



Bylaws

Mount Zion Bapt

**Baptist Church
Seattle, WA**

**1634 Rev. Dr. S. McKinney Avenue
Seattle, Washington 98122
Rev. Aaron Williams, Th.M., Sr. Pastor
Rev. Samuel Berry McKinney, D. Min., D.D.
Pastor Emeritus**

Phone: (206) 322-6500

Bylaws

Of the

Mount Zion Baptist Church of Seattle

Official Document

Preamble

The Mount Zion Baptist Church, Inc. of Seattle Washington is a non-profit Corporation and is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distribution to organizations that qualify as exempt organizations under 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Article I

Name

The legal name of this Church shall be the Mount Zion Baptist Church, Incorporated.
The common name of this Church shall be Mount Zion Baptist Church of Seattle, WA.

The Church is located at 1634 Rev. Dr. S. McKinney Avenue, Seattle, Washington 98122.

Article II

Purpose

The purpose of this Church is to give visible form to that faith and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the universal church through which Jesus Christ continues to minister to the world by His Holy Spirit through a Program of Christian nurture by which our members may be built up in their faith and love, through proclamation of the Gospel by word and deed and through ministering to human need in the name of Jesus the Christ.

Article III

Policy, Affiliations And Associations

Section 1 Government

The government of this Church is vested in the members who compose it and, as such, it is subject to the control of no other ecclesiastical, church or religious organization. Also, none of its Ministry Boards or Committees can usurp its executive governmental or policy-making powers.

Section 2 Church Doctrine

This Church accepts the Scriptures of the Old and New Testaments as the inspired record of God's actions revealed in human history and as the authoritative basis for its doctrine and practice.

Section 3 Affiliations

It shall maintain affiliation and cooperation with the North Puget Sound District Association, The American Baptist Churches of the Northwest, the American Baptist Churches U.S.A, the North Pacific Baptist Convention and the National Baptist Convention, USA, Inc.

Section 4 Associations

This Church shall also cooperate with the Church Council of Greater Seattle, the National Council of Churches of Christ and the World Council of Churches of Christ.

Article IV

Church Membership

Section 1.0 Admission of Members

All applications for admission to Church membership shall be presented in the form of a recommendation from the Church Membership Committee.

Persons may be received into membership by any of the following methods, subject in each case to the recommendation of the Membership Committee and the vote of the Church.

Section 1.1 By Baptism

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this Church and baptized by immersion may be received into the fellowship of the Church.

Section

1.2 By Letter

A person who is in substantial agreement with the views of faith and the principles of this Church may be received into membership by letters from any other Christian church.

Section 1.3 By Christian Experience

A believer of worthy character who has formerly been a member of a Christian church, but who for a sufficient reason cannot present a letter from that church, but who is in substantial agreement with the views of faith and principles of this Church may be received into membership upon statement of experience.

Section 1.4 By Restoration

A person who has lost membership may be restored to membership upon recommendation of the Church Membership Committee and the vote of the Church.

Section 1.5 By Watch Care

A person who is a member of another Christian church but living in this community for a brief period of time may be received into the membership of the Church.

Watch Care members are encouraged to get involved in ministries within the Church, however they cannot vote in congregational meetings and they cannot hold positions of leadership in the Church. Students may unite under Watch Care while they are enrolled in a local institution of learning. Veterans and military persons may also find fellowship in the local church beneficial.

Section 2.0 Termination of Membership

Any member in good standing may request termination of their membership by letter or statement as indicated in Sections 2.1 and 2.2 below.

The Church may for good and sufficient reasons remove a person from Church membership by exclusion or suspension as stated in Sections 2.3 and 2.4 below. Once satisfied that such person(s) cannot be reclaimed after diligent efforts, the Diaconate Ministry Board shall present to the Advisory Council a recommendation that these members' names be removed from the membership roll. Upon such action being taken by vote of the Church, said members shall thereafter cease to be members of this Church.

Section 2.1 By Letter

Any member in good standing who desires a letter of recommendation to any other Baptist Church may receive it upon request and upon the recommendation of the Diaconate Ministry Board and a vote of the Church. The letter shall be sent to the Pastor or Clerk at the name and address stated in the request. Such letter shall be valid only for six (6) months after its date, and this restriction shall be stated in the letter.

Section

Section 2.2 By Statement

Any member in good standing may be granted a certificate of standing for the purpose of associating with any evangelical church other than a Baptist church.

2.3 By Exclusion

Should any member become an offense to the Church and to its good name by reason of immoral or unchristian conduct, or by consistent breach of covenant vows, the Church, upon recommendation of the Advisory Council, may terminate **his/her** membership, but only after faithful efforts have been made to bring such a member to repentance and amendment.

Section 2.4 By Suspension

The Diaconate Ministry Board should prepare from year to year a list of those members who have for a period of two (2) or more years failed to participate in the service of worship, financial support or the educational program of the Church without valid reason. If the Diaconate Ministry Board is satisfied that the persons so described cannot be reclaimed, then they shall present to the Advisory Council a recommendation that these members' names be removed from the membership roll. Upon such action being taken by a vote of the Church, said members shall thereafter cease to be members of this Church.

