**CONSTITUTION  
Approved 2001**

**PREAMBLE**

For the more certain preservation of, and security of, the principles of our faith and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Convention and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this Constitution and [By Laws](http://www.pleasantvalley4christ.org/by-laws-constitution.htm).

**ARTICLE I**

**NAME**

This body shall be known as [Pleasant Valley Baptist Church](http://www.pleasantvalley4christ.org/index.htm), Colorado Springs, Colorado.

**ARTICLE II**

**PURPOSE**

To follow the Great Commandment Matthew 22:36-40 and The Great Commission Matthew 28:19-20.

Four purposes why we exist:

* Celebrate The greatness of our Savior (Worship)
* Cultivate Christian Growth and Maturity (Teaching)
* Care For one another’s needs (Love)
* Communicate The Gospel to the lost (Evangelism)

**ARTICLE III**

**STATEMENT OF BASIC BELIEFS**

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of The Baptist Faith and Message adopted by the Southern Baptist Convention in 2000.

**ARTICLE IV**

**POLITY AND RELATIONSHIPS**

Persons duly received by the government shall constitute the membership. (See ARTICLE I of the [By Laws](http://www.pleasantvalley4christ.org/by-laws-constitution.htm).) The government of this church is the body of believers.

All internal groups created and empowered by the church shall be accountable to the church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Southern Baptist churches. This church will cooperate with and support the Pikes Peak Association, the Colorado Baptist General Convention and the Southern Baptist Convention.

**BYLAWS**

**ARTICLE I**

**CHURCH MEMBERSHIP**

**Section 1. GENERAL**

This is a sovereign and democratic Baptist Church under the lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

**Section 2. RECEPTION OF MEMBERS**

Any person may offer himself/herself as a candidate for membership in this church. All such candidates shall be presented to the church at any regular church service for membership in any of the following ways:

1. By profession of faith in the Lord Jesus Christ and for baptism according to the policies of this church.
2. By promise of a letter of recommendation from another Baptist Church.
3. By statement of prior conversion experience and immersion baptism when no letter is obtainable.

\*All candidates will be presented at the next regular business meeting and formally accepted for membership. Should there be any dissent as to any candidate, such dissent shall be referred to the Pastor and Deacons for investigation and making a recommendation to the church.

**Section 3. RIGHTS OF MEMBERS**

1. Every member of the church who has attained the age of 16 and is in good standing is entitled to vote at all elections and on all questions submitted to the church in conference, providing the member is present or provision has been made for absentee balloting.
2. Every member of the church who is in good standing may participate in the ordinances of the church as administered by the church.
3. Any person whose name is on the membership roll of the church who has not for one year shown any interest in its activities, or who has removed out of the knowledge of the church, or who has not attended any of its services or contributed financially to its support shall not be considered as in good standing.

**Section 4. DUTIES OF MEMBERS**

Members are expected to be faithful in all duties essential to the Christian life: to attend the services of this church, to give regularly for its support and causes, to share in its organized work, and to participate in church fellowship.

**Section 5. TERMINATION OF MEMBERSHIP**

Membership shall be terminated in the following ways:

1. Death of the member,
2. Dismission to another Baptist Church,
3. Exclusion by action of this church, or
4. Erasure upon request or proof of membership in a church of another denomination.

**Section 6. DISCIPLINE OF MEMBERS**

1. Should any unhappy difference arise between members, the aggrieved members shall follow, in a tender spirit, the rules given by our Lord in the 18th chapter of Matthew.
2. Should any gross breach of the constitution, or public scandal occur, the Deacons shall endeavor to remove the offense; and if such effort fails, shall report the case to the church.
3. If the church votes to entertain a complaint, all complaints must be made in writing. It shall appoint a reasonable time and place of hearing and shall notify the person in question, furnishing him a copy of the charge.
4. At such a hearing the accused member may call to his aid any member of the church as counsel. If he shall not present himself at the appointed time and place, or give satisfactory reason for his neglect to do so, the church may proceed in his absence.
5. All such proceedings shall be conducted in a spirit of Christian kindness and forbearance, and should an adverse decision be reached, the church may proceed to admonish or declare the offender to be no longer in the membership of the church.
6. In case of grave difficulty, the church will be ready, if requested, to ask advice of an acceptable council from a neighboring Southern Baptist church.

