

OPERATING PROCEDURES MANUAL
of
MISSION HILLS BAPTIST CHURCH
Littleton, Colorado
(a Colorado Nonprofit Corporation)

ARTICLE I

PREAMBLE

The Operating Procedures Manual (the “Manual”) of Mission Hills Church (the “Church”) includes operating policies and procedures, approved by the Elder Council, to implement the Bylaws of the Church and to provide the necessary direction for efficient administration of the Church. Both the Bylaws and the Operating Procedures Manual shall be available to the membership of the Church.

ARTICLE II

STATEMENT OF PURPOSE

The purposes for which the Church is formed are exclusively religious, educational and charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and more particularly, to follow the Great Commandment and further the Great Commission. “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind...You shall love your neighbor as yourself.” Matthew 22:37,39 “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you.” Matthew 28:19-20

ARTICLE III

CHURCH COVENANT -- CHURCH MISSION AND STRATEGY

- **Section 1. *This is our vision ...(Model)***
 - While Mission Hills will never be all things to all people, we want to be one thing to all people. We want to be the place where anyone, of any age, of any level of spiritual maturity, of any economic class, of any ethnicity, of any church background – or no church background – can meet God in a way that transforms their lives ... forever!
- **Section 2. *This is our mission...(Mandate)***
 - **TRANSFORMED LIVES. (Period)**
 - We exist as a church to be a tool that God uses to bring about transformation in each life that God allows us to touch. This transformation is multifaceted

and means people coming to know Jesus personally as well as believers who are being molded and shaped into Christ's image.

- **Section 3. *This is what we value...(Motives)***

- Pursuing God.
 - We believe in a wholehearted devotion to God and the continual pursuit of Christlikeness. People grow as they pursue God.
- Teaching God's Word.
 - We believe that God's Word is the source of all truth and that this truth is relevant for instruction in today's world. Anointed teaching is the catalyst for life transformation.
- Worshipping God.
 - We believe that God deserves our worship because of who He is. We want to worship God in Spirit and in Truth.
- Reaching People.
 - We believe that lost people matter to God. Since this is God's priority to seek and save those who are lost it is our priority as well. We want to provide the message of grace to our lost community and a lost world. We want to be a church that is known for loving people where they are in life – grace offered unconditionally.
- Connecting People.
 - We believe that life change happens best when people are connected in authentic relationships. As people connect with each other they build forgiving, caring, and compassionate relationships which produce redemptive communities.
- Serving People.
 - We believe that God has equipped each believer with spiritual gifts to be used for the building of the Body. A unified community of servants.

- **Section 4. *This is how we do church...Our BIGS (Map)***

- **We encourage every person at Mission Hills to...**

Belong to a Group

- We want to see you connected in a group. This group could be a Sunday School Class, a LIFE Group, or a Serving Team. It could be one group or multiple groups – the key is that you are connected in an authentic environment where everyone feels “at home” with each other.

Invest in and Invite others

- We want you to be investing in relationships with non-believers. As this investment takes place we want to see you sharing your faith story and

inviting family, friends, co-workers, and neighbors to events/activities at the church where they will hear about a personal relationship with Jesus.

Grow in Your Faith

- We want to see you growing in their relationship with God. We want to emphasize the importance of regular discipleship and worship in your life.

Serve God

- We want to see you serving in accordance with your spiritual gifts, your passions, and your experiences. God has wired you to serve and edify His Body. We want to see you serving in a specific ministry or ministries.

- **Section 5. *This is what we want to see happen in our people...(Mark or Target)***

- Believers on the road toward maturity who INVEST in the lives of lost people and want to INVITE them to encounter Jesus; who CONNECT with God intimately and with others authentically; GROW as disciples of Christ who worship wholeheartedly; who are devoted to SERVE wholeheartedly with their God-given gifts, both locally and globally.

ARTICLE IV

MEMBERSHIP

Section 1. Admission of Members. Application for membership will be by confession of faith and will include attendance at Discovering Mission Hills class, baptism by immersion if not previously done, completion of the Membership Application form, and presentation of personal testimony before an interviewing committee as determined by the Elder Council. If applicant's testimony is in agreement with the Mission Hills Church Statement of Faith and Church Covenant, and having been baptized, the applicant will be accepted as a member, effective immediately upon approval by the interviewing committee. New members will be welcomed at a regularly scheduled church service; testimonies will be published for benefit of the Church Body; with new members advised that the former church, if any, will be notified of such membership at Mission Hills Church.

