

**FAIRFAX CIRCUIT COURT
CIVIL CASE COVERSHEET**

2023 16807

Parties:

Plaintiffs	Defendants
1. Mount Pleasant Baptist Church Board of Trustees	1. Dr. Kevin E. Donalson
2. Micheal Davis, Emily Kitchen, Cheryl Tillman, Rob	2.
3. Louis Werts	3.

***Plaintiff proceeding without Counsel – Address and Daytime Phone Number required on Complaint**

Plaintiff Attorney:

Name: J. Chapman Petersen	Bar ID: 37225
Firm: Chap Petersen & Associates PLC	
Street: 3970 Chain Bridge Road	
City: Fairfax	State: Virginia Zip: 22030
Phone Number: 571-459-2510	Fax Number: 571-459-2307
E-mail Address: jcp@petersenfirms.com	

Nature of Complaint (Check only one)

*** Cases in the Civil Tracking Program**

<input type="checkbox"/> Administrative Appeal	<input type="checkbox"/> Defamation *	<input type="checkbox"/> Malpractice – Medical *
<input type="checkbox"/> Affirmation of Marriage	<input type="checkbox"/> Delinquent Taxes *	<input type="checkbox"/> Mechanics/Vendors Lien *
<input type="checkbox"/> Aid & Guidance	<input type="checkbox"/> Eminent Domain	<input type="checkbox"/> Partition *
<input type="checkbox"/> Appeal Decision of Board of Zoning	<input type="checkbox"/> Encumber/Sell Real Estate	<input type="checkbox"/> Personal Injury – Assault *
<input type="checkbox"/> Appeal of Process/Judicial Appeal	<input type="checkbox"/> Erroneous Assessments	<input type="checkbox"/> Personal Injury – Auto *
<input type="checkbox"/> Appointment Church/Organization Trustees	<input type="checkbox"/> Expungement	<input type="checkbox"/> Personal Injury – Emotional *
<input type="checkbox"/> Arbitration	<input type="checkbox"/> False Arrest/Imprisonment*	<input type="checkbox"/> Personal Injury – Premises Liability*
<input type="checkbox"/> Attachment	<input type="checkbox"/> Fiduciary/Estate Complaint	<input type="checkbox"/> Property Damage*
<input type="checkbox"/> Complaint – Equity *	<input type="checkbox"/> Garnishment–Federal–180 days	<input type="checkbox"/> Products Liability*
<input type="checkbox"/> Complaint – Legal Cause of Action *	<input type="checkbox"/> Garnishment–Wage–180 days	<input type="checkbox"/> Quiet Title *
<input type="checkbox"/> Compromise Settlement	<input type="checkbox"/> Garnishment–Other – 90 days	<input type="checkbox"/> Real Estate *
<input type="checkbox"/> Condemnation*	<input type="checkbox"/> Guardian/Conservator Adult	<input type="checkbox"/> Restoration of Driving Privilege
<input type="checkbox"/> Confession of Judgment	<input type="checkbox"/> Guardianship/Minor	<input type="checkbox"/> Vital Record Correction
<input type="checkbox"/> Construction *	<input type="checkbox"/> Injunction	<input type="checkbox"/> Writ Habeas Corpus
<input type="checkbox"/> Contract *	<input type="checkbox"/> Interpleader	<input type="checkbox"/> Writ Mandamus
<input type="checkbox"/> Conversion*	<input type="checkbox"/> Insurance *	<input type="checkbox"/> Wrongful Death*
<input type="checkbox"/> Court Satisfaction of Judgment	<input type="checkbox"/> Judicial Review	<input type="checkbox"/> Wrongful Discharge *
<input type="checkbox"/> Declare Death	<input type="checkbox"/> Malicious Prosecution *	<input type="checkbox"/> OTHER:
<input checked="" type="checkbox"/> Declaratory Judgment *	<input type="checkbox"/> Malpractice – Legal *	

Damages in the amount of \$ _____ are claimed.

Requested Service: Sheriff Private Process Server DMV Secretary of Commonwealth
 State Corporation Commission Publication No Service at this time

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF FAIRFAX

FILED
CLERK OF COURT
FEB 1 11 11 AM '23

**MOUNT PLEASANT BAPTIST CHURCH
BOARD OF TRUSTEES,**

AND

MICHEAL DAVIS

AND

EMILY KITCHEN

AND

CHERYL TILLMAN

AND

ROBERT BULLET

AND

LOUIS WERTS

Plaintiffs

v.

**DR. KEVIN E. DONALSON,
SENIOR PASTOR
MOUNT PLEASANT BAPTIST CHURCH**

SERVE: 2516 SQUIRREL HILL RD,
HERNDON, VA 20171

Defendant

Case No.: **2023 16807**

**SWORN COMPLAINT
FOR DECLARATORY AND INJUNCTIVE RELIEF**

The Plaintiff, THE MOUNT PLEASANT BAPTIST CHURCH (“MPBC” or “Church”) BOARD OF TRUSTEES (“Trustees”), by counsel, hereby states as follows for its complaint against Kevin E. Donalson:

PARTIES

1. The Plaintiff, The Mount Pleasant Baptist Church Board of Trustees are a part of “The Official Board” of MPBC church which is located in Herndon, Virginia. Per the Church Constitution, as articulated *infra*, the Trustees have a fiduciary obligation to protect the health and integrity of the Church. They have standing to bring this claim.

2. Plaintiff MICHEAL DAVIS is a resident of the commonwealth of Virginia and a member of the Mount Pleasant Baptist Church, Board of Trustees.

3. Plaintiff EMILY KITCHEN is a resident of the commonwealth of Virginia and a member of the Mount Pleasant Baptist Church, Board of Trustees.

4. Plaintiff CHERYL TILLMAN is a resident of the commonwealth of Virginia and a member of the Mount Pleasant Baptist Church, Board of Trustees.

5. Plaintiff ROBERT BULLET is a resident of the commonwealth of Virginia and a member of the Mount Pleasant Baptist Church, Board of Trustees.

6. Plaintiff LOUIS WERTS is a resident of the commonwealth of Virginia and a member of the Mount Pleasant Baptist Church, Board of Trustees.

7. The Defendant Dr. Kevin E. Donalson (“Pastor Donalson” or “Dr. Donalson”) is a resident of Virginia and the Senior Pastor of MPBC.

VENUE AND JURISDICTION

8. Venue and jurisdiction are proper in this court, as all parties have transacted business under the name of the Church within Fairfax County per Section 8.01-328.1.

History and Structure of MPBC; Background of Dispute

9. MPBC was first organized in 1866 in the old Floris School on Frying Pan Road in Fairfax County.

10. On December 28, 1997, MPBC broke ground at the church's new location at 2516 Squirrel Hill Road and the church opened its doors to provide on Saturday, May 1, 1999.

11. MPBC is a nonhierarchical, non-incorporated church that is governed by the MPBC Constitution ("Constitution") and MPBC Bylaws ("Bylaws"). A copy of the Constitution and the Bylaws are attached herein as **Exhibit 1** and **Exhibit 2** respectively.

12. As a nonstock nonprofit organization in the Commonwealth of Virginia, created for religious purposes, its actions are governed by the Virginia Non-Stock Corporation Act, Va. Code § 13.1-801 et. seq.

13. Va. Code § 13.1-814 states that no dividend or income of a nonstock corporation may be distributed to its directors, officers or individual members, except as reasonable compensation for services rendered or upon the dissolution or liquidation of the corporation.

14. Per its Constitution, MPBC is exclusively organized for charitable, religious, educational, and scientific purposes, including for such, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code," Article XVIII. Legal Requirements.

15. This dispute arises out of Dr. Donalson's leadership which have resulted in (i) breaches of his fiduciary duty to the Church and (ii) continued and intentional failure to follow applicable parliamentary procedures when scheduling and conducting MPBC Regular Business and Special Business Meetings. His continued violations of Section 14.5 Parliamentary Rules and Section 14.6 Quorum in the Bylaws have facilitated misinformation to the congregation, and ultimately resulted in illegal decisions made by Dr. Donalson on behalf of the Church.

16. Dr. Donalson has continued to lead the Church through authoritative principles, counter to his position's description in the Bylaws.

17. In effect, Dr. Donalson has also commandeered the government of the Church, which is expressly vested in its members and negated the members' ability to control its affairs. See Exhibit 2, Article I-PASTOR Section 1.1 Defined (E.), pg. 1

18. Per its Constitution, the Church declares the "right of each member of the church to a voice in its government, plans and discipline." See Exhibit A, Article III Section I (5.), pg. 2.

19. Per its Constitution, the Church declares that it believes in the "[...] freedom of the individual conscience; in the voluntary principle, not the coercive principle, in religion." *Id.* (6.)

20. Per its Constitution, MPBC declares, "No part of the net earnings of the church shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the church [...]" *Id.* (12.)

21. Per the Bylaws, Reverend Donalson's position as "Pastor", is "placed as Shepherd of the church by the appointment of God and the free and voluntary act of the church itself". See Exhibit B, Article I. Section 1.1. (A.), pg. 1.

22. The Pastor "[h]as oversight and supervision of all the interests of the church and all departments of its work, both spiritual and temporal." *Id.* (B.)

23. The Pastor "[h]as absolute charge of the pulpit, ministries and services. Responsible for approving any services or functions held in the church, or in the name of the church. He shall perform weddings, officiate funerals, and other functions when requested to do so." *Id.* (C.)

24. The Pastor is "[a]uthorized by the virtue of his office to appoint special committees, ministries, and appoint persons to serve in incomplete terms of office." *Id.* (D.)

25. The Pastor "[a]dministers church affairs by securing the cooperation of the members and gains his objective by reason and persuasion rather than attempting to force compliance by authoritative dictation." *Id.* (E.)

26. Currently, Reverend Ezekiel Pinkney (“Reverend Pinkney” or “D.A. Pinkney”) is the Director of Administration of MPBC.

27. Per Article III Section 3.1 (B.), the Director of Administration (“D.A.”) is “[a]ppointed by the Pastor and confirmed by the congregation.” See Exhibit B, pg. 3.

28. The D.A. “[s]erves as principal advisor to the Pastor.” *Id* (D.)

29. The D.A. “[p]rovides spiritual direction and approves resources of the administrative ministries, including trustees, finance ministry, and multi-media ministry (see organizational/staff chart in Director of Administration’s office).” *Id* (E.) The D.A. also “[p]rovides supervision and direction to church administrative staff.” *Id* (H.)

30. Under Sections 3.1-3.5, the guidelines for MPBC’s budget process, the responsibility falls under the Director of Administration. See Exhibit B, pgs. 3-7.

31. Reverend Felicia Hawkins (“Reverend Hawkins”) is the Assistant to Director of Operations and Young Adults Pastor and receives all Church check requests and contracts after the contracts are reviewed and approved by the Trustees.

32. Reverend Hawkins processes every contract and subsequent check request with an attached copy of the Trustees-approved contract prior to issuing any check for said contract.

33. Per Article III Section 3.2 (C.), the Trustees “[s]hall be selected from the membership by the *pastor, current trustees* and confirmed by the membership at the annual meetings.” See Exhibit B, pg. 4, 5. (emphasis added)

34. Pursuant to the Bylaws, the Trustees’ tenure “[...] shall be for a period of three (3) consecutive years. At the end of each term, he/she may be appointed by the pastor to serve an additional three years.” *Id* (E.)

35. According to the Bylaws, the Trustees “[...] shall be subject to removal upon recommendation of the *pastor and trustees* after thirty (30) days notice (sic) has been given in writing and upon two-thirds (2/3) vote of the members present and voting at a regular or call business meeting.” *Id* (F.) (emphasis added)

36. Per the Bylaws, the Trustees “[s]hall be the legal custodian of church property and its assets. This includes maintaining legal titles to all church properties and assuring that the church is in compliance with federal, state, and local statutes. The Trustee Ministry shall function on these matters where civil law specifically requires them to act in (sic) behalf of the church. This does not mean that the Trustee Ministry makes decisions about legal matters. It means that they meet the legal requirements for carrying out church decisions in matters involving law, such as buying or selling real estate in accordance with the laws of the state of Virginia.” *Id* (G.)

37. The Bylaws further state that the Trustees, Maintain the operation, maintenance, and improvements of the church physical property. This includes ensuring the church has the appropriate utilities and infrastructure to function, such as water, sewer, electricity, gas, and [...] the church is able to continue to operate by meeting its financial obligations (mortgage, utilities, infrastructure, etc.) [...]” *Id* (G.) (sic)

38. Currently, MPBC’s Chairman of Deacon Ministry is Antonio Clemons (“Deacon Clemons”) per the MPBC “Spiritual Organization” chart, see attached herein as **Exhibit 3**.

39. Currently, MPBC does not have any members serving in the Finance Ministry pursuant Section 3.3 (A.) of the Bylaws. *Id*

40. Pursuant to the Bylaws Section 3.3 Finance Ministry “(A.) Members participate, monitor, and report on the use of church funds for maintaining the operation, maintenance, and necessary improvements of the church physical property and intellectual assets. This includes the

funds used to meet the church's financial obligations and make purchases, such as salary administration of paid employees, mortgage, utilities, infrastructure, budget formulation, and contracts/loans.” *Id.*

41. Per the Bylaws, (B.) “[m]inistry members are appointed by the pastor and confirmed by the congregation and they must be church members in good standing.” *Id*

42. According to the Bylaws, the Finance Ministry “[m]embers maintain accurate records of the financial contributions of each member of the church.” *Id* (C.)