**ARTICLE II**

**CHURCH OFFICERS**

**Section 1. GENERAL**

The officers of this corporation shall be President, Vice-President, Secretary, and Treasurer. The President shall be the Pastor; the Vice-President shall be the Chairman of the Deacons; the Secretary shall be the Chairman of the Trustees; and the Treasurer shall be the Church Treasurer. The duties of each officer shall be those as are normally performed by the holders of such offices, respectively, as provided, and as herein otherwise provided. The secretary shall attest to the signature of the President on conveyance authorized in Article VII hereof. Only members in good standing shall be elected to any such office.

**Section 2. Pastor**

1. **Calling a Pastor.**A Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least seven days notice shall have been given. A Pastor Search Committee shall be elected by the church to seek out a suitable Pastor, and their recommendation shall constitute a nomination. The Committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, an affirmative vote of three-fourths of the voting members in good standing present being necessary to extend a call.
2. **Qualifications.** The Pastor shall meet the Scriptural qualifications as outlined in I Timothy 3:1-7, shall be a tither, and shall give evidence of having been born-again. He shall be in agreement with the views of faith and practice held by this church, as set forth in its Constitution.
3. **Termination.** The pastoral relationship may be terminated at any time by mutual consent of Pastor and church, or by majority vote of the church by ballot in regular session. The resignation of the Pastor may be oral or written. Fifteen (15) days notice of such termination shall be given by the church or Pastor. In the event the church should consider the dismissal of a Pastor, the congregation shall be notified of such a meeting and its purpose two weeks in advance. A majority vote of members in good standing at such meeting shall prevail.
4. **Duties.**The Pastor shall have charge of the welfare and oversight of the church. He shall preside at all meetings, except as herein provided. He shall be ex-officio member of all regular and special committees of the church.
5. **Absence.** The Pastor shall be granted annually a paid vacation of two weeks, which shall include two Sundays. After five years, vacation time shall be increased to three weeks. The Pastor shall be permitted to hold revival meetings (not to exceed an aggregate of two weeks) each year outside the church, retaining the honorarium and paying for pulpit supply during his absence.

**Section 3. MINISTERIAL STAFF**

1. **Calling.**The Ministerial Staff shall be called and employed as the church determines the need for such offices. A job description and a letter of understanding of the duties signed by the staff member will be kept on file at the church.
2. **Termination.**The conditions for termination of a staff member shall be the same as those for the Pastor.
3. **Absence.**The conditions for absence of a Ministerial Staff member shall be defined in the job description.

**Section 4. DEACONS**

1. **Number.**There shall be as many Deacons as the church deems needful.
2. **Qualifications.**When elected to serve, Deacons shall meet the Scriptural qualifications outlined in Acts 6:1-7 and I Timothy 3:8-13, and shall attend and actively support all phases of the church program, be tithers of their income, and cooperate in spirit.
3. **Election.**One month prior to the election of Deacons by the church body, notice of such election shall be posted on the bulletin board and in the Sunday bulletins. The Deacon Body shall recommend to the church the number of Deacons to be nominated. This recommendation will not be binding. The Pastor and active Deacons shall act as a screening committee to compile a list of those receiving nomination by a minimum of 15% of the members voting. The Pastor and Chairman of Deacons will then interview those men nominated and who appear to be qualified to explain the qualifications and expectations and secure a commitment from those willing to serve. This process will continue until the list of nominees has been exhausted, then the names of those elected shall be immediately published.

Following the election of an unordained man to the office of Deacons, the church shall call for his ordination at the earliest possible date.