Section 2.5 By Death

Article V Pastor

Section 1 Duties of Pastor

The Pastor shall be an ex-officio member of all Ministry Boards and Committees of the Church and its auxiliary organizations. The Pastor shall:

1. Teach and preach the Gospel;
2. Administer the Ordinances;
3. Watch over the membership;
4. Have charge **over** the spiritual welfare of the congregation and the stated services of public worship.
5. Moderate and preside at all business meetings of the Church except when good taste dictates otherwise.
6. Perform other such duties as may be assigned or agreed upon by the Church.

Section 2 Pulpit Search Committee--Composition

When it is necessary to call a Pastor, the Church shall select a representative Pulpit Committee of seven (7) members.

Section

Section 2.2 Pulpit Search committee --- Duties

It shall be the duty of this Committee to:

1. Take necessary steps to secure a Pastor.
2. Fully investigate the merits of every person under consideration in regard to their personal character, education, ministerial record and preaching ability in determining his/her fitness for said pastorate.
3. Recommend him or her to the Church when a suitable person is found.

3 Call of Pastor

The call of the Pastor shall come before the Church at a regularly called business meeting; notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays. A vote of two-thirds (2/3) of the members present, and qualified to vote, providing there be present a quorum of 50 such members, shall be necessary to extend a call. Only one candidate shall be presented to the Church at any regular meeting. The vote shall be by written ballot.

Section 4 Term of Office of Pastor

The Pastor shall be called for an indefinite period of time.

Section 5 Compensation of Pastor

The salary and benefits of the pastor shall be fixed at the time of the call and may be changed by vote of the Church at any regular business meeting, provided that the Diaconate Ministry and Trustee Ministry Boards have considered such a change in a joint meeting. The salary shall be paid in two (2) monthly installments. The Pastor shall be given an annual vacation of up to four (4) weeks with pay.

Section 6 Resignation of Pastor

A pastor may resign at any time by submitting a letter of resignation to the Advisory Council to be presented to the Church.

Section 7 Termination of Pastor

A Pastor's term of office may be ended by mutual consent of the Pastor and the Church upon ninety (90) days written notification to the Advisory Council and presented to the Church. Termination of the office shall be voted on at a regularly called business meeting, notice of such meeting and its purpose having been read from the pulpit on two (2) successive Sundays. A vote of a majority of the members present, and qualified to vote, providing there be present a quorum of 50 members, shall make a valid termination of said office.

Section 8 Assistant Pastors

In the event the Church considers it wise to have one or more assistant pastors, the pastor is given authority to select such an assistant, subject to consent and approval of the Church body.

Section

Article VI Church Officers

Section 1 Titles of Church Officers

Duties and procedures concerning the Office of Pastor and Assistant(s), if any, are set forth in Article V. In addition to the Pastor (s), the elected officers of this Church shall be: Church Clerk, Assistant Church Clerks (3), Church Treasurer, Assistant Church Treasurer, Church Financial Secretary, At-Large Advisory Council (2 adults, 1 youth), Church School Superintendent, Assistant Church School Superintendent and Church Representative to Church Council of Greater Seattle.

2 Duties of The Church Clerk shall:

1. Keep a complete and accurate record of the transaction of all business meetings of the Church.
2. Read minutes for approval at the next business meeting.
3. Keep an accurate record of the names and addresses of the members, with dates and manner of admission and termination.
4. Keep a record of baptisms and a list of those suspended
5. Notify all officers, committee members and delegates of their election and appointment.
6. Issue letters of termination and recommendation voted by the Church.
7. Preserve on file all communications and written reports.
8. Give legal notice of all meetings where such is required by these Bylaws.
9. Assist in preparing denominational reports.
10. Ensure the Church Office has an accurate and up to date record of the minutes of meetings and the membership roll. See Article XII, Section 1.
11. Have access to all membership rolls.
12. Prepare and read Church resolutions and record infant dedications.
13. Serve on Membership Committee.
14. Deliver immediately to his or her successor all books and records for which he or she has been responsible as Church Clerk.

Section 2.1 Duties of Assistant Church Clerks

There shall be three (3) Assistant Church Clerks to:

1. Serve in the absence of the Church Clerk.
2. Receive new members into the Church.
3. Serve on the Membership Committee.