Section 2. Transfer of Membership. Letter transferring membership to another church for member in good standing may be granted following review by the Elder Board or the assigned review representatives.

Section 3. Inactive List. Any member, without cause, failing to have a meaningful contact with the Church for six months will be placed on the Inactive List and so notified, if possible. Meaningful contact consists of attendance at worship services, participation in sponsored ministries of the Church, and/or financial support of the Church.

Section 4. Dismissal From Inactive List. If a member placed on the Inactive List then fails to respond to communications and/or makes no effort to fellowship with the Church Body, upon recommendation and approval of the Elder Council, the member will be dropped from the

membership rolls at the end of the Church fiscal year, and the member notified of the action taken.

Section 5. Automatic Dismissal. Subject to provisions of Section 6 of this Article, dismissal of members is automatic as a result of death, the joining of another church, and the request of the member to have his or her name taken from the membership rolls, providing such request is made in writing to the Elder Council.

Section 6. Dismissal by Disciplinary Action. The purpose and goal of all matters of church discipline will be to restore those who have sinned. Principles found in Matthew 18:15-17 will be followed with the Elder Council representing the Church as recorded in verse 17. In the discharge of its duties, the Elder Council shall use kindness, grace, consideration and Christian love throughout disciplinary proceedings. The accused member shall have the right to present his or her side of the case to the Elder Council prior to any final disciplinary action by the Elder Council. If the Elder Council deems it necessary, however, a member's name may be removed from the membership rolls. All members of the Church Body recognize they are under the spiritual authority of the Church and will not have recourse to the decision of the Elder Council as to any disciplinary action. Such decision of the Elder Council shall be final for all purposes.

ARTICLE V

CHURCH MINISTRY STAFF

Section 1. Senior Pastor. As the Chief Executive Officer of the Church, the Senior Pastor shall provide the necessary vision and leadership so that the Church Body is led in true worship, biblical fellowship, faithful discipleship and effective evangelism. He shall be a non-compensated voting member of the Elder Council and serve as an ex officio voting member of all Church Ministry Teams, Committees and Task Forces. The Senior Pastor shall be responsible to the Elder Chairman for guidance and direction.

Section 2. Executive Pastor. As the Chief Operations Officer of the Church, the Executive Pastor shall be responsible for long-range planning and goal setting, overseeing compliance with approved planning and goal setting, and providing leadership, encouragement, and accountability for the Ministry Staff. He shall be a non-compensated voting member of the Elder Council. The Executive Pastor shall be responsible to the Senior Pastor for guidance and direction.

Section 3. Associate Pastors. The Church may employ full or part-time Associate Pastoral staff as needed within the approved budget. Associate Pastors shall be responsible to the Senior Pastor or Executive Pastor as set forth in their respective job descriptions.

Section 4. Program Directors, Associate Directors, and Interns. The Church may employ full or part-time Program Directors, Associate Directors, and Interns as needed within the approved

budget. Program Directors, Associate Directors, and Interns shall be responsible to such supervisors as are set forth in their respective job descriptions.

Section 5. Early Learning Center Director. The Early Learning Center Director shall be responsible for employment and termination of budgeted Early Learning Center staff in accordance with policies approved by the Children’s Director and Children’s Team. The ELC Director, however, shall consult with the Children’s Director and the Executive Pastor prior to any involuntary termination. The Director shall be responsible to the Children’s Director.

Section 6. Operations Director. The Operations Director shall provide administrative leadership and coordination for the business affairs of the Church, including: property use, care, maintenance, and development; budget preparation; office, financial, personnel and purchasing management; and planned giving services. Personnel responsibility includes employment and involuntary termination of budgeted administrative, clerical, maintenance and custodial support staff in accordance with policies of the Facilities and Finance Ministry Team, following consultation with the Executive Pastor and position supervisors. The Operations Director shall be responsible to the Executive Pastor.

Section 7. At Will Employment. Employment of Ministry, Ministry Support, Early Learning Center, and all other compensated staff are “at will” in accordance with the General Statutes of the State of Colorado. Employment may be terminated by either employee or Church at any time, with or without cause, and with or without notice.