43. Currently, the “de facto” Finance Ministry is made up of the Trustees, Reverend Pinkney and Mrs. Lakea Marcelle (“Mrs. Marcelle”) acting as the “Program Control/Finance & Accounting Administrative Assistant” (“Accounting Assistant”) per Section 3.5 of the Bylaws. *Id*

44. Pursuant to the Bylaws, Mrs. Marcelle “[m]onitors expenditures of the Ministry Directors and Ministries.” *Id* (A.)

45. Per the Bylaws, the Finance Ministry is to produce a “written report at annual church meeting.” *Id* (F.)¹

Structure of Business Meetings

46. Per the Bylaws, Section 14.5 Parliamentary Rules, “Robert’s Rules of Order, revised, is the authority for parliamentary rules. These procedures are used for all business meetings of the church.” *Id.*

¹ Currently, Mrs. Rochelle Ford is acting as the Church Accountant. Per Section 3.4 (A.), Church Accountant, the accountant “[m]aintains, audits, and inspects financial records”. *Id* Pursuant to the Bylaws, the Church Accountant “[p]repares financial and tax reports.” *Id* (B.) Per the Bylaws, the Church Accountant “[r]eceives/disburses all monies authorized by the church.” *Id* (C.) and “[w]orks closely with the Director of Administration.” *Id* € and “[e]nsures all financial records are audited annually.” *Id* (F.) Pursuant to the Bylaws the Church Accountant also “[p]repares and/or sends out accurate statements to all church members at the end of the calendar year.” *Id* (G.) There is no evidence that Mrs. Ford is qualified for this role.

47. According to Article XIV-Meetings, Section 14.3 Regular Business Meetings (A.) of the Bylaws, “[...] Other business meetings may be called by the pastor from the pulpit on his own or when requested by the Deacon Ministry. The particular objective of the meeting must be *clearly stated in the notice and no other business may be transacted (emphasis added). Id.*

48. Furthermore, under Section 14.3 (C.) “a]ll meetings should be well-planned in advance and conducted in a prayerful, orderly, and democratic manner. It is recommended that the regularly accepted principles of parliamentary law be employed.” *Id.*

49. Per Section 14.4 Special Business Meetings (A.), “[a] special called business meeting may be held to consider special matters of significant nature.” *Id.*

50. Per Section 14.4 (C.), “[a] two-week notice of the subject, date, time, and location must be given for special called business meeting unless extreme urgency renders such notice impracticable.” *Id.*

51. Per the Bylaws under Section 14.6 Quorum (A.), “[f]ive percent (5%) of the active roll of the membership shall constitute a quorum.” *Id.*

52. According to Article III Section 3.6 Secretary/Receptionist (D.) (xii), that person “[r]ecords minutes of the board meetings and distributes to staff personnel within three days of staff meeting.” *Id.*

53. According to Article XV-The Official Board (“Board”), Section 15.1 (A.) Board’s Composition states that the Board “[c]onsists of the ministry directors, deacons, and trustees.” *Id.*

54. Pursuant to Section 15.1 (B.), the Board is “[c]haired by the Chairman of the Deacons.” *Id.*

55. Per the Bylaws, Section 15.2 Board's Purpose, states that the Board of Trustees , which does not include the Senior Pastor, functions as the "[p]rincipal advisor to the Pastor and acts on behalf of the church regarding critical issues that impact its operation." *Id.*

56. Pursuant to Section 15.2 (B.), the Board "[e]stablishes policies and practices consistent with the purpose and vision of the church." *Id.*

57. Per Section 15.2 (C.), the Board "[a]ssists in managing and directing the affairs and activities of the church." *Id.* Pursuant to Article XVII-AMENDMENTS of the Bylaws, Section 17.1 Two-Thirds Vote, "[t]he Constitution & (sic) By-Laws may be amended by two-thirds vote of members present and voting at any business meeting or at a meeting specifically called for that purpose, the proposed amendment being inserted in the call." *Id.*

58. Per Section 17.2 Written, of the Bylaws, "[a]ll amendments must be laid in writing before the church in a business meeting not less than a month before the time of the proposed action." *Id.*

59. As described *infra*, these rules have been consistently ignored.

60. On August 22, 2020, the "Elevation Team" submitted a "Project Status Report" ("Elevation Report") to the leadership of MPBC. The Elevation Team was "tasked to develop a comprehensive revitalization plan to elevate" MPBC.

61. The team was asked to address the "lack of unity within the MPBC leadership." A copy of the Elevation Report is attached herein as **Exhibit 4**.

62. Per page 1 of the Elevation Report, the first item listed under "Problem" was "Accountability" which cited that "MPBC leaders are not held accountable in their roles and responsibilities" and that "[c]hurch policies are not enforced and followed by leadership", including the "credit card policy is not adhered to." *Id.*

63. Additionally, the Elevation Report stated that members felt that there was “no checks and balances with processes that do have a policy.” *Id.*

64. The Elevation Report cited a “Lack of Collaboration” which stated that there was “limited transparency between leadership and congregation”, which survey respondents stated that it caused “confusion” and “miscommunication”.

65. Under the “Risks” section of the Elevation Report, the report stated that the inherent risk of the execution of the Elevation Report and its dissemination to the Church could potentially result in that the “leadership does nothing with the information”, as per the Elevation Team’s investigation that “some leaders were doubtful that change would occur.”

Breaches of Constitution and Bylaws

66. On June 18, 2020, the Trustees, along with Reverend James Keith Johnson (“Reverend Johnson”), D.A. Reverend Pinkney, and the former Head of the MPBC Diaconate, Rufus Cason (“Mr. Cason”), held a meeting with Pastor Donaldson in the MPBC’s “Crying Room” to address his improper use of his credit card.

67. Internal Revenue Service (“IRS”) documents (“IRS Documents”) citing the standards and rules that are required of organizations, like MPBC, to maintain its 501(c)(3) status were presented and discussed with Pastor Donaldson. The documents and a memorandum of the meeting’s minutes are attached hereto as **Exhibit 5**.

68. The IRS Documents specifically highlighted sections that illustrated what actions could jeopardize the Church’s tax-exempt status, a section detailing “Inurement and Private Benefit”, and how “[e]mployees must provide the organization with sufficient information to identify the specific business nature of each expense and to substantiate each element of an expenditure.” *Id.*

69. When the Trustees addressed Pastor Donalson about his use of the Church's credit card for personal uses, Pastor Donalson became visibly angry and shouted at the former head of the Trustees, Deacon Hassell and D.A. Reverend Pinkney.

70. On August 21, 2020, Dr. Donalson circumvented the Constitution and Bylaws when he closed the MPBCCA without any involvement with the church leadership, trustees or the congregation.

71. This decision impacted the church's finances, the MPBCCA's finances and the teachers of MPBCC, who were also members and Board members of MPBC. A copy of this announcement is attached herein as **Exhibit 6**.

72. Dr. Donalson circumvented Section 3.3 (A.) of the Bylaws and introduced a 2021 budget amount for the Academy at \$260,000 with no timelines, objectives, or MPBCCA's development process. A copy of Pastor Donalson's budget announcement and a Trustee memorandum memorializing Dr. Donalson's proposed budget is attached herein as **Exhibit 7**. Dr. Donalson distributed the 2021 budget to the Trustees for comments at the "last minute", far less than the required thirty (30) days noticed as required by the Bylaws. *supra*

73. The Trustees' memorandum highlighted the issue that Dr. Donalson's proposed budget did not "accurately reflect the impact of the Church receipt of PPP funding", the government's Paycheck Protection Program.

74. During the December 2021 MPBC Business Meeting ("December Meeting") the congregation voted on and approved the MPBC budget.

75. After the December Meeting, without the MPBC's congregation's approval, Dr. Donalson improperly financially obligated the Church by executing a contract with "Radio One" ("Radio One Agreement") to air and promote the Church's services.

76. The total cost of the Radio One Agreement was twenty-four thousand and five-hundred dollars (\$24,500.00). A copy of that contract has been attached herein as **Exhibit 8**.

77. Dr. Donalson was issued the initial paid invoice, which stated payment from a VISA credit card with the last four (4) digits of “5624”, for five hundred (\$500.00) on January 7, 2022. A copy of the paid invoice is attached herein as **Exhibit 9**.

78. In January 2022, Radio One sent MPBC an invoice for six-thousand dollars (\$6,000.00). A copy of the invoice has been attached herein as **Exhibit 10**.

79. On January 28, 2022, Reverend Hawkins, Assistant to Director of Operations and Young Adults Pastor, sent an email (“Radio One Email”) to MPBC’s Director of Media Ministry, Marlon Sharpe (“Mr. Sharpe”) and Dr. Donalson, D.A. Pinkney was copied to the correspondence, highlighting several problematic issues with the Radio One Agreement. A copy of the Radio One Email has been attached hereto as **Exhibit 11**.

80. The Radio One Email cited the following “violations” per Church Bylaws:

a.) The Radio One Agreement was never received by the Director of Operations

b.) The Radio One Agreement was never received or reviewed by the Trustees “as per current policies, practices, and procedures done at MPBC.”

c.) An invoice for \$6,000 was provided to Mr. Sharpe with a check request for payment “without a ratified contract”, i.e., it was never reviewed and approved by the Trustees.

d.) “[A]ll contracts must be approved by a member of the MPBC Trustee Board.”

“Note: No member, leader, or otherwise, has right to financially obligate church without proper protocol [...]”

e.) “As a result, Check Request (sic) for payment to Radio One, Inc. is currently being placed on hold until further notice.” *Id.*

81. Dr. Donalson reportedly denied executing the agreement with Radio One; therefore the D.A. contacted Fairfax County Police and asked for their assistance in determining who was forging the signature of Dr. Donalson on Church documents. A copy of the initial complaint submitted to Fairfax County Police is attached herein as **Exhibit 12**.

82. The D.A. asked the Trustees to investigate into the matter of forged Church documents.

83. The Trustees investigation found that the Pastor had used the Church's credit card to charge five hundred dollars (\$500.00) to initiate the service with Radio One.

84. The Trustees' investigation revealed that Dr. Donalson had recruited MPBC's Reverend Sharpe to develop and execute the project with Radio One.

85. After Dr. Donalson found out that the Trustees and Fairfax County Police were investigating the alleged fraud, he initiated through Deacon Clemons, Head of the diaconate, a request for a Special Business Meeting to obtain the congregation's approval.

86. On February 21, 2022, Dr. Donalson called a "Special Meeting", and had the congregation vote to approve the project with Radio One, despite the Church already being obligated to the Radio One agreement. The unofficial minutes and transcript to this Special Meeting are attached herein as **Exhibit 13**.

87. According to the Special Meeting transcript, several members had questions as to why they were voting to approve the contract with Radio One, when the contract had already been executed. *Id.*

88. On March 12, 2022, Dr. Donalson submitted to the leaders of MPBC via electronic correspondence, an announcement that all leaders were expected to read and execute a "Leadership Covenant", which included as a part of the agreement, "[...] I agree to be willing to submit to the

authority and accountability structure of the church.” Dr. Donalson stated that all Church leaders turn in the covenant letters that were to be due by March 20, 2022. A copy of the correspondence and a copy of the Leadership Covenant is attached herein as **Exhibit 14**

89. All members of the Church automatically enter into a covenant, per Article II—Church Covenant, as soon as they become a member of MPBC. This covenant includes a promise to, *inter alia*, “strive for the advancement of this church; to promote spirituality; to sustain its Worship (sic), discipline, and doctrine; to observe the church ordinances of believer’s baptism [...]”. Article II –Church Covenant, See Exhibit 1.

90. The demand upon the Trustees to sign the Leadership Covenant under the threat of terminating their position runs counter to Article III-Beliefs (7.) under the Constitution, which states “[w]e believe in the freedom of the individual conscience; in the voluntary principle, not the coercive principle, in religion.” *Id.*

91. On November 17, 2022, an announcement from Office Manager Executive Assistant to Senior Pastor, Melissa Holt (“Ms. Holt”) stated that the Trustees would be required to read and sign a Leadership Covenant form which would have to be “returned to him no later than November 27, 2022 by close of business day”; and if the form was “not received by the deadline date, the person’s name will not be submitted to the church as an officer for 2023.” A copy of that correspondence has been attached herein as **Exhibit 15**.

92. To this date, (5) five out of the (6) six Trustees have not signed the Leadership Covenant.

93. On January 4, 2023, Dr. Donalson circumvented the Bylaws and the Bylaws amendment procedures stipulated in ¶58 and ¶59 and stated that “[a]ny new Trustee will have to

sign the Covenant before being chosen.” A copy of the electronic correspondence is attached herein as **Exhibit 16**..

94. May 25, 2023, Dr. Donalson executed the MPBC credit card policy which reinstated his use of the MPBC credit card after his use was suspended for improper use of the MPBC credit card including personal purchases. A copy of unauthorized credit card charges and the credit card policy executed by Dr. Donalson is attached herein as **Exhibit 17**.

95. On July 9, 2023, (“July 9th Meeting”), a “Special Called Meeting” organized and called by Dr. Donalson, with the assistance of the Chairman of the MPBC Diaconate, Antonio Clemons (“Mr. Clemons”).

96. At this meeting, Dr. Donalson reallocated funds from summer camp to internship program, but did not meet the requirements for establishing a Quorum necessary to transact Church business outlined in the Bylaws.

97. To this date, no records of the July 9th Meeting minutes recorded by the Church Clerk or documented attendance have been provided by Dr. Donalson and his office after **multiple requests** (emphasis added) by the Trustees.

98. Unofficial Minutes for the July 9th Meeting were provided; however, the document provides no date and time as to the recordation of the Minutes, the author of the recordation, or even a date as to the creation of the Minutes, a copy is attached herein as **Exhibit 18**.

99. At the start of the July 9th Meeting, Dr. Donalson and Mr. Clemons did not take proper attendance to establish Quorum per Section 14.6 (A.) of the Bylaws, which required five percent (5%) of the active roll of the Church’s membership.

100. Dr. Donalson did not announce if the meeting met Quorum per the Bylaws.

101. Dr. Donalson did not establish Quorum outlined in the Bylaws to amend the budget to execute new ministry idea during the July 9th Meeting in accordance with Robert's Rule of Order, the parliamentary procedure for Business or Special Meetings per the Bylaws.

102. Per Section 3.7 (H.) (I.) of the Bylaws, MPBC Minutes are necessary as the church has designated staff (Trustees and Director of Administration) to evaluate the results of all Special Meetings. See Exhibit 2.

103. Dr. Donalson sent to D.A. Pinkney a memo, dated "July 7, 2023", ("July 7th Memo") that cited a July "[o]n "July 9, 2023", the church voted to take the \$12,000 that was allocated for Summer Camp to instead be used to pay the Summer Interns that Rev. (sic) Vital proposed to the Church Directors when the decision was made not to have the Summer Camp. The church voted that we would pay the Interns (sic) retroactive to their start date." A copy of the July 7th Memo and the July 9th Meeting Minutes have been attached herein as **Exhibit S**.