1. **Removal from Active Duty.** A Deacon shall move from the active to the inactive list in any of the following ways:
   1. Rotation. After serving a period of three years, Deacons shall rotate off the active body of Deacons and remain so for a period of at least one-year. After one year out of active service a Deacon shall be eligible for re-election to another term of office.
   2. Dismissal. A deacon may be dismissed by disciplinary action of the church.
2. **Duties.**
   1. The Deacons are problem solvers, people servers, and Pastor helpers.
   2. The Deacons shall be zealous to guard the unity of spirit within the church in the bond of peace and harmony.
   3. They shall serve as a council of advice and confer with the Pastor in all matters pertaining to the welfare and work of the church.
   4. They are to establish and maintain personal fraternal relations with all members of the church. This does not delegate to the Deacons the right of authority over members of the church, but is to be advisory in nature only.
   5. In counsel with the Pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teaching, they are to have responsibility of the discipline of the church, in administration of which they are to be guided always by the principles set forth in Matthew 18:15-17;

I Corinthians 5:9-13 and I Thessalonians 5:12-14.

* 1. The Deacons shall serve as a pulpit supply committee. In case of absence or incapacity of the Pastor, subject to advice from and conference with him, the Chairman of Deacons and the Deacon Body shall provide for pulpit supply. In any period when the church is without a Pastor, unless the church shall otherwise provide, the Chairman of Deacons and Deacon Body will arrange the temporary pulpit ministry and take counsel with reference to securing an interim Pastor. If the church has a Pastor Search Committee, the Deacons shall in no wise conflict with the work of such committee. At no time shall any person occupy the pulpit of this church who is not in sympathy with our Southern Baptist work.

**Section 5. MODERATOR**

The Moderator shall be the Pastor, in his absence the Chairman of Deacons, in his absence the Church Clerk shall call the church to order and a moderator pro tem shall be elected.

**Section 6. CLERK**

The church shall elect annually a clerk whose duties shall be:

1. To keep a suitable record of all actions of the church, except as otherwise herein provided.
2. To keep a register of the names of members with dates of admission and dismission or death as well as a record of baptisms.
3. To issue letters of dismission, as voted by the church.
4. To request letters from churches from which prospective members have indicated an active membership.
5. To give or see that proper notice is given relative to all meetings as prescribed herein.
6. To make records available for observation to any member or officers of the church on request.

All records, minutes, etcetera shall be kept at the church in a safe place except those in current usage by the clerk. The clerk shall not keep more than one year’s accumulation of church business transactions or records in the home at any given time.

In the event the regularly elected clerk should not be present or is incapacitated; the acting moderator shall appoint a substitute until the return of the regular clerk or until another clerk is duly elected.

**Section 7. TREASURER**

The church shall elect annually a Church Treasurer. It shall be the duty of the Treasurer to pay out all money approved by the church keeping at all times an itemized account of all receipts and disbursements. Payments of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly.

It shall be the duty of the Treasurer to submit to the church each month an itemized report of receipts and disbursements of the preceding month. All books, records, and accounts kept by the Treasurer shall be considered the property of the church. The Treasurer’s report and records shall be audited annually by an auditing committee or public accountant.

**Section 8. TRUSTEES**

A trustee shall be a member of the church, faithful in attendance (if not providentially hindered) to the majority of services, devoted to carrying out the desires of the church, of legal age, having been a member of this church for at least five years, a property owner in the local area, and responsible in his personal affairs.

The church shall elect three Trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of Trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal document related to church-approved matters.

Trustees shall be elected to serve for three years, and shall be eligible to succeed themselves.

**ARTICLE III**

**CHURCH COMMITTEES**

**Section 1. GENERAL**

All church committee members shall be recommended and elected by the church annually unless otherwise indicated in the following descriptions.

**Section 2. NOMINATING COMMITTEE**

The Nominating Committee shall be elected annually.

The duty of the Nominating Committee shall be to bring to the church nominations of Officers and Committees provided heretofore.