ARTICLE VI

STAFF SELECTION PROCESSES

Section 1. Senior Pastor/Executive Pastor. The Senior Pastor or Executive Pastor Search Task Force and its Chair shall interview and recommend a candidate to the Elder Council. If the Elder Council so agrees, the Senior Pastor or Executive Pastor Search Task Force and the Elder Council shall present the candidate to the Church Body with a recommendation for calling the Senior Pastor or Executive Pastor. Candidate’s written acceptance of call to serve shall establish the employee relationship as of the date and terms agreed upon between the Elder Council and the candidate.

Section 2. Other Ministry Staff. If the Elder Council chooses to appoint a Search Task Force and its Chair to fill ministry staff positions, the Search Task Force shall interview and recommend a candidate to the Elder Council. If they so agree, the Elder Council shall have the authority to extend a call and hire for these staff positions. The Senior Pastor and Executive Pastor, however, shall be responsible for the employment of Associate Directors, Early Learning Center Director, Technical/Media Director, and Operations Director. Candidate’s written acceptance of call to serve shall establish the employee relationship as of the date and terms which are agreed upon between both parties.

Section 3. Resignations. If the Senior Pastor or other staff member under this Article resigns, the date of any dissolution of the employment relationship shall be decided by the Elder Council and the staff member. Terms of the dissolution shall be determined by the Elder Council.

ARTICLE VII

EMPLOYEES

Each employee shall have a job description. Supervisors are asked to schedule staff job performance evaluations at least annually at which time the employee's job description is to be reviewed by the employee and his or her supervisor.

ARTICLE VIII

ELDER COUNCIL

Section 1. Governing Powers. In addition to the general governing powers set forth in Article VI, Section 2, of the Bylaws, and other duties and responsibilities, the Elder Council shall be responsible for representing the Church in matters of formal Church discipline. Disciplinary action against a Church member, however, shall follow procedures set forth under Article IV, Section 6 of this Manual. Additionally, the Elder Council shall carry out the following: review periodically Church ministries and organizational structure, including such organizational structure and reporting in this Manual; add to, delete, or otherwise modify Ministry Teams as set forth in this Manual; recommend the annual budget to the Church Body; approve capital fund and debt reduction campaigns; annually appoint an Independent Auditor; and act upon resignations from the Elder Council and Ministry Teams appointing individuals to fill unexpired terms. All Ministry Teams are responsible to the Elder Council. Actions of Ministry Teams, and any sub-committees appointed by Ministry Teams, are subject to review and change by the Elder Council. Yearly meetings, or at times otherwise designated by the Elder Council, shall be held with Ministry Team Chairs and responsible Ministry Staff for the purpose of prayer, ministry reports, and evaluation.

Section 2. Election of Officers. The Elder Council shall elect from its members the Chairman, Vice Chairman, and Secretary/Treasurer (officers of the Corporation).

Section 3. Elder Executive Team. The Elder Executive Team shall include: Chairman, Vice Chairman, Secretary/Treasurer (officers of the Corporation), Senior Pastor, and the Executive Pastor. The responsibilities of this team include: creating the agenda for the Elder Council meetings, discussing details of what needs to be communicated to the Elder Council, and handling minor administrative decisions. The Church Chairman is assigned to be the liaison with the Senior Pastor.

ARTICLE IX

ELDER EMERITUS TEAM

Section 1. Composition of this team. The Elder Emeritus Team shall consist of all the individuals who served as a previous elder and is not an active part of the current Elder Board.

Section 2. Role of this team. This team will be called into action upon the request of the Elder Executive Team. Some of the possible action items could include: special prayer needs, important brainstorming sessions – the current Elder Board desiring some added wisdom and discernment.

ARTICLE X

STRUCTURE OF MINISTRY TEAMS

Section 1. Composition of Ministry Teams. The Elder Council and the Ministry Staff shall be responsible for determining those Ministry Teams necessary for fulfilling the Statement of Purpose of the Church. All Ministry Teams shall be led by a Ministry Staff person and shall provide a monthly report to the Elders. The Ministry Team Chair should be a member in good standing for at least one year. The Elder Board has the authority to appoint a chair position to a non-member as they deem appropriate with a two-thirds vote of the board. The Ministry Team Members do not need to be members of the church.