104. The Trustees sent a formal resolution, dated July 13, 2023, that the July 9th Meeting did not conform to the Bylaws and was therefore deemed null and void. This omission of establishing proper Quorum, thus improper reallocation of the Church's budgetary funds per the Bylaws, was memorialized by the Trustees in a formal resolution sent to Dr. Donalson, is attached herein as **Exhibit 20**.

105. The Trustees requested that Reverend Pinkney not distribute any funds to the internship program.

106. The Trustees requested a meeting with Dr. Donalson before issuance of any of the reallocated funds were distributed to the internship program.

107. On July 13, 2023, Dr. Donalson wrote an email to the trustees that stated, "Brother Werts, the Trustees of the Mount Pleasant Baptist Church do not have the authority to override

anything the church has done.” A copy of the electronic correspondence has been attached herein as **Exhibit 21**.

108. On July 18, 2023, 7pm, the Trustees requested a second Special Business Meeting per the Bylaws, held by the Board of Directors. Deacon Antonio Clemons invited Dr. Donalson to attend without Board approval. A copy of the July 18, 2023, Meeting Minutes are attached herein as **Exhibit 22**.

109. On July 18, 2023, 7pm, a Special Business Meeting (“July 18th Meeting”) was held by the Board, and Deacon Clemons invited Dr. Donalson to attend without Board approval. *Id.*

110. During the July 18th Meeting, Dr. Donalson alleged that the Trustees did not have the authority to ensure the church follows federal, state, and local statutes which included the Constitution and Bylaws. *Id.*

111. On August 3, 2023, Reverend Pinkney, Dr. Donalson, Deacon Antonio Clemons, Vice Chairman of the Diaconate, Michael Thurman (“Deacon Thurman”), Assistant Pastor, Reverend Samuel Massenburg (“Reverend Massenburg”), Micheal Davis, Vice Chairman of the Trustee Ministry and Head of Trustee Ministry, Mr. Louis Werts (“Mr. Werts”), held a meeting in attempt to resolve the discord and subsequent issues as a result of the outcome of the July 9th and July 18th Meetings. *Id.*

112. Allegedly, Deacon Clemons stated that there was videotaped evidence that the July 9th Meeting’s parliamentary protocols adhered to the Bylaws. *Id.*

113. Dr. Donalson stood by his previous comments that the Trustees did not have the authority to assure the church follows federal, state, and local statutes which included the Constitution and Bylaws. Dr. Donalson suggested to the Trustees that they retain legal counsel. *Id.*

114. Senior Pastor Reverend Donalson’s declaration is incorrect.

115. The Trustees are acting on behalf of MPBC membership because they have a duty to assure that the church is in compliance with federal, state and local laws with the any church financial business, because any church financial improprieties could potentially risk MPBC losing its tax-exempt status.

116. On September 20, 2023, Dr. Donalson made a check request for \$2,800 which was to pay the Howard University Gospel Choir (“Howard University”) for a performance at MPBC.

117. Assistant to Director of Operations, Reverend Felcia Hawkins (“Reverend Hawkins”), in an email correspondence to Dr. Donalson, stated that the request information regarding Howard University, “looks like a contract”, and asked Dr. Donalson it was a “love offering” and if the Trustees had approved the request. A copy of the correspondence and contract is attached herein as **Exhibit 23**.

118. Dr. Donalson replied to Reverend Hawkins in an email and stated, “This is what he sent me In (sic) an email. It wasn’ t a contact (sic). I didn’ t (sic) send to the trustees because he just asked me if we do this and I said yes. They will be here on Sunday, and we need to have their check so whatever we need to do please do it.” See **Exhibit 24**.

119. Later on September 21, 2023, Reverend Hawkins stated that she would speak to Reverend “Ezekiel” (Reverend Pinkney) to ensure that payment could be made as she would need a new check request with a “signed contract from Trustee”. *Id.*

120. On Saturday September 23, 2023, the contract for the Howard University performance was ratified by the Trustees. A copy of the electronic correspondence is attached herein as **Exhibit 25**.

121. On October 20, 2023, letter (“October Letter”) Dr. Donalson circumvented the procedures of the Bylaws when he sent Reverend Pinkney correspondence stating that Dr.

Donalson would not be presenting Reverend Pinkney's name to the church to renew his position as Director of Operations for 2024, because Dr. Donalson stated the "church needs a new Director of Operations/Executive Pastor", and Dr. Donalson would be "offering the position of Facilities Manager" at the same salary to Reverend Pinkney. There is no position in the Bylaws for a Facilities Manager, and to create a position it would have to be amended per the amendment procedures in the Bylaws. A copy of the aforementioned correspondence is attached herein as **Exhibit 26**.

122. Trustees, who per the Bylaws function to ensure that MPBC continues to operate by meeting its financial obligations, are justly concerned that any selection and hiring of a particular finance officer and/or position, selected by the Senior Pastor could be a conflict of interest and a violation of 501(C) code.

123. Per the IRS, a 501(C) organization's tax-exempt status is at risk anytime an individual's obligation to further the organization's purpose is at odds with their own financial interests, especially when setting compensation or benefits for officers and/or employees.

124. Dr. Donalson and the Head of the Diaconate have improperly circumvented the required "Quorum", per the Bylaws, in order to obtain approval for their decisions.

125. According to the Trustees, the MPBC Diaconate has not given the MPBC congregation an accurate count of active membership, as required, in four (4) years.

Audit Recommends Pastor Donalson's Termination

126. D.A. Pinkney contacted the human resources consulting firm, Bambee, to conduct an independent audit and investigation of MPBC and its leadership.

127. On July 27, 2023, Bambee contacted D.A. Pinkney and recommended the termination of Dr. Donalson. A copy of the recommendation is attached herein as **Exhibit 27**.

128. Bambee stated in its investigation it found “substantial evidence supporting these violations, specifically relating to retaliation, bullying, harassment, violation of company policy, misuse of company credit card use, and a breach of the church bylaws.” *Id.*

129. The Bambee report further stated, “we have also uncovered evidence of a violation of company policies, including misuse of the company credit card. This misuse, contrary to acceptable practices, poses a significant risk to the financial integrity of the church and its reputation. It is essential that such misconduct be appropriately addressed and rectified to protect the church's resources and maintain its ethical standing.” *Id.*

130. Bambee recommendation for Dr. Donalson’s termination concludes by stating that, “our investigation has revealed a breach of the church bylaws. As the Senior Pastor, Kevin Donalson is expected to adhere to and uphold the bylaws that govern the church's operation and moral foundation. Any violation of these bylaws by a leader can lead to a loss of credibility, trust, and potentially detriment to the church's reputation.” *Id.*

131. Currently, the Church is faced with irreparable harm from the ongoing illegal actions of Dr. Donalson. It has no adequate remedy at law.

COUNT I– DECLARATORY JUDGMENT

132. Each of the preceding paragraphs are incorporated by reference.

133. Under Va. Code § 8.01-184, a circuit Court is authorized to issue declaratory judgment when a legally cognizable controversy exists involving an antagonistic denial of rights.

134. A declaratory judgment does “not create or change any substantive rights, or bring into being or modify any relationships, or alter the character of controversies, which are subject to judicial power, *Charlottesville Area Fitness Club Operators Ass’n v. Albemarle County Bd. Of Supervisors*, 285 Va. 87, 99 (2013).

135. A declaratory judgment does not lie where other remedies are available. *Miller v Jenkins*, 54 Va. App. 282, 289-289 (2009); *USAA Cas. Ins. Co. v. Randolph*, 255 Va. 342, 347 (1998). They are not intended to resolve a dispute of facts, but defined rights and obligations commonly expressed in written instrument. *Pure Presbyterian Church of Wash. V. Grace of God Presbyterian Church*, 295 Va. 42 (2018) at 55-56.

136. The Court also can resolve property disputes between local church congregations and church hierarchies. Such resolution by the court does not breach the First Amendment so long as its decisions do not depend on questions of faith or doctrine. *Falls Church v. the Protestant Episcopal Church in the U.S. et al.*, 285 Va. 651 (2013).

137. A justiciable controversy exists regarding the impending exercise of the Dr. Donalson's powers.

138. Plaintiffs have an interest in preventing the improper conduct of Dr. Donalson upon their organization and preventing Dr. Donalson from any further conduct that could jeopardize their tax-exempt status.

139. Pursuant to Va. Code §8.01-184, this Court may issue a declaratory judgment resolving this justiciable controversy so that future violations may not occur.

140. Plaintiffs seek declaratory relief from the Court, seeking to bar Dr. Donalson from exerting control over MPBC and its assets, and that MPBC has the sole right to adjudicate its membership, employment of Dr. Donalson, and control over its assets.

141. Given Dr. Donalson's refusal to follow the procedures set forth in the MPBC Constitution and Bylaws, the parties have a present and justiciable controversy under Section 8.01-184 of the Virginia Code, so that the Circuit Court may enter an order determining the parties' obligations and curtail the ongoing illegal actions.

COUNT II – TEMPORARY AND PERMANENT INJUNCTIVE RELIEF

142. Each of the preceding paragraphs are incorporated by reference.

143. Plaintiffs seek an injunction barring the MPBC from taking any further financial decisions and actions without the approval of the Board of Trustees and barring Dr. Donalson from taking any further unilateral actions regarding the church's finances, including approving expenses and use of the MPBC credit card.

144. Failure to enjoin Defendant's unlawful conduct will cause MPBC irreparable harm for which the law will afford no adequate remedy.

145. An injunction would be feasible, practicable, and effective to vindicate the Trustees of MPBC rights. The relative benefit to the Trustees of granting an injunction exceeds any burden imposed on Defendant. The public interest is furthered by granting an permanent injunction as without such an injunction further damage will occur.

PRAYER FOR RELIEF

WHEREFORE, the Plaintiffs, THE MOUNT PLEASANT BAPTIST CHURCH BOARD OF TRUSTEES, MICHEAL DAVIS, EMILY KITCHEN, CHERYL TILLMAN, ROBERT BULLET, and LOUIS WERTS requests this Court:

1. Enter a judgment in their favor as to Count I and Declare:
 - i. That the MPBC Trustees have a fiduciary duty to act on behalf of the membership and all employees of MPBC.
 - ii. That all financial actions taken by the MPBC must be approved by the Board of Trustees.

2. Declare that the Defendant's actions have failed to abide by the Church's Constitution and Bylaws.

3. Enjoin Dr. Donalson from
 - i. making, approving or authorizing any expenditure by the Church without approval from the Board of Trustees
 - ii. hiring or firing of any Church employees without approval from the Board of Trustees
 - iii. taking any actions to remove Board of Trustees or otherwise elect new Trustees without approval from the Board of Trustees
4. For reasonable costs and attorney's fees; and
5. For any further relief deemed just and proper.

I swear that the foregoing is true:

Micheal Davis
 Micheal Davis, Trustee of Mount Pleasant Baptist Church

Sworn before me this 28th day of 2023.

COMMONWEALTH OF VIRGINIA
 COUNTY OF Fairfax, to wit

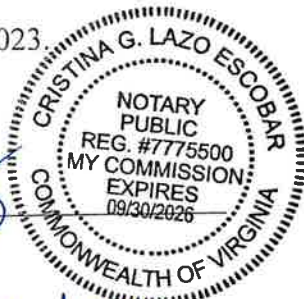
I, the undersigned, a Notary Public in and for the County and Commonwealth aforesaid, do hereby certify that Micheal Davis, whose name is signed to the foregoing Assignment, has personally acknowledged the same before me in my aforesaid jurisdiction.

GIVEN under my hand and seal this 28th day of November 2023.

My commission expires:

09/30/2026

My Registration No.: 7775500

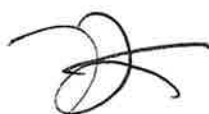

 Notary Public
 Printed Name: Cristina Lazo

Dated: November 27, 2023

Respectfully submitted,

MOUNT PLEASANT BAPTIST CHURCH
BOARD OF TRUSTEES
MICHEAL DAVIS
EMILY KITCHEN
CHERYL TILLMAN
ROBERT BULLET
LOUIS WERTS

By Counsel



J. Chapman Petersen, Esq., VSB #37225
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Chap Petersen & Associates, PLC
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(571) 459-2510 – Direct Dial
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fjz@petersenfirm.com
Counsel for Plaintiffs

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF FAIRFAX
Civil Division

FILED
NOV 28 2023 11:09

U.S. DISTRICT COURT
FAIRFAX, VA

_____)
MOUNT PLEASANT BAPTIST CHURCH)
BOARD OF TRUSTEES et. al.,)
<i>Plaintiffs,</i>)
)
v.)
)
DR. KEVIN E. DONALSON)
<i>Defendant.</i>)
_____)

Case No.: 2023 16807

MOTION FOR PRELIMINARY INJUNCTION

COMES NOW Plaintiffs MOUNT PLEASANT BAPTIST CHURCH BOARD OF TRUSTEES et. al. , by counsel, moves for this Court for preliminary injunction against Defendant DR. KEVIN E. DONALSON to enjoin him from:

- 1) making, approving or authorizing any expenditure by the Church without approval from the Board of Trustees
- 2) hiring or firing of any Church employees without approval from the Board of Trustees
- 3) taking any actions to remove the Board of Trustees or otherwise elect new Trustees.

Further reasons for granting this motion are contained in the memorandum filed simultaneously with this motion.

Dated: November 28, 2023

Respectfully submitted,

MOUNT PLEASANT BAPTIST CHURCH
BOARD OF TRUSTEES

By Counsel



J. Chapman Petersen, Esq., VSB #37225
Federico J. Zablah, Esq., VSB#96031
CHAP PETERSEN & ASSOCIATES, PLC
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Email: fjz@petersenfirm.com
Counsel for Plaintiffs

VIRGINIA:

IN THE CIRCUIT COURT OF THE COUNTY OF FAIRFAX
Civil Division

2023 FEB 17 1:09
CLERK OF COURT

MOUNT PLEASANT BAPTIST CHURCH
BOARD OF TRUSTEES et. al.,
Plaintiffs,

v.