**Section 3. PERSONNEL COMMITTEE**

The purpose of the Personnel Committee shall be to assist the church in matters related to paid employee personnel administration.

The duties of the committee shall be as follows:

* 1. Survey the need for additional church staff positions.
  2. Prepare and update as necessary job descriptions for all employees.
  3. Recruit, interview, and recommend to the church new employees according to established church policy and staff criteria.
  4. Develop and recommend a salaries schedule and benefit plan for employee administration.

**Section 4. BUILDING AND GROUNDS COMMITTEE**

The church Building and Grounds Committee shall assist the church in matters related to properties administration. The Committee’s work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the personnel committee and the church staff regarding the needs for the employment of maintenance personnel, and recommending the assignment of supervisory responsibility to appropriate personnel.

**Section 5. STEWARDSHIP COMMITTEE**

Purpose: The Stewardship Committee is to act purposely and prayerfully on a panel of review in regard to the stewardship of church financial resources

**Function:**

* 1. Develop and present budget in layman’s language.
  2. Present monthly review of expenditures vs. budgeted. Recommend budget adjustment when appropriate.
  3. Committee’s responsibility if the following occurs:
     1. Offering is within minus or plus 5% of budget for month – no action taken.
     2. Offering is greater than 5% over projected income for the month then committee will recommend where surplus is to be used.
     3. Offering is 5% less than projected income for the month then committee will review all expenditures and commitments for expenditures prior to treasurer issuing a check.
  4. Review and make recommendation to the church body on all expenditures not in the present budget.
  5. Assure an audit is performed at least annually to confirm prudent procedures are being used and accurate accounting of all expenditure has been made.

**Section 6. COUNTING COMMITTEE**

The counting committee will consist of the Secretary, plus another. The Pastor will appoint this committee.

**Section 7. KITCHEN COMMITTEE**

The purpose of the committee shall be to assist the church in determining its need for food services and to administer its food service program effectively.

**Section 8. USHERS**

There shall be a Chairman of Ushers.

The Chairman of ushers shall schedule four ushers each service where ushers are needed.

The duties of the ushers shall be as follows:

* 1. Greet people before and after services.
  2. Seat people during the service.
  3. Provide information to people concerning church services, programs, facilities, etc.
  4. Distribute bulletins and visitors cards.
  5. Receive the offering.
  6. Be alert to the needs of persons during the services.
  7. Help maintain the order and continuity of services.

**Section 9. MISSION COMMITTEE**

The purpose is to inform the church of mission opportunities (projects, trips, etc.). They will also keep the church updated on Mission offerings (Lottie Moon, Annie Armstrong, Nicey Murphy).

**Section 10. PRESCHOOL COMMITTEE**

The purpose is to be the go between for the church and the Preschool. They are to meet four times a year. They are to present a budget for the churches approval, as well as over see all employees.

**ARTICLE IV**

**CHURCH PROGRAM ORGANIZATIONS**

**Section 1. GENERAL**

All organizations of the church listed below shall be under church control, all officers being elected by the church unless otherwise indicated in the description below.

**Section 2. SUNDAY SCHOOL**

There shall be a Sunday School, divided into departments and classes for all ages for the study of God’s Word. The tasks of the Sunday School shall be to teach the Biblical revelation; lead in reaching all church member to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination.

The Sunday School Director shall see that each class has enough teachers and workers; that they are equipped to conduct their classes; that accurate records are kept; and that materials are distributed to each class.

**Section 3. CHURCH MUSIC PROGRAM**

There shall be a Church Music Program under the direction of the Music Director. Such officers and organizations shall be included as are needed. The music tasks shall be to teach music, train persons to lead, sing, and play music, provide music in the church and provide organization and leadership for special projects of the church.

The Music Director shall see that leadership is provided for the congregational singing, shall select appropriate music for each service, shall assemble and lead a church choir, and shall provide special music for each regular worship service.