Section 2. Characteristics of a Ministry Team. It is expected that Ministry Teams will share the following characteristics: covenanting – written or verbal as to how the team will relate together in a loving community; visionary – prayerful team that has a clear purpose with focused goals, all supporting the Church's overall vision; collaborative, not competitive, valuing each other's gifting and contribution; trusting and believing in each other by displaying acts of trustworthiness; empowering by giving away responsibility and increasing participation; and applying learning through experimentation, taking risks, and being innovative.

Section 3. Staff Responsibility. The responsibility of staff with their Ministry Teams includes the following: day-to-day decision making and program administration within approved policies, guidelines, and funding; assisting in providing leadership in their area of ministry; initial shepherding contact, including disciplinary related issues; and input in the hiring of Ministry Team related vocational staff. Pastoral Staff and Program Directors are accountable to the Senior Pastor or Executive Pastor.

Section 4. Staff Members and the Ministry Team. The staff member Ministry Team Chair, and the Ministry Team members shall work in cooperating relationships. While the Staff Member and Chair assist each other in providing overall leadership, the Chair is responsible for leadership of meetings, while professional staff should be viewed as equippers of others to do ministry. Staff and the Ministry Team shall work cooperatively in the development of ministry plans and determine together how these goals will be accomplished.

ARTICLE XI

ACTIVE MINISTRY TEAMS

Section 1. Prayer First. The Prayer First Ministry Team shall be responsible for overseeing the many and varied prayer related ministries, opportunities and events of the Church. Believing that dependence upon God through prayer is foundational to the Church's mission, the ministry team shall encourage prayer within the Church Body, mobilizing for intercession and prayer every ministry and endeavor of the Church towards the end that we would truly become "A House of Prayer." The Ministry Team shall review and recommend annual goals and budgets for the ministries that relate to and report through the Prayer Ministry Team.

Section 2. Adult Ministries. The Adult Ministries Team shall be responsible for overseeing;; LIFE Groups, Adult Sunday School, all other areas of adult education, Senior Adult Ministries, Support Ministries, Care Ministries including - disbursing monies from WatchCare Fund to families of members and attendees; assisting the Elders with people care processes throughout the Church; and reviewing and recommending annual goals and budgets for the ministries that relate to and report through the Adult Ministry Team.

Section 3. Worship Arts. The Worship Arts Ministry Team shall be fervent in prayer for a spirit of true worship and renewal in the church; approve worship schedules, guest speakers, and program leaders; serve as a resource and accountability team for the worship ministries; assigning teams for assisting in administration of Lord's Supper and Baptism. This team will also give oversight to the technical support functions and the communication team. This team will be responsible for reviewing and recommending annual goals and budgets for the ministries that relate to and report through the Worship Arts Ministry Team.

Section 4. Global Outreach. The Global Outreach Ministry Team shall be responsible for preparing an annual global missions budget with the Local Outreach Team; reviewing and approving missionary and missions agency funding from the unallocated reserves of the Global Outreach allocation; providing missions education; overseeing missionary training; scheduling and overseeing short-term missions trips.

Section 5. Local Outreach and Service. The Local Outreach Ministry Team and Service Ministry Team shall be responsible for preparing an annual local missions budget with the Global Outreach Team for approval of the Elder Council; providing oversight of Church-based and local outreach; church-wide outreach events; assisting in the planting of new churches; providing oversight of Mission Hills Home and Health Ministries;

Section 6. Connections and Service. Connections Ministry is our "front door ministry" from the parking lot to the platform, helping new people feel welcome and then helping them get connected. There will be a number of sub-teams that function under the Connections heading. These sub-teams will have specific roles for assimilating and enfolding. The Service priority will assist with preparing, training, and mobilizing regular attendees and members for service. It is the priority of this team to place people in ministries where they have strengths, gifts, and passions. The Ministry Team shall review and recommend annual goals and budgets for the ministries that relate to

Connections and Service.

Section 7. Facilities and Finance. The Facilities and Finance Ministry Team shall be responsible for overseeing Church property ensuring that such property is adequately insured, maintained; overseeing, in conjunction with the Treasurer/Secretary, financial matters including planning, control, receipts, disbursements, and reporting; overseeing implementation of capital fund/debt reduction campaigns along with expenditure of funds raised from such campaigns; serving as the budget committee; approving consultant contracts, including renewals and extensions, totaling \$5,000 or more annually; approving new maintenance and equipment contracts totaling \$5,000 or more annually; approving capital purchases totaling \$5,000 or more; and providing oversight to stewardship education of the church body.