DR. KEVIN E. DONALSON
Defendant.

Case No.: 2023 16807

MEMORANDUM IN SUPPORT OF
MOTION FOR PRELIMINARY INJUNCTION

J. Chapman Petersen, Esq., VSB #37225
Federico J. Zablah, Esq., VSB#96031
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Email: jcp@petersenfirm.com
Email: fjz@petersenfirm.com
Counsel for Plaintiffs

COMES NOW Plaintiffs MOUNT PLEASANT BAPTIST CHURCH BOARD OF TRUSTEES et. al (the "Trustees"), by counsel, and states as follows in support of its motion for preliminary injunction against Defendant DR. KEVIN E. DONALSON ("Dr. Donalson"), the Senior Pastor of Mount Pleasant Baptist Church (the "Church") :

FACTUAL BACKGROUND

This matter comes before the Court on the Trustee's complaint against Dr. Donalson (i) seeking declaratory judgment regarding (i) the obligations of the trustees to the Church and (ii) permanently enjoining Dr. Donalson from unilaterally making Church decisions or making financial decisions on behalf of the Church in contravention of the Church's bylaws. In light of continued irreparable damage to the Church, the Trustees bring this action to restrain Dr. Donalson and ensure further operation of the Church.

LEGAL STANDARD

This Court has the authority to grant preliminary injunctions in matters pursuant to Va. Code § 8.01-620. The factors that a court considers in granting a preliminary injunction are (1) that the plaintiff is likely to success on the merits, (2) that he is likely to suffer irreparable harm in the absence of preliminary (temporary) relief, (3) on balance, equity tips in favor of the moving party, and (4) that the injunction is in the public interest. *Winter v. NRDC, Inc.*, 555 U.S. 7, 20, 129 S. Ct. 365 (2008); *Alexandria City Sch. Bd. V. Youngkin*, 109 Va. Cir. 281 (2022); *Wings, LLC v. Capitol Leather, LLC*. 88 Va. Cir. 83, 89 (Fairfax County, 2014).

ARGUMENT

A temporary injunction under Virginia law, like a federal preliminary injunction, is an extraordinary remedy. *Levisa Coal Co. v. Consolidation Coal Co.*, 276 Va. 44, 60, 662 S.E.2d 44, 53 (2008). The Supreme Court of Virginia has opined that this form of preliminary relief "allows

a court to preserve the *status quo* between the parties while litigation is ongoing." *May v. R.A. Yancey Lumber Corp.*, 297 Va. 1, 18, 822 S.E.2d 358, 367 (2019).

The Trustees have brought this complaint to prevent further harm to the Church and require this injunction to avoid irreparable harm to the Church caused by Dr. Donalson while litigation is pending. Based on the factors considered by the Court before granting a preliminary injunction, the injunction should be granted.

Plaintiffs are likely to succeed on merits.

The Trustees are likely to succeed on the merits of the case, which seeks a finding that the Trustees must approve any and all significant decisions by the Church, including financial expenditures and the selection of future trustees, and to permanently enjoin Dr. Donalson from further violating the Church Bylaws by taking unilateral significant decisions on behalf of the Church. These stems from Dr. Donalson's continued and flagrant violations of the Church's by-laws and polices, including but not limited to using church funds for personal expenditures (Compl. ¶ 76), refusal to adhere to the Church's credit card usage policy (Compl. ¶ 69-73,101), approving significant financial expenditures without Trustee approval (Compl. ¶ 82-94), attempting to unilaterally appoint trustees with additional requirements not contained in any approved church rules of regulations (Compl. ¶ 95-100). and most significantly, engaging in conduct severe enough that an independent Human Resources firm recommended his removal as Senior Pastor due to egregious violations of Church policies after an audit (Compl. ¶ 133-136).

This Court has previously held that it has authority to adjudicate congregational church disputes that do not reference faith or doctrine. *See Howard v. Heritage Fellowship Church*, 108 Va. Cir. 260, 271 (Cir. Ct. 2021) (*citing Reid v. Gholson*, 229 Va. 179 (1985)). There is no dispute that this church is a congregational church and that the dispute before the court is one devoid of

questions of faith and doctrine. Further, the Church by-laws are clear that the Senior Pastor does not have authority to unilaterally approve expenditures or unilaterally appoint trustees. (Compl. ¶ 72). Given the documented violations of these policies, it is likely that the Trustees will succeed on the merits in the case at large,

Irreparable Harm

Virginia law has long held that a plaintiff seeking a preliminary injunction must have no adequate remedy at law and must show it will suffer irreparable harm if the injunction is denied. *May v. R. A. Yancey Lumber Corp.*, 297 Va. 1, 17-18 (2019). In this matter, The Trustees has moved this Court to prevent DR. DONALSON from taking further actions that will harm the Church, including unilaterally approving financial expenditures or removing trustees in violation of the By-laws. The Church is likely to suffer irreparable harm if Dr. Donalson is allowed to proceed further as it would be unlikely to recover any unauthorized expenditure from Dr. Donalson or would be non-financially involved actions that would be difficult to reverse. Further, without a preliminary injunction, Dr. Donalson would be free to continue harming the Church by taking actions that would solely benefit him, as he has done in the past. Simply put, failing to enjoin Dr. Donladson now would cause the harm that the Trustees are seeking to prevent.

Balance of the equities

The Balance of the equities firmly favors the Plaintiff The Trustees. There is no evidence that Dr. Donalson would suffer any harm if a preliminary injunction would be granted. Limiting his ability to make financial and administrative decisions in violation of the by-laws and church regulations would provide no real damage to Dr. Donalson while preserving the Court's ability to award meaningful relief to The Trustees. *See Sun Microsystems, Inc. v. Microsoft Corp. (In re Microsoft Corp. Antitrust Litig.)*, 333 F.3d 517, 525 (4th Cir. 2003) ("The traditional office of

a preliminary injunction is to protect the status quo and to prevent irreparable harm during the pendency of a lawsuit ultimately to preserve the court's ability to render a meaningful judgment on the merits.”)

The irreparable harm to the plaintiff and the lack of harm to the defendant are the two most important factors in determining the equity of the injunction. *Rum Creek Coal Sales, Inc. v. Caperton*, 926 F.2d 353, 359 (4th Cir. 1991). If, after balancing those two factors, the balance "tips decidedly" in favor of the plaintiff, *see Id.* (citing *Merrill Lynch, Pierce, Fenner & Smith, Inc. v. Bradley*, 756 F.2d 1048, 1054 (4th Cir. 1985)), a preliminary injunction will be granted if "the plaintiff has raised questions going to the merits so serious, substantial, difficult and doubtful, as to make them fair ground for litigation and thus for more deliberate investigation." *Id.* (citing *Blackwelder Furniture Co. v. Seilig Mfg. Co.*, 550 F.2d 189, 195 (4th Cir. 1977)). In this case, it is clear that the balance of the equity's tips dramatically in the Plaintiffs' favor.

Public interest

Granting the injunction is well within the public interest. Allowing Dr. Donalson to continue acting unilaterally in violation of Church by-laws and regulations would set a dangerous precedent moving forward, especially given the lack of authority to justify Dr. Donalson's actions. Maintaining the Status quo of leadership in operation is within the stated policy goals of the Courts when considering whether or not to grant a preliminary injunction *See also Dillon v. Northam*, 105 Va. Cir. 402, 415 (Cir. Ct. 2020) (quoting *Winter*, 555 U.S. at 24-26) (The Court opined that "[i]n exercising their sound discretion, courts of equity should pay *particular regard* for the public consequences in employing the extraordinary remedy of injunction."). It is clear that the grant of this injunction is in the public interest, as preventing corporation from evading wage claims (or other debts) through dissolution would be consistent with the public interest.

WHEREFORE based on satisfying each of the required elements necessary for the grant of a preliminary injunction, Plaintiffs MOUNT PLEASANT BAPTIST CHURCH BOARD OF TRUSTEES et. al respectfully request that this Court grant its motion for preliminary injunction and enter and order:

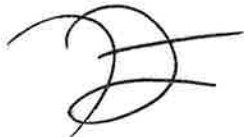
- I. enjoining Dr. Donalson, Senior Pastor of Mount Pleasant Baptist Church from:
 - a. making, approving or authorizing any expenditure by the Church without approval from the Board of Trustees
 - b. hiring or firing of any Church employees
 - c. taking any actions to remove Board of Trustees or otherwise elect new Trustees.
- II. All further relief that this court deems just and proper.

Dated: November 27, 2023

Respectfully submitted,

MOUNT PLEASANT BAPTIST CHURCH
BOARD OF TRUSTEES

By Counsel



J. Chapman Petersen, Esq., VSB #37225
Federico J. Zablah, Esq., VSB#96031
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Email: fjz@petersenfirm.com
Counsel for Plaintiffs

Helen L. Best
Aug 2, 2006
T. Ellis
2 Aug 2006

J. W. ...
Aug. 2, 2006

Joseph ...
8/2/06

CONSTITUTION
OF THE
MOUNT PLEASANT BAPTIST CHURCH

[Signature]
08/02/06

[Signature]
8/2/2006

Preamble

For the most certain preservation and security of the principles of our faith, in light of the Holy Scripture, to govern the body in an orderly manner and for the purposes 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 hereby declare and establish this constitution.

Article I - Name

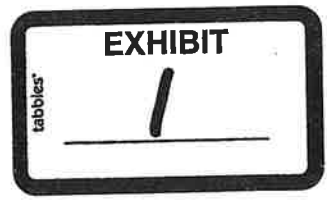
Section I - This body shall be known as the Mount Pleasant Baptist Church of 2516 Squirrel Hill Road, Herndon, VA 20171.

Section II - Purpose

It shall be the purpose of this church to promote the cause of Jesus Christ, to advance the Kingdom of God through Worship, Christian missions, education, fellowship, and promote denominational enterprises consistent with New Testament teachings to reach the unchurched and the unbeliever, and to encourage the development of all its members in Christian living.

Article II - Church Covenant

We, the members of the Mount Pleasant Baptist Church, Herndon, Virginia, having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, Son, and Holy Spirit, do now, in the presence of God and this assembly, enter into a covenant with each other, as one body in Christ. We, therefore agree, by the help of the Holy Spirit with the Bible, the inspired Word of God as our guide, to walk together in Christian love; to strive for the advancement of this church; to promote spirituality; to sustain its Worship, discipline and doctrine; to observe the church ordinances of believer's baptism and the Lord's Supper as authorized by our local church; to contribute cheerfully and regularly of God's tithes and our offerings to the support of the ministry of our church and to the spread of the gospel to all nations.



We agree to encourage personal and family devotions; to educate our children according to our faith; to seek the salvation of the unbeliever; to be just in our dealings, reliable in our responsibilities, and an example to those around us; to abstain from the sale and excessive use of substances harmful to our bodies, which are the temples of God; to use our influence to combat the abuse of all such harmful substances; and to work untiringly for the advancement of the kingdom of our Savior by witnessing in words and actions.

We agree to walk in Christian harmony and watchfulness, giving and receiving assistance with meekness and affection; to pray for one another; to help each other in sickness and sorrow; to be slow to get angry; to always be eager for reconciliation, seeking it without delay. We further agree that, when we move from this area, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

Article III – Beliefs

Section I

1. We believe baptism requires the individual to be completely immersed in water. In the New Testament, the candidate was taken to the water and placed in it. This act most closely symbolizes the heart of the gospel message – Christ's death, burial and resurrection. It is also in direct response to His command to baptize believers.
2. We believe that the Bible is God's Word to man and that it is the only sufficient authority as the rule of doctrine and practice.
3. We believe in a regenerated church membership and that the conversion experience is a prerequisite to church membership.
4. We believe in the New Testament ordinances of baptism and the Lord's Supper.
5. We believe in the right of each member of the church to a voice in its government, plans, and discipline.
6. We believe in the freedom of the individual conscience; in the voluntary principle, not the coercive principle, in religion.
7. We believe in the total independence and separation of Church and State.
8. We believe tithing is a Biblical principle that permits the believer to give in a manner that honors God.

Section II – Relationships

We are governed by the Lord Jesus Christ, who is the Head of the body, the church, as He shall reveal His leadership to us through the Word of God and the Spirit of God. This church is subject to no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

Section III – Doctrine

This church receives the Scripture as its authority in matters of faith and practice. The Christian truths in the Bible are in accord with the belief of the Baptist church as indicated in the Articles of Faith herewith.

Article IV – Resolution

Resolved, that guided, as we believe by the Holy Spirit, and relying on the blessings of God, we do here and now, by this act, constitute ourselves a church of Jesus Christ to perform His service and to be governed by His will, as revealed in the New Testament and, to this end, we do hereby adopt and agree to the Church Covenant and following Articles of Faith:

ARTICLES OF FAITH

I. The Scripture

We believe that the Holy Scripture is God-breathed and was written by men divinely inspired and is God's revelation of Himself to us. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried.

Some Biblically related Scriptures are as follows:

2 Timothy 3:16-17; 2 Peter 1:21; 2 Samuel 23:2; Acts 1:16; Proverbs 30:5-6; John 17:17; Revelation 22:18-19; Romans 2:12; John 12:47-48; 1 Corinthians 4:3-4; Luke 10:10-11, and 12:47-48.

II. The True God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Some Biblically related Scriptures are as follows:

Genesis 1:1, 2:7; Exodus 3:14; Leviticus 22:2; Deuteronomy 6:4, 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Mark 1:9-11; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Hebrews 11:6, 12:9; 1 Peter 1:17; and 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus honored the divine law by his personal obedience. He perfectly revealed and did the will of God by taking upon himself the demands and necessities of human nature and identifying completely with mankind, yet without sin. In His death on the cross, He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to his disciples as the person who was with them before his crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose person is effected the reconciliation between God and man. He now dwells in all believers as the living and ever-present Lord. He will return in power and glory to judge the world and to consummate His redemptive mission.