Section

4. One of the Assistant Church Clerks shall maintain the Church membership roll.

Section 3 Duties of Church Treasurer

The Church Treasurer shall:

1. Have custody of the funds of the Church.
2. Have all the deposits made in the name of the Church.
3. Have all checks drawn by the Church Treasurer shall be in the name of the Church.
4. Receive all monies belonging to the Church, except the Charity Fund or others so designated by the Church.
5. Keep separate accounts of all funds raised or contributed for particular purposes.
6. Allow NO funds to be disbursed by the Church Treasurer except for the purpose for which they were raised or contributed.
7. Have custody of the securities, investments, title papers and other valuable documents of the Church.
8. Ensure that monies received are deposited in a bank selected by the Trustee Ministry Board within twenty-four (24) hours.
9. Ensure that Funds received for the support of the Church and for the reduction of the Church indebtedness is disbursed by the Church Treasurer only on the order of the Trustee Ministry Board. This shall be expedited only upon warrants confirmed by the signature of the Chair of the Trustee Ministry Board and the Church Financial Secretary.

10. Give the Trustee Ministry Board, upon their request, information as to the condition of the treasury.
11. Keep a summary of the financial standing of the Church before the members, through bulletins or other publications, by posting on the bulletin board, or by a quarterly letter.
12. Give the Church an itemized report of the receipts and disbursements, showing the actual financial condition of the Church at each quarterly meeting.
13. Give the auditors the books at the annual meeting of the Church, upon receipt of the Church Treasurer's report.

The Church Treasurer of this Church shall be bonded.

Section 3.1 Duties of Assistant Church Treasurer

The Assistant Church Treasurer shall work under the guidance of the Church Treasurer to perform duties assigned by him/her. She/he shall assume all duties and functions of the Church Treasurer in their absence or should that position become vacant.

The Assistant Church Treasurer shall be an ex-officio non-voting member of the Trustee Ministry Board.

Section 4 Duties of Church Financial Secretary

It shall be the Church Financial Secretary's duty:

1. To furnish each member of the Church envelopes with their membership number to make contributions to Church funds;
2. To keep a record of pledges made;
3. To keep an accurate account of all monies received by the Church and send a weekly statement to the Church Treasurer;
4. To send out personal statements to all members once a year, listing their gifts.
5. To report to the Trustee Ministry Board an account of the matters pertaining to his/her office at each Trustee Ministry Board meeting or upon request of the Trustee Ministry Board.
6. To report to the Diaconate Ministry Board the names of those members who have failed to make any contribution of record toward Church expenses or funds.
7. To keep a correct account of the Church finances between the Church and its members.
8. To submit his/her records upon receipt of the Church to the auditors at the annual meeting.
9. To keep an accurate record of the receipts and disbursements of all auxiliaries, groups and ministry boards, except the Charity Fund.

The secretary of the Church may also serve as the Church Financial Secretary.

The Church Financial Secretary shall also be an ex-officio member of the Finance Ministry Board. The Church Financial Secretary shall be bonded.

Section 5 Duties of At-Large Advisory Council Members

There shall be three (3) At-Large Advisory Council Members-- (2) Adults, one (1) Youth. Their duties shall be to:

1. Attend the Advisory Council meetings;
2. Disseminate information to the membership;
3. Represent any concerns from the members.

Section 6 Duties of Church School Superintendent

The Church School Superintendent plays a number of roles to keep the Church School vital. At Mount Zion, the Church School Superintendent can carry out the responsibilities or delegate them to the Assistant Church School Superintendent, a volunteer or an appointee.

The major responsibilities of the Mount Zion Church School Superintendent are to:

1. Provide weekly discipleship classes for children, youth and adults.
2. Establish classes that promote and support Christian Education programs and activities that encourage students to follow Jesus and become baptized believers.
3. Secure adequate and competent staff.
4. Support the staff by providing the curriculum material and any supplementary material and equipment teachers may need in a timely fashion.
5. Recruit members and visitors to attend Church School.
6. Meet with staff regularly to review and comment on the status of Church School.
7. Keep records of participants and attendance.
8. Keep records of offering.
9. Publicize and promote Church School; encourage staff to attend conferences and conventions; coordinate programs commemorating special occasions.
10. Provide quarterly and annual reports as requested by the Church.
11. Survey attendees and non-attendees periodically in an effort to improve the Church School where necessary and when possible.
12. Demonstrate appreciation for staff and students in word and deed.
13. Ensure staff has security checks.

Section 6.1 Duties of Assistant Church School Superintendents

The main task of the Assistant Church School Superintendent is to fulfill the obligations and responsibilities of the Church School Superintendent in his or her absence. If at any time, the Church School Superintendent is absent, he/she must ensure that the Assistant Church School Superintendent is aware of the absence and available to fulfill all said responsibilities.

Section 7 Duties of Representative to Church Council of Greater Seattle

The Representative to the Church Council of Greater Seattle shall be to:

1. Attend designated meetings;
2. Share and disseminate information to the Mount Zion Baptist Church membership.

Section 8. Election and Term of Office ---Church Officers

Church Officers shall be elected annually to serve one (1) year and may be re-elected each year.

Section 9 Resignations -- Church Officers

A Church Officer may resign at any time by sending a written resignation to the Advisory Council to be presented to the Church at the next regular business meeting.