The Facilities and Finance Ministry Team shall not make or authorize purchases for any single object or project not funded in the approved budget in excess of one percent (1%) of said budget without approval of the Elder Council. The Facilities and Finance Team shall be responsible to appoint two sub-committees from the team. The first is a Human Resources Team. This sub-team will be responsible for the HR Administration and planning, including salaries and wages; employee benefits; employment and personnel related policies of the Church; approval of new staff positions; and reviewing and recommending annual goals and budgets that relate to its function. Within authorized budget funding, the sub-team shall prepare annual recommendations on salary and wage adjustments in connection with the annual budget for approval by the Elder Council. The second sub-team will serve as the Audit Committee for Mission Hills. This team shall consist of a minimum of three members of the Elder Council and assigned members from the Facilities and Finance Team. This team will be responsible to work with our certified public accountants to conduct an annual audit. They will serve to review recommendations from the CPAs and will be responsible to monitor implementation of recommended changes regarding internal controls for the organization.

Section 8. Student/Young Adult Ministries

Junior High Ministry. The Junior High Ministry Team shall be responsible for overseeing Junior High ministry; operation (except scheduling) of the Student Center in conjunction with the Senior High Team; and reviewing and recommending annual goals and budget for the Junior High ministry and combined Student Ministry budget

Senior High Ministry. The Senior High Ministry Team shall be responsible for overseeing Senior High; operation (except scheduling) of the Student Center in conjunction with the Junior High Team; liaison with Boy Scout Troop #794; and reviewing and recommending annual goals and budgets for the Junior High ministry and combined Student Ministry budget

College. The College Ministry will be responsible for overseeing ministries to young adults in college or a part of a post High School technical certification or training program. They will recommend annual goals and budgets for this ministry area. This ministry will be responsible to the Student Ministry Pastor.

Section 9. Family Children's Ministries. The Children's Ministry Team shall be responsible

for Church nurseries; children's Sunday School classes; Awana; the Mission Hills Baptist Church Early Learning Center(ELC); parenting education; liaison with the Cub Scout program; and reviewing and recommending annual goals and budgets for the ministries that relate to and report through the Children's Ministry Team.

Section 10. Men's Ministry. The Men's Ministry Team shall be responsible for overseeing Men's ministry; Men's outreach events; Men's Bible Studies; Men's short term mission trips; and reviewing and recommending annual goals and budget for the Men's ministry.

Section 11. Women's Ministry. The Women's Ministry Team shall be responsible for overseeing Women's ministry; Women's outreach events; Women's Bible Studies; Women's short term mission trips; and reviewing and recommending annual goals and budget for the Women's ministry.

Section 12. Communication Team. The Communication Team shall be responsible for the communication needs of the church. This will include the internal communication avenues and the external communication avenues. The team will be responsible for reviewing and recommending annual goals and budget for all communication related items.

ARTICLE XII

ADJUNCT AND INTEGRAL MINISTRIES

Section 1. Southwest Counseling Associates. The Adult Ministries Ministry Team shall be responsible for Church liaison to Southwest Counseling Associates of Mission Hills Baptist Church. Church representatives shall hold a majority of the Southwest Counseling Associates Board of Directors seats and shall be Church members appointed by the Elder Council. The Executive Director and Church representatives shall ensure that the Board of Directors submits quarterly written reports to the Elder Council.

Section 2. Mission Hills Early Learning Center. The Children's Ministry Team shall be responsible for Church liaison with ELC. The ELC Director will be a part of the Children's Ministry Team.

Section 3. Appointments. The Elder Council shall appoint Church representatives to serve on the Board of Directors of Southwest Counseling Associates of Mission Hills Baptist Church. Members appointed under this article shall be members in good standing and have a record of faithfulness to their families and the Church.

Section 4. Term of Office. Integral agency board members appointed by the Elder Council shall serve for a period of one year, renewable each year not to exceed six consecutive years.

ARTICLE XIII

AMENDMENTS

Amendments to the Operating Procedures Manual must be approved by a three-quarters vote of Elders present and voting at a duly called meeting of the Elder Council.

The undersigned certify that the above Operating Procedures Manual has been approved by the Elder Council at a duly called meeting on October 29, 2011, and adopted for the Corporation.

Elder Board Chairman

Secretary/Treasurer

Approved by Elder Council on October 29, 2011