Some Biblically related Scriptures are as follows:

Genesis 18:1ff.; Psalms 2:7ff., 110:1ff.; Mark 1:1, 3:11; Luke 1:35; John 1:1-18, 29; Acts 1:9; Romans 1:3-4; 1 Corinthians 1:30; Galatians 4:4-5; Ephesians 1:20, 3:11; Colossians 1:13-22, 29; Titus 2:13-14; Hebrews 1:1-3; 1 Peter 2:21-25, 3:22; 1John 1:7-9; 2 John 7-9; and Revelation 1:13-16, 5:9-14, 12:10-11, 13:8, 19:16.

C. God the Holy Ghost

The Holy Ghost is the Spirit of God. He exalts Christ. He convicts of sin, of righteousness, and of judgment. He calls to the Savior, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the Spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Some Biblically related Scriptures are as follows:

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11, 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18, 3:16; Mark 1:10,12; Luke 1:35; Acts 1:8, 2:1-4; Romans 8:9-11, 14-16, 26-27; Galatians 4:6; 1 Corinthians 2:10-14, 3:16, 12:3-11,13; 1Timothy 3:16, 4:1; 2 Timothy 1:14, 3:16; Hebrews 9:8,14; 2Peter 1:21; 1 John 4:13, 5:6-7; and Revelation 1:10, 22:17.

III. Man

Man was created by the special creation of God, made in His own image. Therefore, man possesses dignity and is worthy of respect and Christian love. In the beginning, Man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice, man sinned against God and brought sin into the human race. Through the temptation of Satan, man transgressed the command of God and fell from his original innocence to inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action, become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.

Some Biblically related Scriptures are as follows:

Genesis 1:26-30, 2:5,7,18-22; Psalms 1, 8:3-6, 32:1-5; Jeremiah 17:5; Acts 17:26-31; Ephesians 2:1-22; and Colossians 1:21-22, 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who, by His own blood, obtained eternal redemption for the believer. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification.

Regeneration, or the New Birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

Justification is God's forgiveness of sin based upon principles of His righteousness for sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

Sanctification is the experience, beginning in regeneration, in which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth and grace should continue throughout the regenerated person's life.

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Some Biblically related Scriptures are as follows:

Genesis 3:15; Matthew 1:21, 4:17, 16:21-26; Luke 1:68-69, 2:28-22; 1 Corinthians 1:18,30; Philippians 2:12-13; Titus 2:11-14; 1 Thessalonians 5:23-24; Hebrews 2:1-3, 5:8-9, 9:24-28, 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; and Revelation 3:20, 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Some Biblically related Scriptures are as follows:

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Matthew 16:18-19, 21:28-45, 24:22,31, 25:34; Romans 5:9-10, 8:28-39, 10:12-15, 11:5-7,26-36; Ephesians 1:4-23, 2:1-10, 3:1-11; James 1:12; and 1 John 1:7-9, 2:19, 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is a legal body of baptized believers who are associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, committing to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. Each member is responsible and accountable to Christ as Lord.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages.

Some Biblically related Scriptures are as follows:

Matthew 16:15-19, 18:15-20; Acts 2:41-42,47, 5:11-14, 6:3-6; Romans 1:7; 1 Corinthians 1:2, 3:16, 5:4-5, 7:17, 9:13-14, 12; Ephesians 1:22-23, 2:19-22, 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14, 3:1-15, 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; and Revelation 2-3, 21:2-3.

VII. Baptism and the Lord's Supper

Physical baptism of a believer is baptism with water in the name of the Father, the Son, and the Holy Spirit, and we believe that immersion is the preferred method of baptism. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead.

The Lord's Supper is a symbolic act of obedience whereby believers of the church, through partaking of the bread and the fruit of the vine, remembers the death of the Redeemer and anticipate His second coming.

Some Biblically related Scriptures are as follows:

Matthew 3:13-17, 26:26-30, 28:19-20; Mark 1:9-11, 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42, 8:35-39, 16:30-33, 20:7; Romans 6:3-5; 1 Corinthians 10:16,21, 11:23-29; and Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the guidelines and mandates as identified in the Holy Bible.

Some Biblically related Scriptures are as follows:

Exodus 20:8-11; Mark 2:27-28, 16:1-7; Luke 24:1-3,33-36; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16, 3:16; and Revelation 1:10.

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly, the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and that God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Some Biblically related Scriptures are as follows:

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Mark 1:14-15, 9:1; Romans 5:17, 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16, 12:28; 1 Peter 2:4-10, 4:13; and Revelation 1:6,9, 5:10, 11:15, 21-22.

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return, personally and visibly in glory, to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous, in their resurrected and glorified bodies, will receive their reward and will dwell forever with the Lord.

Some Biblically related Scriptures are as follows:

Isaiah 2:4, 11:9; Matthew 16:27, 18:8-9; John 14:1-3; Acts 1:11, 17:31; Romans 14:10; 1 Corinthians 4:5, 15:24-28, 35-58; Titus 2:13; 2 Timothy 4:1,8; James 5:8; 1 John 2:28, 3:2; Jude 14; and Revelation 1:18, 3:11, 20:1-22:13.

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness highlighted by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Some Biblically related Scriptures are as follows:

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38, 10:5-15, 13:1-30; Luke 10:1-18, 24:46-53; John 14:11-12, 17:15; Acts 1:8; Romans 10:13-15; 1 Thessalonians 1:8; 2 Timothy 4:5; Revelation 22:17.

XII. Education

All sound learning is a part of our Christian heritage. The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive, along with these, the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education, there should be a proper balance between academic freedom and academic responsibility. The freedom of a teacher in a Christian school, college, or seminary is limited by the preeminence of Jesus Christ, by the authoritative nature of the Scripture, and by the distinct purpose for which the school exists.

Some Biblically related Scriptures are as follows:

Deuteronomy 4:1,5,9,14; Nehemiah 8:1-8; Job 28:28; Psalm 19:7ff.; Matthew 5:2, 28:19-20; Luke 2:40; Philippians 4:8, Hebrews 5:12-6:3; and James 1:5, 3;17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debt to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are, therefore, under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scripture, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Some Biblically related Scriptures are as follows:

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Romans 6:6-22, 12:1-2; 2 Corinthians 8-9, 12:15; Philippians 4:10-19; and 1Peter 1:18-19.

XIV. Cooperation

Members of New Testament churches should cooperate with each other in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony. Voluntary cooperation for common ends by various groups of Christ's people is desirable when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Some Biblically related Scriptures are as follows:

3) Matthew 10:5-15, 20:1-16, 22:1-10, 28:19-20; Mark 2:3; 1 Corinthians 1:10-17, 3:5-15; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; and Philippians 1:15-18.

XV. The Christian and the Social Order

Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, fornication, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society, as a whole, under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends, Christians should be ready to work with all men of good will in any good cause being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Some Biblically related Scriptures are as follows:

Exodus 20:3-17; Leviticus 6:2-5; Psalm 101:5 Micah 6:8; Luke 4:18-21, 10:27-37, 20:25; John 15:12, 17:15; Romans 12-14; Galatians 3:26-28; Ephesians 6:5-9; 1 Thessalonians 3:12; Philemon; and James 1:27, 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all on principles of righteousness. In accordance with the spirit and teachings of Christ, they should do all in their power to put an end to war. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love.

Some Biblically related Scriptures are as follows:

Isaiah 2:4; Matthew 5:9,38-48, 6:33, 26:52; Luke 22:36,38; Romans 12:18:19; 13:1-7, 14:19; Hebrews 12:14; and James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing

for such freedom, no ecclesiastical group or denomination should be favored by the state more than others. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose taxes for the support of any form of religion. A free church in a free state implies the right of free and unhindered access to God on the part of all, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Some Biblically related Scriptures are as follows:

Genesis 1:27, 2:7; Acts 4:19-20; Romans 6:1-2, 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; and James 4:12.

XVIII. Legal Requirements

The Mount Pleasant Baptist (the church) is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the church shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the church shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the church shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170 (c) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the church, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the church is then located, exclusively for such purposes or

to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**BYLAWS
OF
THE MOUNT PLEASANT BAPTIST CHURCH**

ARTICLE I - PASTOR

Section 1.1 Defined

- A. The pastor is placed as Shepherd of the church by the appointment of God and the free and voluntary act of the church itself.
- B. Has oversight and supervision of all the interests of the church and all departments of its work, both spiritual and temporal.
- C. Has absolute charge of the pulpit, ministries, and services. Responsible for approving any services or functions held in the church, or in the name of the church. He shall perform weddings, officiate at funerals, and other functions when requested to do so.
- D. Authorized by the virtue of his office to appoint special committees, ministries, and appoint persons to serve in incomplete terms of office.
- E. Administers church affairs by securing the cooperation of the members and gains his objective by reason and persuasion, rather than attempting to force compliance by authoritative dictation.
- F. Provides spiritual direction and guidance to congregation.

Section 1.2 How a Pastor is Obtained

- A. Secured by election. Each active member is eligible to cast his/her vote. The pastor will be elected by the majority. Fifty-one percent (51%) of the active membership roll shall constitute a quorum, Forty percent (40%) for a second meeting, and twenty-five percent (25%) if a third meeting is required. An active member is an individual who has not been absent from church services for a period of six (6) consecutive months (See Article XII, Section 12.4 for the definition of an inactive member).



- B. Notice of meeting will be given publicly at least two (2) Sundays in succession. The purpose of the meeting will be stated in the notice. The minister that receives the majority of the votes cast by those present shall be called to office of the pastor of the church.
- C. Call shall be indefinite and effective immediately unless stated otherwise.

Section 1.3 Termination of Pastor's Services

- A. The pastor may terminate his service by submitting a written resignation giving ninety (90) days notice, unless otherwise agreed.
- B. The church may, by action of fifty-one percent (51%) of the active membership, a quorum for dismissal of a pastor, dismiss the pastor, providing thirty (30) days notice has been given to him/her in writing by the official board along with the explanations.
- C. The quorum shall be reduced to forty percent (40%) for a second meeting and twenty-five percent (25%) if a third meeting is required.

Section 1.4 Pastor's Secretary

- A. Arranges Pastor's schedule, sets appointments, and maintains a schedule of meetings.
 - B. Maintains Pastor's calendar of all speaking engagements.
 - C. Coordinates with ministries that report directly to the pastor.
 - D. Arranges travel schedule and/or hotel when necessary.
 - E. Arranges and coordinates all travel and accommodations for guests.
 - F. Coordinates all pulpit announcements on a weekly basis.
 - G. Opens and reviews Pastor's mail, consulting with him for scheduling and/or answering.
 - H. Directly responsible to the Pastor and assumes other duties assigned by him.

ARTICLE II -ASSISTANT PASTOR

Section 2.1 Defined

- A. Principal advisor to the Pastor.
- B. Acts on behalf of the Pastor in the absence of the Pastor.
- C. Serves as Director of Education and Small Group Ministry.
- D. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 2.2 How Assistant Pastor is Obtained

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Appointed by the Pastor and affirmed by the congregation.
- C. Employment and/or service require the mutual consent of the individual and the Church.
- D. Must be church member in good standing.

Section 2.3 Termination of Assistant Pastor's Services

- A. Serves at the discretion of the Pastor.
- B. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The "employment at will" relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.

ARTICLE III - DIRECTOR OF ADMINISTRATION

Section 3.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Appointed by the Pastor and confirmed by the congregation

- C. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The "employment at will" relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- D. Serves as a principal advisor to the Pastor.
- E. Provides spiritual direction and approves resources of the administrative ministries, including trustees, finance ministry, and multi-media ministry (see organizational/staff chart in Director of Administration's office).
- F. Develops comprehensive network of support services for the membership that includes audiovisual, custodial support, security, maintenance, etc.
- G. Provides spiritual counseling to members as requested by the Pastor.
- H. Provides supervision and direction to church administrative staff.
- I. Shall be responsible to the Pastor and willing to assume other duties assigned.
- J. Must be a church member in good standing.

Section 3.2 Trustees

- A. Must attend all four new members' classes before permitted to occupy this leadership position.

- C. Shall be selected from the membership by the pastor, current trustees and confirmed by the membership at the annual meetings.
- D. They shall make a written report to the church during scheduled business meetings.
- E. Tenure shall be for a period of three (3) consecutive years. At the end of each term, he/she may be appointed by the pastor to serve an additional three years.
- F. The trustees shall be subject to removal upon recommendation of the pastor and trustees after thirty (30) days notice has been given in writing and upon two-thirds (2/3) vote of the members present and voting at a regular or called business meeting.
- G. Shall be the legal custodian of church property and its assets. This includes maintaining legal titles to all church properties, and assuring that the church is in compliance with federal, state, and local statutes. The Trustee Ministry shall function on these matters where civil law specifically requires them to act in behalf of the church. This does not mean that the Trustee Ministry makes decisions about legal matters. It means that they meet the legal requirements for carrying out church decisions in matters involving law, such as buying or selling real estate in accordance with the laws of the state of Virginia.
- G. Maintain the operation, maintenance, and improvements of the church physical property. This includes ensuring the church has the appropriate utilities and infrastructure to function, such as water, sewer, electricity, gas, and telecommunications; the church is able to continue to operate by meeting its financial obligations (mortgage, utilities, infrastructure, etc.); maintenance repairs, and janitorial services for the upkeep and safety of the building structure and property grounds; improvements to the building and property grounds (painting, lawn care, trash removal, member safety, property projects, etc.); monitor, assess, and make recommendations for the betterment of the church physical property.
- H. Must be a church member in good standing.

Section 3.3 Finance Ministry

- A. Members participate, monitor, and report on the use of church funds for maintaining the operation, maintenance, and necessary improvements of the church physical property and intellectual assets. This includes the funds used to meet the church's financial obligations and make purchases, such as salary administration of

paid employees, mortgage, utilities, infrastructure, budget formulation, and contracts/loans.

- B. Ministry members are appointed by the pastor and confirmed by the congregation and they must be church members in good standing.
- C. Members maintain accurate records of the financial contributions of each member of the church.
- D. Members must be bonded.
- E. Members must attend all four new members' classes before permitted to occupy this leadership position.
- F. Gives a written report at annual church meeting.