Section 10 Terminations -- Church Officers

Following the procedures in the latest edition of Robert's Rules of Order Newly Revised, Chapter XX Disciplinary Procedures, the Church may for good and sufficient cause remove any Church Officer upon recommendation of the Advisory Council and a 2/3 vote of the Church providing there be present a quorum of 25 members.

Section 11 Vacancies ---Church Officers

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

**Article VII
Advisory Council**

Section 1 Composition of Advisory Council

There shall be an Advisory Council consisting of the elected officers of the Church (See Article VI, Section 1), all members of the Diaconate Ministry, Trustee Ministry, Finance Ministry, Christian Education Ministry and Mission and Evangelism Ministry Boards and chairs of all ministries, committees and presidents of all auxiliary organizations. Three members-at-large shall be elected from the Church body annually.

Section 2 Duties of Advisory Council

1. All matters of importance shall be considered by the Advisory Council before being presented to the Church.
2. The Council shall appoint, subject to ratification by the Church, all standing and special committees.
3. It shall seek to coordinate the activities of the Church, including long range planning.
4. The Council shall undertake to strengthen the total work of the Church, its Ministry Boards, Ministries, Committees and Auxiliary Organizations.

Section 3 Meetings of Advisory Council

The Advisory Council shall meet quarterly or as often as necessary. Quarterly Advisory Council meetings shall be held in April, July and October, on the Friday evening following the first Sunday thereof.

The quarterly meeting of the Advisory Council will take the place of the quarterly Church Meeting. However, Special Church meetings may be called to meet needs as they arise.

Section 4 Notice of Meetings—Advisory Council

Notice of all regular and special meetings of the Advisory Council shall be given at least 10 days prior to the meeting, stating the date, time, place and purpose of the meeting and an agenda of all items to be discussed at such meetings. Agenda support materials shall be circulated to all members at least two days prior to the meeting. Support materials may be obtained from the Church office upon sufficient notice.

Special meetings require action that cannot wait until the next regular scheduled meeting or would require more time than could reasonably be required at the next regular meeting.

Section 5 Quorum

Fifteen (15) members in good standing, who are qualified voters, shall constitute a quorum.

Section 6 Legal Age Requirement

Only members in good standing, who are of legal age shall vote on matters involving Church finances and matters pertaining to the purchase, sale or mortgaging of Church properties.

Article VIII Ministry Boards

Section 1.0 General Provisions –All Ministry Boards

Sections 1.1 through Section 1.9 pertain to ALL ministry boards with noted exceptions for the Diaconate Ministry Board.

The following Ministry Boards shall serve the Church as outlined in the sections below: the Diaconate Ministry, Trustee Ministry, Finance Ministry, Christian Education Ministry, and Missions and Evangelism Ministry.

Section 1.1 Composition of All Ministry Board

All ministry boards shall be representative of the Church membership and shall be elected according to their ability and willingness to serve on the Ministry Board selected. All Ministry Boards must have a minimum of (3) members to function as a Ministry Board.

No Ministry Board, Committee of a Ministry Board or any assignment by the Ministry board shall be dominated by a majority of family members (by blood or marriage).

Section 1.2.0 Term of Office for Diaconate Ministry Board

Diaconate Ministry Board members shall serve as long as they faithfully perform their duties.

Section 1.2.1 Term of Office -- All Ministry Boards, Except Diaconate Ministry Board

With the exception of the Diaconate

Ministry Board, all other ministry board members shall serve for a term of three (3) years. No person shall serve more than two (2) consecutive terms. The three (3) year terms shall be staggered so that approximately one-third (1/3) of the positions are up for election annually.

After a Church member has held office for two (2) consecutive terms, he or she shall not be eligible for re-election to the same office for a period of one (1) year after the expiration of the second term.

Members filling a vacancy with a remaining term of less than three (3) years may serve for one (1) additional three (3) year term. After serving a partial term and the additional three (3) year term, a member may again serve after being off the Board for

Section 1.3 Officers of Ministry Boards -- All Ministry Boards

Each ministry board shall elect from among their members such officers as may be needed for the performance of their service. These may include the following: a Chair, Vice Chair, Secretary, Treasurer and other such officers as may be necessary for the performance of their duties.

Section 1.4 Meetings --- All Ministry Boards

Regular ministry board meetings, whether monthly, quarterly or otherwise shall be posted and made available to all ministry board members. The chair or secretary may call special meetings or change the date of a regular meeting with a written notice 10-days prior to the meeting providing the purpose, date, time, and place of the meeting. A copy of the agenda and any supporting documents should be attached to the notice or otherwise provided prior to the meeting.

Special meetings are meetings requiring action that cannot wait until the next regular scheduled meeting or would require more time than could reasonably be required at the next regular meeting.

Section 1.4.1 Emergency Meetings –All Ministry Boards

Exception to 10-day requirement: On the very rare occasion that an emergency arises that requires a meeting of any Ministry Board of the Church, the Chair and/or Secretary shall make every reasonable effort to notify all Ministry Board members of the necessity for the meeting providing date, time, place and purpose of the meeting.

