at which the election is held.

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

The Executive Committee of the Board of Elders will be comprised of three active elders, including the Chairperson and will serve continually as affirmed annually by the congregation.

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

The Board Secretary/Treasurer must be in good standing at Mountain Park Church and demonstrate maturity and a Christian lifestyle as given in *I Timothy 3:6-13*.

The Board Secretary/Treasurer shall be elected for a period of one year and shall be eligible for reelection. Selection of the Chairperson of the Board of Elders is set forth in Article 5, Section 3 and the term of office is limited to three consecutive years. Selection of the Executive Committee will be determined by the Board of Elders and affirmed annually by the congregation.

All Officers, with the exception of the Senior Pastor and Chairperson 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. The Chair of the Board of Elders shall:

- a. be an Elder and the President of this corporation.
- b. preside at meetings of the Board of Elders and at all business meetings of the congregation.
- c. advise newly elected officers and committees of their duties.
- d. be responsible for the proper transfer of records.
- e. be an ex-officio member of all committees.

Church Secretary/Treasurer shall:

- a. be the Chief Financial Officer of this corporation.
- b. be responsible for the custody of all monies of the church.
- c. disburse money only upon the authority given to him by the Board of Elders.
- d. report all financial transactions in acceptable form to the Board of Elders.
- e. be an ex-officio member of the Board of Elders, if not an elected Elder.
- f. serve as an ex-officio member of the Personnel Committee and as Chair 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 Sunday School) shall be held each week 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.

#### **Section 2: Meetings**

The Annual Meeting of the church shall be held within ninety (90) days after the close of the fiscal year for the purpose of:

- A. Presenting the Annual Financial Report.
- B. A State of the Church report presented by the Senior Pastor and/or the Chair of the Board of Elders.
- C. Transacting such other business that may properly come before the congregation.

A Business Meeting shall be held during the first sixty (60) days of the fourth quarter of the fiscal year for the purpose of

- A. Electing officers
- B. Approving the following year's budget.
- C. Transacting such other business as the Board of Elders may present for consideration.

A meeting of the congregation may be called at any time by the Chair 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 congregation.

### **Section 3: Notice of Meetings**

Notice must be given two weeks in advance of any congregational meeting.

### **Section 4: Quorum**

A majority vote of congregants present is required to carry any motion with the exception of a three-fourths (3/4) majority vote of those 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**

All voting in a congregational meeting is to be by secret ballot. Mail-in ballots will be allowed for the calling of a pastor, approving the budget and changing the constitution; the Chair of the Board of Elders must receive such ballots two (2) days before the meeting. The vote count on each side of the issue is to be announced publicly.

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

The current edition of Robert's 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 congregation, not to exceed twelve (12) total individuals.
- B. The Board of Elders shall elect a vice-chair from its membership. He shall act as chair in the absence of the elected chair, and otherwise shall serve as may be directed by the Elders.
- C. Those selected as Elder candidates must be active in Mountain Park Church and have demonstrated maturity and a worthy lifestyle. (*I Timothy 3:2-7 and Titus 1:6-9*)
- D. Elders shall be elected by ballot at the Business Meeting of the congregation. (Art. 6, Sec. 2, B.) Election is by a three-fourths (3/4) majority vote of those present and voting. A term of service is three years, one-third (1/3) of the Board of Elders will be elected each year.
- E. An Elder shall not be eligible for re-election after having completed more than one half of the preceding three-year term. He shall be eligible after one year has elapsed.
- F. An Elder may resign from the Board of Elders for any reason.
- G. 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. The Board of Elders will make decisions for action or decisions which establish vision and policy for the direction of Mountain Park Church.
- 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.
  - a. 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.
  - b. 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 Committee** and **Budget and Finance Committee**; these committees are subject to the guidelines and policies approved by the Board of Elders and will be delegated the responsibilities of the administration of their respective functions. They shall meet at least quarterly and forward the minutes of each meeting to the Board of Elders.

No member of the Board of Elders, other than the Chair, the Church Secretary/Treasurer, and the Senior Pastor may serve on both the Personnel and the Budget and Finance Committees at the same time or serve more than two years of his elected term on either of these two committees.

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

They shall:

- A. Oversee the administration of the personnel policy.
- B. Prepare and administer the personnel budget.
- C. Act as a support group to the pastors and staff to provide understanding, empathy, and affirmation of ministry.

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

- A. Develop the annual budget.
- B. Oversee the receipt and disbursement of money for Mountain Park Church in accordance with existing policies and direction of the Board of Elders.
- C. Recommend to the Board of Elders changes in budgets, financial policies, and financial practices as appropriate.

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

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 congregation. 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.

Three quarters (3/4) affirmative votes are needed to carry a motion, whether in person or via technology. All minutes of the regular meetings are to be posted.

#### **Section 5: Appeals**

Any congregant aggrieved by the actions or decisions of the Board of Elders may appeal such actions or decisions directly to the Board of Elders in person or in writing, and if not resolved satisfactorily, then to the congregation at a special meeting, provided that notice is given according to Article 6, Section 3. In such an event, the decision of the congregation shall be final.

### **ARTICLE 8 - DEACONS**

#### **Section 1: Duties**

Deacons are spiritually mature congregants 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 congregants 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**

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.

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 must subscribe to our statement of faith.

#### **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**

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.

The Pastoral Search Committee shall be:

- A. Composed of two current Elders and five congregants chosen by the Chair of the Board of Elders, who shall also appoint the Chairperson of the Committee.
- B. All appointments shall be subject to approval of the Board.

The Committee shall be convened by the Chair of the Board of Elders. The Committee shall elect its own secretary.

When the Committee is ready to propose a prospective candidate, it shall:

- A. send to the whole congregation 14 days prior to the committee formally presenting the prospective pastor for the consideration and action the following information:
  - a. The name and qualifications of the candidate.
  - b. The date of the candidate's visit(s).
  - c. The date and time of the meeting of the church at which the proposal of the Pastoral Search Committee will be acted upon.
  - d. There must also be pulpit announcements at all scheduled worship services for each of two Sundays preceding this formal presentation.
- B. make the arrangements for interim pastoral service.

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 congregation 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 indefinitely, while mutually satisfactory to the Senior Pastor and/or Associate Pastors, the Board of Elders and the congregation.

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

- A. Any of the pastors may end this 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 will not vote.

### **ARTICLE 10 - FINANCIAL PRACTICES**

#### **Section 1: Income**

- A. Operating income will be composed of money given in financial support to the church and administrative income.
- 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 congregation.

#### **Section 2: Debt**

New encumbered 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 congregation.

### **Section 3: Internal Financial Policy**

A financial policy will be maintained by the sitting Finance Committee and direct the use of funds for special offerings, new debt, use of reserve funds, gifts and other institutional considerations.

### **Section 4: Assets in the Event of Dissolution**

In the event that Mountain Park ceases to exist:

- A. All real and financial assets will be assessed and any outstanding debt repaid as well as any earned salary/vacation paid due to remaining staff.
- B. Any remaining assets will be under the direction of the Board with their decisions requiring the affirmation of the remaining congregants.
- C. It will require a simple majority vote of regular attendees at a specially called congregational meeting (see Article 6.2.B) to direct the assets that remain.
- D. No single individual or select group shall receive the remaining assets. They must be disbursed to a financially viable and successful ministry of God's Kingdom and any "designated" gifts returned to the donor.

## **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 congregation. 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 congregation 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 that 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.

A new Constitution for Mountain Park Church was approved on June, 2017, by a vote of the congregants of Mountain Park Church.