Section 3.4 Church Accountant

- A. Maintains, audits, and inspects financial records.
- B. Prepares financial and tax reports.
- C. Receives/disburses all monies authorized by the church.
- D. Deposits all monies within forty-eight (48) hours after receipt.
- E. Works closely with the Director of Administration.
- F. Ensures all financial records are audited annually.
- G. Prepares and/or sends out accurate statements to all church members at the end of the calendar year.

Section 3.5 Program Control/Finance & Accounting Administrative Assistant

- A. Monitors expenditures of the Ministry Directors and Ministries.
- B. Performs the daily finance and accounting duties of the Church.
- C. Maintains up-to-date records of all financial transactions and provides monthly financial reports.
- D. Helps to prepare the annual church budget.

- E. Prepares all invoices and reimbursement requests.
- F. Must be a church member in good standing.
- G. Must attend all four new members' classes before permitted to occupy this leadership position.

Section 3.6 Operational/Church Staff

A. Office Manager/Church Administrator

- i. Must attend all four new members' classes before being permitted to occupy this leadership position.
- ii. Manages the day-to-day operations of the church office by receiving all incoming work and correspondence, delegating the work to appropriate individuals (inside and outside of the office), and supervising the processing to its satisfactory completion.
- iii. Builds good public relations with the congregation, media, denominational organizations, and the general public.
Functions as the major information source for staff members and congregation.
- iv. Supervises clerical support for the staff and ministries, delegating tasks and evaluating progress regularly.
- v. Assists the Director of Administration with new staff intake, maintaining complete and up-to-date personnel files, and scheduling performance evaluations.
- vi. Orders/oversees the supplies and equipment for the church to support the church's daily operations.
- vii. Coordinates travel arrangements for staff, visitors, and lay persons as authorized.
- viii. Attends staff meetings, business meetings, and any other committee or ministry meetings necessary to carry out the administrative function of the church.
- ix. Assists in maintaining an accurate and up-to-date database of church members.
- x. Assists in maintaining membership statistics of the church, keeping staff members apprised of changes.
- xi. Maintains accurate records of active and inactive members.
- xii. Provides letters of transfer upon request.

- xiii. Develops and maintains a master church calendar.
- xiv. Arranges for appropriate facilities and sites for conferences, retreats, organizational dinners, and events, ensuring proper set-up, service, and clean up of facility (on and off the church property).
- xv. Coordinates church bulletin boards and displays to promote church programs and special events.
- xvi. Arranges for hanging of banners.
- xvii. Coordinates and schedules the use of facilities by outside organizations.
- xviii. Provides a comprehensive packet of information about weddings. Can provide assistance with coordination plans with the bride.
- xix. Shall be directly responsible to the Director of Administration and willing to assume other duties assigned by him/her.
- xx. Must be a church member in good standing.
- xxi. Must attend all four new members' classes before permitted to occupy this leadership position.

B. Senior Sexton

- i. Supervises the sextons.
- ii. Oversees the ordering of supplies and equipment.
- iii. Maintains, repairs, and does general upkeep of the church complex.
- iv. Cleans and maintains the sanctuary, offices, rest rooms, and oversees the cleaning of lower level, including offices, kitchen, classrooms, and rest rooms.
- v. Sets up classrooms and any activities within the church building and also oversees set-ups for activities within the church sanctuary.
- vi. Covers the duties of sexton on scheduled day off or in his/her absence.
- vii. Coordinates with the church administrator and secretary for opening and securing the church facilities.
- viii. Responsible to the Church Administrator and Director of Administration and will accept other

duties as assigned.

C. Sextons

- i. Assist Senior Sexton in ordering supplies and equipment when needed. Assist with the repair and maintenance of church facilities.
- ii. Responsible for the daily cleaning and upkeep of the restrooms, classrooms, nursery, fellowship hall, offices, kitchen, and hallways. Responsible for vacuuming, waxing, and buffing rooms and other areas as needed.
- iii. Replace light bulbs as needed.
- iv. Responsible for cleaning entrance areas windows and dusting where needed.
- v. Setup of the classrooms for all activities within the Fellowship Hall and other rooms, as necessary.
- vi. Assist and/or setup as needed for wedding rehearsals and weddings, as assigned.
- vii. Assist and/or set up, as needed, for funerals, wakes, and memorial services.
- viii. When scheduled, responsible for opening and closing the church complex and preparing for services, to include adjusting air and heat, as needed.
- ix. Inform Senior Sexton when equipment and supplies are needed.
- x. Perform any other assigned duties as needed.
- xi. Responsible to Senior Sexton and the Office Administrator.

D. Secretary/Receptionist

- i. Serves as clerical support to the ministerial staff as they perform their duties with the ministries of the church.
- ii. Greets and offers assistance to callers and visitors.
- iii. Sorts and distributes incoming mail and faxes. Adds postage to outgoing mail.
- iv. Handles space request, displays daily events on the bulletin board or church marquee; distributes usage schedule to the maintenance staff daily.
- v. Maintains Sick and Shut-in and Death Reports, orders floral arrangements as required.
- vi. Maintains hospital list, keeps appropriate staff members and leadership informed of sickness, deaths, and other crises within the membership.

- Staff Ministers should receive verbal notification, as well as written.
- vii. Assists with the proofing of the bulletin (weekday activities).
 - viii. Prepares and mails the Pastor's birthday and anniversary letters.
 - ix. Mails visitor letters weekly. Notifies appropriate minister if visitors would like a minister to call.
 - x. Maintains postage meter (arranging service and ordering postage).
 - xi. Attends weekly staff meetings and business meetings.
 - xii. Records minutes of weekly staff meetings and distributes to staff personnel within three days of staff meeting.
 - xiii. Works Sunday rotation schedule of manning the telephones.
 - xiv. Serves as backup for the office manager/church administrator and pastor's secretary.
 - xv. Shall be directly responsible to the Church Administrator and willing to assume other duties assigned.
 - xvi. Records minutes of the board meetings and distributes them to the members within three days of the meeting.
 - xvii. Keeps an accurate record of baptisms.

Section 3.7 Church Clerk

- A. Recommended by the Director of Administration, approved by the Pastor and confirmed by the church membership.
- B. Must attend all four new members' classes before permitted to occupy this leadership position.
- C. Must be a church member in good standing.
- D. Confirmed by the church and maintains suitable records of all of the actions of the church unless otherwise provided.
- E. Provides official notification to all officers, members of committees, and delegates of their election appointment.
- F. Issues letters of dismissal voted by the church.

- G. Preserves on files all communications and written official reports and give legal notice of all meetings where such notice is necessary.
- H. Takes the minutes of all church meetings. Reads the minutes from the previous meeting.
- I. Makes copies of the minutes from the previous business meetings for the heads of the ministries prior to the next meeting.

Section 3.8 Parking Ministry

- A. Makes visitors feel welcome, sharing smiles, handshakes, and kind words on arrival and departure for services and major events.
- B. Ensures parking areas are available and accessible.
- C. Directs traffic and monitors pedestrian crosswalks.
- D. Facilitates safe parking and police parking areas.

Section 3.9 Beautification Ministry

Ensures a pleasant and attractive decor is maintained at the worship facilities by providing flowers, banners, and other appropriate decorations. They also ensure that the pulpit and altar of the worship facility provide a neat and attractive appearance.

Section 3.10 Information Ministry

This ministry supports all of the ministries within the church by providing banners, flyers to advertise church sponsored activities, brochures to present information, as well as creating and dispatching press releases to the media for church events. They enhance and promote the outreach programs of the church.

Section 3.11 Multi-Media Ministry

Provides compact disk (CD) and video support for the Church during worship services and special activities. The ministry ensures CDs are available for worshippers, and for the sick and shut-in. The ministry produces CDs and videos of all special services of the Church, including concerts and drama

presentations. CDs are available to those who wish to purchase them.

Section 3.12 LAN Ministry

Members of this ministry work together to improve and maintain the church's Local Area Network (LAN). The LAN System is comprised of a group of computers that share a common communications line or wireless link and share the resources of a server within the church.

Section 3.13 Security Ministry

- A. Safeguards the church family, visitors, and facilities during the course of, and in conjunction with, sanctioned worship services, events and activities.
- B. Assists church members and visitors in emergency circumstances, and in areas of fire safety, loss and accident prevention, facility security monitoring and parking supervision during church services and activities.

Section 3.14 Strategic Planning Ministry

- A. Supports the vision and mission of Mount Pleasant Baptist Church by formulating a multi-year strategic plan.
- B. Considers the various spiritual, social, and economic environments.
- C. Considers various driving forces (e.g., growing communities, changing demographics, etc.).
- D. Maximizes our effectiveness in time utilization, resource management, coordination, and communication within the ministry and throughout the church.

Section 3.15 Christian Academy (Administrative Oversight)

- A. The academy is governed by a ministry of directors who help make the decisions. The team (director, teachers, and assistant teachers) views their positions as ministries. They do what they do to the glory of God.

- B. The goals are to provide a nurturing environment where children can learn. They believe every child has limitless potential and work toward providing an environment that will allow the potential to be reached. The academy has a dynamic faith based, character building, academically structured program. We believe and stand firm on Proverb 22:6 *"Train up a child in the way he should go, and when he is old he will not depart from it."*

ARTICLE IV - DIRECTOR OF NURTURING/ ASSISTANT TO THE PASTOR

Section 4.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Must be a church member in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The "employment at will" relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- E. Serves as a principle advisor to the Pastor.
- F. Supervises the daily administration of the church.
- G. Develops comprehensive network of support services for the membership.
- H. Visits by phone and/or in person, members of the congregation and/or relatives who are sick at home or hospitalized.
- I. Assists the Deacons' Task Force with visitation development by informing them of those in need of visitation.
- J. Supervises the crisis/outreach ministries for our community through existing programs and the dispensing of mission and benevolence funds.
- K. Serves as staff liaison for food assistance.

- L. Provides spiritual counseling to members as requested by the Pastor.
- M. Serves as liaison among MPBC, and local government, and social services representatives.
- N. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 4.2 Deacons

A. Deacon Selection & Removal Process

The Deacon Ministry shall consist of as many individuals as the church deem necessary. Names of new deacons can be recommended by the pastor. Recommendations will be sent to the chairman of the deacon ministry for review. When the deacon ministry has completed the process of review, the names will be offered for election by the church in like manner as the pastor. The chairman of the deacon ministry shall be recommended by the pastor, approved by the deacons, and confirmed by the church. The chairman shall be moderator of all regular called business meetings, unless otherwise directed by the church, in absence of the pastor and the assistant pastor.

The chairman will provide leadership for the deacons.

The deacons shall be subject to removal upon recommendation of the pastor and deacons after thirty (30) days notice has been given in writing and upon two-thirds, (2/3) vote of the members present and voting at a regular or called business meeting.

B. Qualifications

- i. Must attend all four new members' classes before permitted to occupy the deacon leadership position.
- ii. Meet qualifications of Acts 6:3.
- iii. Have a willingness to serve.
- iv. Have a willingness to be accountable to God, pastor and the church body.
- v. Must be a church member in good standing.

C. Training/Tenure

- i. New deacons must complete a 12-16 week training course.
- ii. A deacon shall serve for a period of three consecutive (3) years. At the end of each term, he may be appointed by the pastor and affirmed by the congregation to serve an additional three years.
- iii. Once confirmed by the congregation, a deacon has the right to step down at any time due to personal reasons after written explanation has been received and approved by the Pastor and the Chairman of the Deacon Ministry. The excused absence must not be more than one (1) year and not less than six (6) months. Extenuating circumstances will be taken into consideration.
- iv. When a deacon believes he cannot participate, due to age and/or medical problems, he is allowed to make his request known and be identified as an emeritus deacon.

D. Duties

- i. Assist the pastor with meeting the spiritual and physical needs of the total congregation. Their work includes visiting homes, ministering to the sick, shut-in, and hospitalized by visiting them to share God's word, collect church offering, lead prayer meeting, administer communion, encourage and uplift.
- ii. Have major responsibility to help determine the pastor's financial/benefit compensation package for service performed and carrying out the will of the church.
- iii. "Servants" of the church. This is in accordance with the meaning of the word "servant" as practiced/described in the New Testament.
- iv. Must attend monthly meetings, bible school and/or Sunday school, and other church services on a

regular basis. Be in attendance at any special or call meetings. Be in good standing with the church.

- v. Zealous to guard the unity of the spirit within the church in the bonds of peace.
- vi. Serve as a council of advice in conference with the pastor in matters pertaining to the welfare and work of the church. With the pastor, they are to consider and formulate plans for the constant effort and progress of the church in things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God.
- vii. Establish and maintain personal relations with, and inspiring oversight of, all the church membership. They should especially seek to know the physical needs and the moral and spiritual struggles of the brethren and sisters; and to serve the church in relieving, encouraging, and developing all who are in need.
- viii. Counsel with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of church discipline. They are to be guided always by the principles set forth in Matt.18:15-17; 1Cor. 5:9-13; and 1 Thess. 5:12-14. The deacons shall be free to call upon any member of the church to aid in disciplinary action.
- ix. Serve as a general pulpit committee, in case of absence or inability of the pastor, subject to advice from and conference with him. In any period when the church is without a pastor, unless the church shall otherwise provide, the deacons will arrange the temporary ministry and take counsel with reference to securing a pastor. It is not intended in any way to prejudice herein the method by which the church shall proceed in securing a pastor.
- x. Assist pastor in serving communion to the congregation every fourth Sunday as designated.
- xi. Collect tithes/offering during the worship service and other services as required.

- xii. Head care groups. Deacons shall be responsible for the Family Care Group Ministry. Each member of the church is assigned to a care group ministry.
- xiii. Assist with baptismal services for men and boys.
- xiv. Help lead the church in welcoming visitors.
- xv. Have a willingness to teach various segment(s) of the training program to new deacons.
- xvi. Willing to serve in any capacity of ministry leadership.