An emergency is defined as an action so important to the well being of the Church body that it cannot wait for the next scheduled meeting and cannot be delayed the minimum 10 days required for calling a Special meeting.

Section 1.5 Quorum --- All Ministry Boards

A majority of the board members shall constitute a quorum for each ministry board.

Section 1.6 Resignations --- All Ministry Boards

A board member may resign at any time by sending a written resignation to the Advisory Council to be presented to the Church at the next regular business meeting.

Section 1.7 Terminations ---All Ministry Boards

Following the procedures in the latest edition of Robert's Rules of Order Newly Revised, Chapter XX Disciplinary Procedures, the Church may for good and sufficient cause remove any Church Officer upon recommendation of the Advisory Council and a 2/3 vote of the Church providing there be present a quorum of 25 members.

Section 1.8 Vacancies --All Ministry Boards, Except Diaconate

Vacancies in the Diaconate shall be filled as outlined in Section 2.2 below. For all other Ministry Boards, vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

Section 2.0 Diaconate Ministry Board

There shall be a board of seven (7) or more Deacons. The Diaconate Ministry Board shall be ordained to their work according to Acts 6:1-8, 1 Timothy 3:8-13 and Romans 16.1 (NIV)

Section 2.1 Duties of the Diaconate Ministry Board

The Diaconate Ministry Board shall:

1. In every way assist the Pastor in his/her work;
2. Cooperate with him/her in providing the pulpit supply and the leaders of the prayer meeting;
3. Cooperate with him/her in visiting the members; caring for the sick, needy and distressed members of the Church;
4. Use the Charity Fund as may be needed.
5. Promote Christian instruction and ministry to the Church membership;
6. Provide for the Ordinances and aid in their administration;
7. Make a written report at each quarterly meeting of the Advisory Council on the Charity Fund and the matters in its charge.

Section 2.2 Vacancies ----Diaconate Ministry Board

As the need arises this office may be filled upon recommendation from the Pastor and Diaconate Ministry Board to the Church. This recommendation is to be read on two (2) consecutive Sundays

prior to any quarterly business meeting of the Advisory Council. At such business meeting, recommendations may be submitted by the body.

Those persons to be accepted by the Church to fill the office of a Deacon must apprise the Church and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must observe two (2) requirements:

1. Specific charges must be brought and stated in writing, presenting evidence that is clear, cogent and convincing, as to its truth.
2. Remember the words of Jesus, "He that is without sin, let him cast the first stone."

Persons passing the test will be placed on probation for six (6) months, in which time they will undergo rigorous training and preparation for the task. At the end of this period and upon recommendation to the Church, the candidate or candidates shall be ordained.

Section 3.0 **Trustee** **Ministry Board ---Composition**

There shall be a Trustee Ministry Board of eleven (11) Trustees, one of who shall be the Church Financial Secretary, and one of who shall be the Church Treasurer.

Section 3.1 **Duties ---Trustee Ministry Board**

The Trustee Ministry Board shall:

1. Hold in trust all property belonging to the Church;
2. Take all necessary measures for protection, management and upkeep of all Church properties;
3. Determine the use of the Church buildings for all extra or secular purposes;
4. Have no power to buy, mortgage, lease or transfer any property without a specific vote of the Church authorizing such action;
5. Designate the bank where the funds of the Church shall be deposited;
6. Ensure all bills authorized by the Church shall be cleared through the Trustee Ministry Board before payment is made;
7. When authorized by the Church, secure the services of a custodian of buildings and grounds at such salary as is authorized by the Church and secure from them acceptable service. It shall also, when authorized by the Church, secure the services of other staff positions at such salaries or compensation as authorized by the Church. Such positions may include: a church secretary, business manager, bookkeeper and other such full time, part-time, temporary and/or permanent employees and contractors as necessary to ensure acceptable maintenance, administration and operation of the Church.
8. Supervise ways and means of raising the necessary funds for the support of the Church and for benevolences.
9. Make written reports to the Church at the quarterly business meeting and as such other times as may be desired.
10. Perform such other duties as are imposed upon it by the Church and State.

Section 4.0

Board--Composition

There shall be a Finance Board of six (6) members The Chair of the Trustee Ministry Board and the Church Financial Secretary shall serve as ex-officio members of this Board.

Section 4.1 Duties ---Finance Ministry Board

The Finance Ministry Board shall:

1. Act as the budget committee for the Church;
2. Devise means and solicit contributions for the revenue of the Church; 3. Report all pledges to the Church Financial Secretary;
4. Lead and direct the financial efforts of the Church.

Section 5.0 Christian Education Ministry Board----Composition

The Christian Education Ministry Board shall consist of twelve (12) elected members, In addition to the elected members, the following persons shall serve by virtue of their office as ex-officio members with voting privileges. They are: the Pastor, the Director/Minister of Christian Education, and the general Superintendent of the Church School.