**ARTICLE V**

**CHURCH COUNCIL**

The primary functions of the church council shall be to recommend to the congregation suggested objectives and church goals; to review and coordinate program plans recommended by church officers, organizations, and committees to recommend to the congregation the use of leadership, calendar time, budget, and other resources according to program priorities; and to evaluate program achievements in terms of church goals and objectives.

The church council, unless otherwise determined by vote of the church, shall consist of the Pastor, staff members, chairman of all committees, a member at large, church clerk and the Sunday School Director.

**ARTICLE VI**

**CHURCH ORDINANCES**

**Section 1. BAPTISM**

A person who receives Jesus Christ as Savior by personal faith; who professes Him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

* 1. Baptism shall be by immersion in water.
  2. Baptism shall be supervised by the pastor or ordained minister authorized by the church.
  3. Baptism shall be performed as an act of worship during any worship service.

**Section 2. THE LORD’S SUPPER**

The Lord’s Supper is a symbolic act of obedience whereby members of the church, the body of Christ, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His return.

* 1. The Lord’s Supper shall be observed quarterly, preferably the first Sunday of the quarter, or as otherwise scheduled.
  2. The Pastor may, at his discretion, schedule one additional observance of the Lord’s Supper each quarter.
  3. The Pastor and Deacons shall be responsible for the administration of the Lord’s Supper.
  4. The Deacons shall be responsible for the physical preparations of the Lord’s Supper.

**ARTICLE VII**

**CHURCH MEETING**

**Section 1. WORSHIP SERVICE**

The church shall meet regularly for preaching, instruction, evangelism, and for the worship of Almighty God. These meetings will be open for the entire membership of the church and for all people and shall be conducted under the direction of the Pastor or as stipulated by the church.

**Section 2. REGULAR BUSINESS MEETING**

Regular business meetings shall be held quarterly, or as needed.

**Section 3. SPECIAL BUSINESS MEETING**

No special business meetings shall be called without one week’s notice. The Pastor may, and shall, when he deems necessary or when requested by church council, the deacons, trustees, or a church committee, call special business meetings from the pulpit, the particular object of which is clearly stated in the announcement.

**Section 4. QUORUM**

A quorum shall be considered present when at least ten percent of the preceding month’s average Sunday School attendance is attained by members in good standing, except for the calling of a Pastor, where fifty percent is necessary.

**Section 5. RULES OF ORDER**

Robert’s Rules of Order, Revised, shall govern all business sessions of the church.

**ARTICLE VIII**

**CHURCH FINANCES**

**Section 1. BUDGET**

The Stewardship Committee shall prepare and submit to the church for approval an inclusive budget, and shall administer funds of the church.

**Section 2. ACCOUNTING PROCEDURES**

All funds shall be counted and deposited by the Counting Committee. The Treasurer will account for the expenditure of all funds. Monthly reports of receipts and expenditures shall be presented to the Church Council for review and to the church for approval. For additional details, see (Article II, Section 7, and Article III, Sections 5 and 6.)

**Section 3. FISCAL YEAR**

The fiscal year of the church shall begin January 1 and end December 31.

**ARTICLE IX**

**AMENDMENTS**

**This Constitution may be amended by a two-thirds vote of the members in good standing present at any annual meeting of the church or at a meeting especially called for that purpose. No change shall be made in the Baptist Faith and Message 2000. Each amendment shall have been presented in writing at a previous business meeting, and read aloud at that same meeting, and copies of the proposed amendment(s) be furnished to each member. The proposed amendment(s) shall also be read from the pulpit on the Sunday succeeding such proposal.**

**Should the church ever cease to cooperate with the**[**Southern Baptist Convention**](http://www.sbc.net/)**, as long as the Convention abides by the Statements of Faith in these bylaws, all properties shall be deeded to the Colorado Baptist General Convention to be sold and the money used for missions (except the property could wisely be used in the Convention work). This paragraph shall not be amendable.**