Section 4.3 Deaconesses

- A. Chosen the same way as deacons (See Article IV, Section 4.2 (A))
- B. Help the pastor meet the spiritual and physical needs of the total congregation. Their work includes, visiting homes, ministering to the sick, shut-in, and hospitalized by visiting them to share God's word, administering communion, encouraging and uplifting.
- C. Shall be responsible for the Family Care Group Ministry. Each member of the church is assigned to a care group ministry.
- D. Their training/tenure is the same as the deacons (See Article IV, Section 4.2 (C)).
- E. Prepare the elements for Communion and responsible for the plates, trays, cloths, and cleaning of all utensils.
- F. Help their husbands lead the church in welcoming visitors.
- G. Assist with baptismal services, especially for women and girls.
- H. Work jointly with the Trustee Ministry along with the Pastor, to promote and support the growth and development of the church family.
- I. A deaconess shall serve for a period of three consecutive (3) years. At the end of each term, she may be appointed by the pastor to serve an additional three years.

- J. Once appointed, a deaconess has the right to step down at any time due to personal reasons after written explanation has been received and approved by the Pastor and the Deacon/Deaconess Ministry chairperson. The excused absence must no be more than one (1) year and not less than six (6) months. Extenuating circumstances will be taken into consideration.
- K. When a deaconess believes she cannot participate due to age and/or medical problems, she is allowed to make her request known and be identified as an emeritus deaconess.
- L. Serve as advisors.

Section 4.4 Ushers

- A. Responsible for the seating and comfort of the congregation, the greeting of visitors, the prevention of interruptions and distractions and similar needed services during the worship services. They assist the Pastor during the services. This ministry is available to all ages.
- B. Expected to attend monthly meetings, annual revival services, participate in the Usher's Annual Worship service, and be present on assigned Sundays.
- C. Must attend all four new member's classes before permitted to occupy position. They must also complete a five-week training period.

Section 4.5 Hospitality Ministry

- A. Ensures that hospitality is extended to all ministries and special guests as requested by the Pastor and his ministerial staff.
- B. Assists families during their time of bereavement in the planning and preparation for repast dinner in memory/honor of their love ones.
- C. This service ministry assists in providing a pleasant and comfortable spiritual environment for all.
- D. Possesses a love for people and have a desire to serve.
- E. At some point in time, each member may be asked to assist in the planning and preparation for one of the many special events occurring at the church.

Section 4.6 Visitation Ministry

Deacons and deaconesses head care groups consisting of new and current members of the church. Through visits with individuals, upon request, and group fellowship sessions, they help to meet the physical, emotional, and spiritual needs of the members. In addition, new members can quickly get acquainted, find acceptance, love, and a place of belonging.

Section 4.6 Nurses Ministry

The Nurses Ministry provides medical attention to members and visitors who are ill and/or under stress during the worship services and other church functions (as requested).

ARTICLE V - DIRECTOR OF EDUCATION AND SMALL GROUPS MINISTRY

Section 5.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Must be a member of the church in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The "employment at will" relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- E. Provides spiritual direction and approves resources of the education ministries, including church school, seminary, college prep, etc. (see organizational chart).
- F. Develops comprehensive education curriculum for the church.
- G. Oversees the scholarship fund.
- H. Addresses all issues dealing with education.

- I. Provides spiritual counseling to members as requested by the Pastor.
- J. Oversees operation of small group ministries.
- K. Provides supervision and direction to the small group ministries administrator.
- L. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 5.3 Educational Staff

They are appointed by the director and help oversee all of the educational activities at the church. They also recruit/train teachers and lead classes.

Section 5.4 Bible Institute

Offers various classes at all levels that are open to anyone who has a desire to study and learn more about God's Word. Ministries in the church also conduct Bible study sessions during their regular meeting times.

Section 5.5 Sunday School Staff

- A. Appointed by the Director of Education.
- B. The Sunday School Ministry provides Christian instruction for ages two through adult. Emphasis is placed on understanding Biblical concepts, Christian values, and familiarity of the Bible. Classes are conducted each Sunday morning.

Section 5.6 Bible Study Staff

Weekly bible study classes are taught by the Pastor, the ministerial staff, and lay members of Mount Pleasant. The classes provide additional opportunities for the membership to systematically learn about God's Word and to grow spiritually. Multiple classes are provided to meet the needs of people at all levels of Bible knowledge and spiritual maturity. Classes are conducted on Wednesdays immediately following the mid-week prayer and praise service and every Wednesday afternoon.

Section 5.7 New Members Orientation

The classes are conducted each Wednesday evening during Bible Study. The four classes are structured to orientate new members with Mount Pleasant and provide them with the vision and beliefs of the Pastor and the church.

Section 5.8 Commitment Counselors

A commitment counselor is present to welcome all new members. The counselor is responsible for assessing the reason the person came forward during the worship service, and providing assistance in getting them acquainted with the church. The counselors follow the procedures outlined in the New Members Package.

Section 5.9 College Student Support

- A. The Mount Pleasant Baptist Church Scholarship awards a specific amount of money to high school seniors of the Church, who apply for and are selected as recipients, money which is to be used towards college expenses.
- B. Membership in the ministry shall be available to all Mount Pleasant Baptist Church members who are interested in assisting students in pursuing their educational goals and the church body expanding their Bible knowledge.

Section 5.10 Library/Bookstore Ministry

- A. The library provides a wide variety of resource materials that will help our members learn, understand, and apply Biblical truths. Some of the available information consists of books, magazines, videos, compact discs (CD), audio tapes, and CD-Rom products for adults and youth. Studying the Word of God is essential to a Christian's spiritual growth.
- B. The bookstore will sell books, CDs, video tapes, and other Christian materials as determined by the Director of Education and the Pastor.

Section 5.11 Tutoring

Tutoring is provided for our students on alternate Saturdays of each month from 10:00 am until noon throughout the school year. Sessions are conducted at Mount Pleasant.

ARTICLE VI - DIRECTOR OF MUSIC AND ARTS (PASTOR)

Section 6.1 Directorship Defined

- A. Provides spiritual direction and resources to the music, drama, and dance ministries.
- B. Supervises the ministers of music, drama, and dance.
- C. Develops a comprehensive plan for integrating all aspects of the music and arts directorate into the worship and evangelistic experiences of the church.
- D. Coordinates with other ministry directors to support ministry related activities. He shall be responsible to the Pastor and must be willing to assume other duties assigned.

Section 6.2 Music Ministry

- A. Minister of Music
 - i. Must attend all four new members' classes before permitted to occupy this leadership position.
 - ii. Must be a member of the church in good standing.
 - iii. Directs the planning, coordination, operation, and evaluation of a comprehensive Music Ministry.
 - iv. Coordinates music ministry goals, organization, leadership, facilities, instruments, and administrative processes.
 - v. Assists the Pastor in planning congregational services of the Church and is responsible for the selection of the music.
 - vi. Shall be aware of weddings and funerals to be held in the church. Arranges for musical support for these events and be available for counsel.
 - vii. Arranges and provides music for special projects, ministries, and other Church related activities in cooperation with appropriate individuals or groups.
 - viii. Provides musician for prayer meeting and approved outreach activities.
 - ix. Directs music groups and congregational singing.

- x. Supervises the work of all music leaders in the Music Ministry.
- xi. Coordinates the schedules of music groups and individuals, in the function of their duties, as they represent Mount Pleasant Baptist Church.
- xii. Supervises maintenance of and additions to the music library and equipment.
- xiii. Provides musical materials, supplies, instruments, and other music equipment for use in the Church's programs.
- xiv. Keeps informed of current music methods, materials, promotion, and administration; utilizes them where appropriate.
- xv. Coordinates the training and use of instrumentalists and vocalists.
- xvi. Develops a training program for current and future musicians, directors, directresses, and vocalists.
- xvii. Helps to prepare the students of MPBC/CA for the Standards of Learning for Music.
- xviii. Plans worship and musical support to the church's missions efforts, both home and abroad.
- xix. Travels with Pastor and missions teams as necessary.
- xx. Shall recommend musicians to the Director, Music/Arts Ministry (Pastor) for approval to hire and/or accept as volunteers.
- xxi. Shall submit all dismissal recommendations to the Director, Music/Arts (Pastor) for approval. Prior to dismissal, the musician will receive a thirty (30) day notice in writing that states the rationale.
- xxii. Shall be responsible to the Pastor and be willing to assume other duties as assigned by him.

B. Church Organist/Pianist Instrumentalist/Percussionist/Guitarist

- i. Maintain a high level of spirituality and musicianship.
- ii. Work cooperatively with the Choir Director and Minister of Music and vocalists.
- iii. Assist the Director in voice testing, auditioning, and sectional rehearsals.
- iv. Must be resourceful in the selection of repertoire.
- v. Prepare selected music for rehearsals and worship services as scheduled by the Director or Minister of Music.
- vi. Shall be responsible to the Minister of Music and be willing to assume other duties assigned.

Section 6.3 Drama Ministry

This ministry provides a dynamic combination of highly anointed musical dramas, concerts, cantatas, skits, and plays that minister healing, deliverance, salvation, and blessings to the body of Christ.

Section 6.4 Dance Ministry

- A. Establishes and promotes an environment to train and nurture young disciples' spiritual, emotional, physical, and social growth. Other areas of focus include developing self-confidence, self-esteem, positive relationships, respect, and patience for peers; accepting authority, and the appreciation and love of worshipping God through liturgical and interpretive dancing.
- B. Any person(s) from our MPBC family and the community, under the age of eighteen, regardless of dance experience, can join the Dance Ministry. They must be in good physical health, at least five (5) years of age, know their left from right consistently, be able to pay attention, truly love the Lord, and have a desire to glorify Him through the art of dancing.

ARTICLE VII - DIRECTOR OF SENIOR CITIZENS MINISTRY

Section 7.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Must be a member of the church in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the church.
- E. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice.

The “employment at will” relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.

- F. Provides spiritual direction and resources to all aspects of the senior citizens ministry.
- G. Facilitates opportunity for senior citizens to fellowship, study the word of God, provide mutual support, and encourage others.
- H. Implements programs and ministries to strengthen, encourage, empower, and nurture the senior citizens of Mount Pleasant Baptist Church and the community.
- I. Coordinates with other ministry directors to support ministry related activities. He/she shall be responsible to the Pastor and willing to assume other assigned duties.
- J. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 7.2 Senior Citizens

The purpose of this ministry is to bless our seniors with conferences, luncheons, Bible study, shut-in visitation, and workshops where they can fellowship and share the wisdom God has given them. They also act as role models to inspire our younger church members.

Section 7.3 Elderly Visitation

The ministry enables homebound members, those who reside in facilities and/or members with special needs to feel connected as church members by expressing the love of Christ through visits and telephone calls.

Section 7.4 Care and Support of the Elderly

The ministry supports older adults and disabled members spiritually and physically to ensure they maintain the best possible quality of life.

ARTICLE VIII DIRECTOR OF MISSIONS MINISTRY

Section 8.1 Directorship Defined

- A. Must attend all four new members’ classes before permitted to occupy this leadership position.

- B. Must be a member of the church in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The “employment at will” relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- E. Provides spiritual direction and resources to all aspects of missions.
- F. Implements ministries designed to continue development of an empowered disciple making mission team focusing on domestic and international field.
- G. Oversees the implementation of all domestic and international mission goals.
- H. Explores relationships that will provide ministry access to all nations.
- I. Partners with International Mission Organizations to spread the gospel worldwide.. The Director should evaluate the partnerships yearly to determine whether the relationships are bearing the desired fruit and need the continued support of the church. Domestic and international mission partners will be supported spiritually and financially, if necessary. Financial needs will be coordinated with the Pastor.
- J. Mobilizes, motivates and trains disciples to go into the world and witness for Christ via on-going Bible studies to feed and nurture disciples on the fundamentals of our faith. He/she will also conduct workshops/seminars on witnessing techniques and mission specific training sessions on the culture and spiritual climate of the selected target areas.
- K. Coordinates with other ministry directors to support (provides spiritual direction/resources) all aspects of ministry related activities.
- L. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 8.2 Missionary Staff

- A. This ministry is responsible for organizing and equipping mission teams to share the love of Christ by serving, sharing the good news, and building relationships locally and around the world.

- B. Their goal is to help accomplish church's mission and vision by making disciples of all nations.

Section 8.3 Hospital Visitation

The Hospital Visitation Ministry engages deacons, deaconesses, their care groups, and ministers in an effort to ensure the spiritual welfare of members recovering in the local hospitals. The individuals also visit nursing, convalescent, and retirement homes. This ministry is not restricted to the aforementioned people. It automatically encompasses the entire church membership.

Section 8.4 Prison Ministry

- A. Equips and helps Christian volunteers spread the Gospel to incarcerated individuals and their families. The ministry provides spiritual guidance to those who are imprisoned by teaching about the love of Christ.
- B. Helps to lead Inmates to apply the scripture in a practical way in order to meet specific needs in their life experiences.
- C. Places special emphasis on developing positive value systems and fosters the worth of the individual as a child of God.
- D. Provides spiritual guidance to foster concepts to prevent recidivism. If necessary, the ministry will also refer individuals to Christian, non-profit, and government facilities and resources.

Section 8.5 Homeless Ministry

This team provides spiritual and appropriate financial support to families in need of shelter. They also visit homeless shelters where they provide assistance, comfort, and the Word of God.

Section 8.6 Home Missions

- A. Motivate the church's missionaries and volunteers to share the love of God with individuals, churches, and faith based organizations through local partnerships and home fellowships within the United States.
- B. Explore opportunities to establish relationships throughout the contiguous United States and meet the needs of the people.

- C. Act as a provisional resource for disaster relief.
- D. Train disciples to witness for Christ.
- E. Support mission partners and other mission organizations financially and spiritually.
- F. Organize and oversee evangelistic activities to create a bond between the church and the community.

Section 8.7 International Missions

- A. Explore relationships that will provide ministry access around the world (Africa, India, Russia, and China).
- B. Partner with other churches and international mission organizations to spread the gospel worldwide.
- C. Train disciples to go into the world and witness for Christ.
- D. Support international mission partners/organizations financially and spiritually.

Section 8.8 Church Outreach Ministry

- A. Enables missionaries to share the Gospel in the local communities. This ministry will engage in a wide variety of activities that include planting churches, organizing Christian camps, developing/distributing literature, radio broadcasts, and community development.
- B. This ministry will develop global simulcast (real-time) capabilities to equip, encourage, and build up the church body while reaching and leading the lost to Christ.