Section 5.1 Duties ---Christian Education Ministry Board

The work of the Board will be divided into the following areas:

Children
Youth
Young Adult
Adult
Leadership Development
Education for Missions
Athletics and Recreation
The Church Arts
Library and Audio/Visual

A member of the Board shall be responsible for each of these areas. The chair of each area will function with and through committees, particularly the age-group chairs.

In addition to this, the Board will operate with task groups. A task group is any ad hoc committee with limited tenure. This is a task force appointed to accomplish a particular job within a given length of time.

The Christian Education Ministry Board shall be responsible for:

1. Organizing, Administering and Supervising of the entire education program of the Church;
2. Developing and Interpreting Educational Objectives or Goals of the Church;

3. Studying the educational needs of the Church;
4. Making decisions concerning time schedules, educational use of housing and equipment, and the elimination or addition of classes or organizations;
5. Discovering, Enlisting, Training and Appointing all Church educational workers;
6. Coordinating and Approving the outreach program of the groups and organizations under its jurisdiction;
7. Evaluating, Determining and Supervising the curriculum of the educational program;
8. Preparing the educational budget of the Church and submitting the same to the Finance Board;
9. Preparing a report of the activities of the program to be submitted at the quarterly meeting of the Advisory Council and the annual meeting;
10. Appointing the counselors for youth;
11. Interviewing and approving the teachers for the Church School;
12. Nominating the leaders for the Church School and Baptist Fellowships Groups.

Section 6.0 Missions and Evangelism Ministry Board--Composition

The Board of Missions and Evangelism shall consist of nine (9) elected members. The chair of the Diaconate Ministry, Trustee Ministry, Christian Education Ministry, and Finance Ministry Boards, and the presidents of the Brotherhood and Women's Ministry shall be non-voting members. An Assistant/Associate in the Ministry, if any, may be assigned to work with this Board as an ex-officio member.

Section 6.1 Duties ---Missions and Evangelism Ministry Board

The Missions and Evangelism Ministry Board shall:

1. Cooperate with the Pastor in providing practical ways for implementing the evangelistic mission of the Church, such as neighborhood visitation, preaching services and study groups, etc.
2. Plan and administer the Missions and Evangelism Budget.
3. Organize promptly following the annual election and elect from its own membership a chair, vice-chair and secretary.
4. Prepare a report of activities to be submitted at the quarterly Advisory Council meeting and the annual Church Meeting.

Section 7.0 Building Ministry Board ---Composition

The Building Ministry Board shall consist of 5 elected members.

Section 7.1 Duties ---- Building Ministry Board

The Mount Zion Building Ministry exists to facilitate the Church with design and construction of structures. To accomplish this work it shall:

1. Provide a safe environment for ministries and programs;

2. Administer the Church's Capital Improvement Projects;
3. Function as an advisory committee for capital improvement and capital maintenance projects. Capital Improvement and Capital Maintenance projects are defined as any estimated costs of \$25,000 or more.
4. Assist the Congregation and Church Administration in developing the scope of work for capital improvement and capital maintenance projects, including architectural, structural, electrical, mechanical, plumbing, etc.
5. Identify, interview and present to the Church the credentials of potential project managers who will represent the Church's interest during the capital remodel/renovation projects when deemed appropriate.
6. Ensure at least two qualified bids are presented on each project to help ensure the best price for the best quality of work.
7. Engage the Administration and ministries in planning required or desired uses of space within the Church facilities.

Article IX Committees

Section 1 Committee Appointments

The Advisory Council shall appoint all committees. Special and General Committees shall be appointed by the Advisory Council as need shall arise.

Duties of each standing committee are outlined below.

Section 2 Communications and Publicity Committee--Duties

The Communication and Publicity committee, and representative of the total Church body, shall make known what the Church stands for and what it has to offer, by use of newspaper, radio, television and other available media.

Section 3 Christian Social Justice Committee--Duties

The Committee on Christian Social Justice shall provide information, encouragement and channels by which the Lordship of Christ may be acknowledged, as it relates to social issues in the family, community, nation and world.

Section 4 Social Committee ---Duties

The Social Committee shall promote fellowship within the Church and when so requested by the Pastor, shall be responsible for entertainment. It shall help members become better acquainted.

Section 5.0 Music Committee ---Composition

The Music Committee shall be comprised of seven (7) members, plus the Pastor, Assistant Minister of Music and directors of the choirs.

Section 5.1 Music Committee -----Duties

The Music Committee is charged with the responsibility of:

1. Providing and maintaining a musical program of excellence for the Church.
2. Cooperating with the Pastor and Assistant Minister of Music in the selection of organists, instrumentalists, Choir Directors and in the securing of musicians for the various Church services.
3. Planning and reviewing the Church musical program for the year;
4. Maintaining a file of all the musicians in the Church;
5. Providing training experiences for church musicians, including workshops, seminars, etc.;
6. Selecting hymnals to be used by the Church for worship;
7. Providing for the robing of the choirs;
8. Preparing the music budget of the Church; and
9. Submitting the music budget to the Finance Ministry Board.

Section 6 Membership Committee--- Duties

The Membership Committee shall meet with the proposed new members to welcome them and familiarize them with the Church environment as well as explain the next steps to participating in Church services. It shall recommend to the Church those for membership. It shall keep an accurate record and account of the membership of the Church.

Section 7 Ushering Committee ---- Duties

Ushering shall be under the supervision of the Advisory Council. The Ushers shall attend to the seating of the congregation and to the receiving of the offering.

Section 8.0 Nominating Committee ---- Composition

The Nominating Committee shall have nine (9) members comprised of one representative from each of the following ministries: Diaconate, Trustee, Christian Education, Missions and Evangelism, Brotherhood, Women's Ministry, Music, Young Adult and one member at large to be appointed by the Pastor. The names of the representatives shall be presented to the Advisory Council at its quarterly meeting in April.

Section 8.1 Nominating Committee ---- Term of Office

The Nominating Committee shall have nine (9) members with one third (1/3) of the members rotating off each year. The representatives may serve one (1) three year term in that position. After remaining out of office for one year, they are eligible to be reappointed.

Section 8.2 Nominating Committee ----- Officers

The officers of the Nominating Committee are chosen annually and shall be Chair, ViceChair and Secretary.

Section 8.3 Nominating Committee ---- Duties

The Nominating Committee shall:

1. Seek qualified members to serve in all elected positions of the church.
2. Establish and publicize the guidelines for the nomination and election process;

3. Become knowledgeable about the roles and responsibilities of the various elected positions.
4. Nominate one or more persons for each office to be filled;
5. Interview each nominee to determine his or her qualifications-
6. Report the names of nominees for church offices to the Church in writing at least two (2) weeks before the election is held in October.
7. Prepare the ballot for printing.
8. Recommend to the Advisory Council names to fill vacant positions.

Section 9 Auditing Committee ----- Duties

The Auditing Committee shall audit or have audited the financial records of the Church at least once each year and shall make a report in writing to the Advisory Council at the first quarterly meeting.

Section 10 Pulpit Search Committee (See Article V)

Section 11 Committee Members --Terms of office

The principle of rotation in effect for Ministry Boards shall apply to committees and committee chairs.

No Committee or any assignment by a committee shall be dominated by a majority of family members (by blood or marriage).

Section 12 Committee Members ---Resignations

A committee member may resign at any time by sending a written resignation to the Advisory Council to be presented to the Church.

Section 13 Committee Members ----Termination

Following the procedures in the latest edition of Robert's Rules of Order Newly Revised, Chapter XX Disciplinary Procedures, the Church may for good and sufficient cause remove any Church Officer upon recommendation of the Advisory Council and a 2/3 vote of the Church providing there be present a quorum of 25 members.

Section 14 Committee Members ----Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

**Article X
Annual Elections**

Section 1 Time of Annual Elections

The annual election of officers shall be held during the October business meeting of the Church, which shall be on the second Friday evening in October. Elected officers shall assume their duties in January of the following year.

Section 2 Qualification of Voters Section

2.1 Legal Age Requirements

All matters pertaining to finances and to the purchase, sale or mortgaging of property shall be voted on only by members in good standing, and who are of legal age.

Section 2.2 Minimum Age 15 years old

On all other matters, members in good standing, who are fifteen (15) years of age or older, are entitled to vote.

Section 3 Procedure

At least two (2) weeks before the election, the Nominating Committee shall present to the Church the names of one or more persons for each office to be filled. This ballot is to be posted so that all members might know those who are being placed in nomination. It shall be the privilege of any two (2) members, qualified to vote, to place in nomination the name of any eligible person for any office, not so nominated, and such nomination shall be placed on the ballot. No nominations shall be made from the floor at the time of election, but each voter may vote for any one he/she pleases by writing in the name on the ballot. All annual elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer. No voting by proxy shall be allowed.

Section 4 Vacancies

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

Article XI

Church Meetings

Section 1 Worship Services

Public Services shall be on Sundays and the Youth Fellowship and Church School shall meet at times fixed by the Christian Education Ministry Board and approved by the Advisory Council and the Church.

The Lord’s Supper shall be celebrated on the first Sunday of each month, and at such other times as the Church may determine.

Occasional religious meetings may be scheduled by the Pastor at his discretion, by the Advisory Council, or by the vote of the Church.

Section 2.0 Church Business Meetings

Section 2.1 Annual Church Meetings

Unless otherwise announced with a 10 day advance notice as described under notices in Section 4 and 4.1 below, the annual Business Meeting shall be on the second Friday evening in January, for the purpose of receiving the annual reports of individual officers, ministries, ministry boards and committees of the Church, and its auxiliary organizations; and the transaction of such other business as is proper to come before this meeting.

Section 2.2 Advisory Council meetings (See Article VII)

Section 2.3 Special Church Business Meetings

Special or unscheduled business meetings may be called at any time by the Pastor, or by the Clerk or by five (5) members in good standing who are qualified voters. Notices of such meeting shall be provided to all members following the 'Notice Requirements' in Sections 4 and 4.1 of this Article. (See Section 4 below, Notice Requirements.) Special meetings are meetings requiring action that cannot wait until the next regular scheduled meeting or would require more time than could reasonably be required at the next regular meeting.

Section 2.4 Actions During Meetings of Worship Service

At any of the regular meetings of worship, however, the Church may, without notice, act upon the reception of members (right hand of fellowship), upon the dismissal of members of other churches, and upon the appointment of delegates to councils, associations and conventions, but not upon extraordinary business.

Section 2.5 Emergency Meetings

In the rare instance of a catastrophic event affecting the Membership of the Church, the Pastor, Trustee Ministry Board or Diaconate Ministry Board may call an emergency meeting announcing the circumstances of the emergency, date, time and place of the meeting.

Section 3 Quorum

Twenty-Five (25) members of the required legal voting age who are in good standing shall constitute a quorum for the transaction of business at the All Church meetings.

The quorum for the Advisory Council is 15 members of the required legal voting age who are in good standing. (See Article VII).

For ministry boards and committees, the quorum is the majority of their members.

Section 4 Notice of Meetings

Regular quarterly or yearly meetings may be posted and made available to all members by postings in The Messenger, Zionews or other publications. Changes to the scheduled meetings and notice of Special meetings shall be sent via U.S mail or electronic mail and announced

during the Sunday morning worship services. Such notice shall be announced according to this Section and when mailed sent to arrive a minimum of 10 days prior to the date of the meeting. The notice shall state the date, time, place and purpose of the meeting, including the agenda and any supporting materials or how to access them.

An announcement of such meetings shall be made at least 10 days prior to the meeting by the Church Clerk on two (2) consecutive Sundays during each Sunday morning worship service stating the date, time, place and purpose of the meeting.

Section 4.1 Electronic Notice of meetings

Notice shall also be provided through the available electronic media via the Church Website and other electronic transmissions available to the Church and via email to those members who have provided email addresses. Electronic notices must be sent to all members who have provided email addresses for this purpose.

**Article XII
Administrative Provisions**

Section 1 Books and Records

The Church shall keep at its principal or registered office copies of its current Articles of Incorporation, Constitution, Bylaws and Policies and Procedures; correct and adequate records of accounts and finances; minutes of the proceedings of its members and Ministry Boards, and any minutes which may be maintained by committees of the Boards; records of the name and address of each member; each member of the Trustee Ministry Board and of each Church Officer, and such other records as may be necessary or advisable.

All books and records of the Church shall be open at any reasonable time to inspection by any member of three months standing or to a representative of more than five percent of the Membership.

Cost of inspecting or copying shall be borne by such member except for costs for copies of articles or bylaws. Any such member must have a purpose for inspection reasonably related to membership interests. Use or sale of members' lists by such member if obtained by inspection is prohibited.

Section 2 Church Accounting Year

The fiscal year of the Church shall be the calendar year.

**Article XIII
Rules of Order**

Section 1 Directory of Incorporation

Hiscox Directory is the book on which our Church is incorporated.

Section 2 Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order shall govern the business proceedings of this Church in all cases where they are not inconsistent with these Bylaws and the Church Constitution.

Article XIV Dissolution

In the event it becomes necessary to dissolve the Mount Zion Baptist Church, Inc. of Seattle, a special meeting shall be called of the Advisory Council to consider such action and make appropriate recommendations to the Church at a special All Church meeting. Notice of such meeting shall be sent to all members eligible to vote and read from the pulpit on two consecutive Sundays prior to the meeting.

The Trustees shall prepare a report of the financial condition and indebtedness of the Church for presentation and recommendation to the Advisory Council and Church regarding the payment of all liabilities and disposal of all assets of the Church exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Code.

Any action to dissolve the Church shall be approved by a two-thirds (2/3) vote of members present and entitled to vote, provided a quorum is present. No member or family of a member shall benefit directly or indirectly by this dissolution.

Article XV Amendments

These Bylaws may be amended at any regular or special business meeting of the Church by a two-thirds (2/3) vote of those present, qualified and voting, provided a quorum of 25 such members are present and voting. Notice of such amendment, stating the proposed change, shall have been given from the pulpit on two (2) successive Sundays prior to the meeting and such notice of amendment shall have been provided to all members following the 'Notice Requirements' in Article XI, Section 4.

Submitted By: 2017 Church Bylaws Committee:

/s/ Dr. Charlie Walker, III, Chair

/s/ Rev. Dr. Phyllis Beaumonte, Vice Chair

/s/ Deacon Darlene Hobbs, Secretary
/s/ Marie Brooks, Communications Coordinator
/s/ Rev. Ruth B Saunders, Communications Coordinator

Adopted May 5, 2017: Certified By:

Rhonda Staton, Church Clerk _____

Witness:

Rev. Aaron Williams, Th.M., Sr. Pastor, _____