ARTICLE IX - DIRECTOR OF FAMILY LIFE MINISTRY

Section 9.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Must be a member of the church in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate

the employment and/or service relationship at any time, with or without cause or notice. The “employment at will” relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.

- E. Provides spiritual direction and resources to all aspects of the family life ministry.
- F. Designs and implements ministries to encourage, train, and address the family needs and issues from a Christian perspective.
- G. Provides ministerial oversight for Men’s Ministry, Women’s Ministry, Couple’s Ministry, Singles’ Ministry, and any other ministry deemed appropriate by the Pastor and Officers of the Church.
- H. Coordinates with other ministry directors to support ministry related activities.
- I. Promotes the development of Godly families who are spiritually, emotionally, and physically empowered to fulfill the great commission.
- J. Shall be responsible to the Pastor and willing to assume other duties as assigned.

Section 9.2 Singles Ministry

- A. Encourages and uplifts Christian Singles in their walk with Christ.
- B. Sponsors fellowships, prayer, and Bible Studies, and other activities designed to help singles grow closer to God. It also provides various social activities and seminars to meet the many social challenges facing Christian singles. They sponsor an annual Singles Conference and Retreat which focuses on specific topics of concern to singles.

Section 9.3 Couples Ministry

- A. Using the biblical model relationship between Christ and his church, this ministry heightens married couples understanding of intimacy and interaction in their relationships.
- B. The ministry sponsors fellowships, seminars, workshops, prayer, and other activities designed to provide couples with the spiritual guidance necessary to enhance their relationships. Through the power of prayer and God’s Word, the couples in our church are destined for excellence.

Section 9.3 Men's Ministry

Equips, encourages, and educates men to do the work of the ministry while providing opportunities for worship, instruction, fellowship, and evangelism. The ministry assists the Pastor with special projects and provides support for various community activities. They sponsor the mentoring program for young boys of single parent homes, conferences, and annual men's retreat, and mother's day out. They also co-sponsor the Annual Church Gala with the Women's Ministry.

Section 9.4 Women's Ministry

Equips, encourages and educates women to do the work of the ministry while providing opportunities for worship, instruction, fellowship, and evangelism. The ministry provides physical, emotional, and scriptural support to all women. In addition, the ministry sponsors food drives for the missionary ministry, annual retreat, and assists the Pastor and First lady with special projects, and support for various community activities. They also co-sponsor the Annual Church Gala with the Men's Ministry.

Section 9.5 Adult Athletes Ministry

Offers a variety of sport, recreational, and exercise opportunities, with an emphasis on Christian conduct, team/relationship building, and witnessing.

A.

Section 9.7 Health and Fitness Ministry

A. Stresses the importance of taking care of our earthly temple (the human body) where the Holy Spirit resides by setting and accomplishing health and fitness goals.

B. Conducts regularly scheduled workout sessions.

ARTICLE X - DIRECTOR OF CHILDREN AND YOUTH MINISTRY

Section 10.1 Directorship Defined

A. Must attend all four new members' classes before permitted to occupy this leadership position.

B. Must be a member of the church in good standing.

- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The “employment at will” relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- E. Manages the discipleship program for the youth of the church, including tracking the decisions for Christ and baptism.
- F. Recruits, trains, encourages, and supports lay people in the various volunteer ministries that work with young people in the church.
- G. Provides primary oversight to the Jr. and Sr. High Teen Ministry, Pre-Teen Ministry, Children’s Ministry, and the Nursery Ministry.
- H. Provides periodic reports of youth ministry activities and goals. Maintains communication with Pastor on goals, projects, and youth activities.
- I. Provides regular training sessions for teachers and volunteers in youth ministry.
- J. Coordinates with the Director of Education to develop curriculum for biblical education of youth.
- K. Provides guidance and leadership to the youth ministry council. Have regular volunteer and teacher meetings for planning and programming. Works closely with the youth ministry council.
- L. Works with youth ministry council to identify and recruit potential volunteer youth workers. Helps recruit volunteer youth workers.
- M. Supports young people and adults in planning and programming fellowships.
- N. Oversees the development of an annually and quarterly calendar of youth programs and events.
- O. Attends evening and weekend fellowships whenever possible.
- P. Arranges for regular pastoral visits to active, inactive, and prospective young people and their families.

- Q. Makes periodic visits to the local schools and stays abreast of the activities that the youth of the church are involved or engaged in.
- R. Oversees the development of effective publicity for youth activities through the newsletter, bulletin, youth newsletter, mailings, and public media.
- S. Researches and schedules special event camps, conferences, seminars, retreats, lock-ins, trips, and so on.
- T. Trains young people and plans for special outreach to other teenagers within and without the church.
- U. Locates resources to meet the needs of smaller groups in such areas as spiritual growth, Bible study, drama, personal and interpersonal growth, and so on.
- V. Offers service opportunities throughout the year to involve young people in ministering to others within and without the church, such as visiting the elderly, shut-ins, as well as service projects and summer missions.
- W. Works with the youth and education ministries to coordinate youth ministry with the ministry of the total church.
- X. Provides the youth ministry council with information about quality resources curriculum materials.
- Y. Offers ideas and personal input about future goals for the church ministry with young people to include intentional discipleship of youth.
- Z. Builds relationships with the parents of young people in the youth groups.
- AA. Calls on young people and parents in pastoral-need situations, such as, sickness, hospitalization, crisis intervention, death, and other situations in which teenagers may need help or support.
- BB. Works with adult volunteers and other members of the congregation to make youth ministry an effective effort.
- CC. Communicates to parents at least quarterly regarding the youth ministry calendar, volunteer needs and parental concerns.

- DD. Works as a professional under the direction of the Pastor and with other ministry team staff to provide for the pastoral needs of the church.
- EE. Attends workshops and personal growth conferences to stay informed on new and effective ways to implement youth ministry.
- FF. Assists the Pastor and youth ministry council members as they establish long-range goals and short-term objectives for ongoing youth ministry in the life of the church.
- GG. Shall be responsible to the Pastor and willing to assume other duties assigned.

Section 10.2 Youth Pastor Assistant

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. The assistant is appointed by the pastor, reports to the director and supports him/her.
- C. Have general oversight of all ministries of the church that are related to youth.
- D. Helps plan and provide leadership for all youth services.
- E. Establishes regular, direct contact with the youth of the church through youth group attendance, chance meetings, telephone calls, appointments, and personal visitation.
- F. Helps to develop a Godly, committed, enthusiastic team of youth leaders, teachers, and sponsors.
- G. Periodically prays for all youth group members.
- H. Provides, either directly or through trained leaders, solid scriptural teaching covering relevant, current, and real issues that youth face.
- I. Gives special attention to the planning of special youth-oriented events, to include outreach to youth in the community and emphasizes the need and provides training for committed youth to reach out to non-Christian friends, as well as to new and inactive members.

- J. Encourages attendance at denominational and area youth events as well as our children's church.
- K. Becomes acquainted with the families of the youth of the church, and be prepared to assist with counsel.
- L. Promotes the regular interaction of parents and other church adults with the youth leaders and individual teens.

Section 10.3 Youth Leaders

Youth Leaders collaborate with the youth pastor to implement all aspects of children and youth programs while remaining faithful to the vision. They lead and guide their perspective ministry in terms of activities and programs and support the youth pastor in all aspects of ministry as a leader. Youth leaders also encourage and support each other in the ministry as well as pray for the youth and discern upcoming events and programs. Youth leaders are expected to participate in either Bible study, Sunday school and/or a seminary program at the Church in order to grow as an individual.

Section 10.4 Nursery

The Nursery Ministry provides a fun-filled Christian experience for young children up to the age of 5. It provides ministry during Sunday service. While this ministry gives parents an opportunity to enjoy adult worship service, it is very much focused on providing Christian education and training for children. Nursery children learn songs and conduct activities geared at teaching them about Christ.

Section 10.5 Praise Kids

- A. Helps children ages 6-12 to experience God through worship and to hear God through the preached Word. Praise kids strives to fulfill the Great commandment by loving the Lord with all their hearts and with all their souls and with all their minds (Matt. 22:37) through praising, praying, giving, testifying, and listening to God's Word.
- B. Provides relevant Biblical messages and encourage application to each child's life.
- C. Encourages children to conduct devotions with parents to reinforce messages.

- D. Incorporates creative methods to convey messages to children.
- E. Encourages children to reach out and invite their friends to worship with them.
- F. Equips children to lead portions of the worship experience.
- G. Teaches children to fulfill the Great Commandment by loving their neighbor as they love themselves (Matt. 22:39).

Section 10.6 JROTC (Pre-teens)

- A. In addition to the precepts of the church, the focus of the pre-teen ministry is to instill the love of God in each youth, ages 10-12. This is achieved through teachings and guidance of Godly mentors.
- B. Lessons are designed to help the aforementioned age group face daily challenges through discussions, explorations, and social activities, which will aid in the development of Godly relationships. Diverse activities include Inter-Christian fellowships, community service projects, social events, and field trips, all to prepare for Godly service to our Lord and Savior, Jesus Christ.

Section 10.7 Soldiers 4 Christ (S4C) Teens

- A. S4C is a vibrant ministry for youth ages 13-19. This ministry focuses on developing teenagers into Christian soldiers that are equipped and willing to share their faith with boldness.
- B. This ministry evangelizes through a collection of fellowships aimed at attracting teens to the ministry. Some of the activities for this ministry include; Teen Crusade, mission trips abroad, retreats, and local fellowships.

Section 10.8 Team Jesus (Sports)

In alignment with the youth ministry's purpose of reaching non-believing students and connecting them with other Christians, the goal of the youth sports ministry is to provide fellowship, evangelism opportunities, and worship through group and family activities. This is achieved by forming teams to compete in the local church and county leagues; organizing athletic tournaments, attending sports events; and bringing in professional Christian athletes to speak to the youth.

Section 10.9 Children's Camp

The camp is structured to lead young people to Christ and train them in Christian character (Proverbs 22:6). The students will participate in Christian games and will take field trips to museums, the zoo, and other places of interest. They will also go swimming twice a week as well as participate in other activities. Campers will participate in music, art, and computer. Emphasis is placed on God's principles through daily prayer, memory work, and weekly chapel.

Section 10.10 Christian Academy (Spiritual Guidance)

Its purpose is to train a child spiritually along with academically. The academy is based on Proverb 22:6 *"Train up a child in the way he should go, and when he is old he will not depart from it."* They strive to ensure students learn about God and develop strong Christian character traits by studying the Bible.

Section 10.11 Vessels of Honor (Children)

This ministry is designed to provide Christian fellowship, instruction, and training for children ages 5-12. Events are conducted that provide a fun and fulfilling experience for our children in a Christian setting. Some of the events sponsored by the ministry include an annual Easter egg hunt and a Harvest Festival (Halloween alternative). This ministry supports Praise Kids (our Children's Church) which provides opportunities for evangelism and worship.

Section 10.12 Mentoring

Accumulated wisdom and skill is shared in the context of a trusting and supportive relationship. The mentor models, encourages, and teaches the learner. He/she also leads/guides by example, counsels, and listens to the learner, and encourages him/her to set spiritual, personal, career and ministry goals, and assists the learner in attaining those goals.

Section 10.13 Step Team Ministry

This ministry provides young people opportunity to praise and worship God through the use of "stepping." Similar to the Dance Ministry, the step ministry will provide a disciplined and structured

Christian environment for pre-teens and teens to practice fellowship and study the Word of God.

ARTICLE XI - DIRECTOR OF SOCIAL ECONOMIC/ COMMUNITY RELATIONS

Section 11.1 Directorship Defined

- A. Must attend all four new members' classes before permitted to occupy this leadership position.
- B. Must be a church member in good standing.
- C. Appointed by the Pastor and confirmed by the congregation.
- D. Employment and/or service require the mutual consent of the individual and the Church. Either party has the right to terminate the employment and/or service relationship at any time, with or without cause or notice. The "employment at will" relationship remains in effect unless specifically modified by an express written agreement signed by the individual and the pastor of the Church.
- E. Shall be responsible to the Pastor and willing to assume other duties assigned. He is expected to maintain a Christ-like attitude and a spirit of cooperation with the Pastor and other members of the staff.
- F. Responsible for setting up and operating The MPBC Community Development Cooperation (CDC).
- G. Supervises the interaction between church leadership, local officials and corporate leaders.
- H. Serves as point of contact for Faith Based Initiatives.
- I. Oversees Political Awareness Activities.
- J. Oversees employment ministry.
- K. Assists the Director of Education in developing classes and curriculum to equip the membership with skills in the areas of finances, investments, and estate planning.
- L. Assists the Director of Nurturing with providing "how to fish" skills to people seeking benevolence.

M. Provides spiritual counseling to members as requested by the Pastor.

Section 11.2 Social Empowerment Ministry

This ministry seeks to restore to individuals a sense of worth and the capacity to handle life's social and economic problems and to help individuals prosper using Biblical principles. It coordinates with the Social/Economic Development office.

Section 11.3 Capital Campaign

The purpose of a capital campaign is to place the church in a position to meet the growing needs of our ministries. The ultimate goal is to witness the supernatural power of God manifested in the body of Christ by sacrificial giving. The campaign will help accomplish a significant portion of our vision to "posture the church for physical growth."

Section 11.4 Political Awareness Ministry

- A. This ministry promotes political awareness throughout the congregation. The Internal Revenue Service (IRS) prohibits intervention in political campaigns by organizations, including religious organizations, as a condition for exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC).
- B. Policies and guidelines have been developed to ensure the church is operating within the law regarding its political programs (intervention/lobbying, voter education outreach, facilities/publications). The Mt. Pleasant Baptist Church General Guidelines & Procedures book provides more detailed information.

ARTICLE XII - ASSOCIATE MINISTER

Section 12.1 Defined

- A. An Associate Minister is placed on the Ministerial Staff by the appointment of God and the free and voluntary act of the church itself.
- B. S/he serves at the discretion of the Pastor. S/he performs ministerial duties as assigned by the Pastor and Assistant Pastor, including preaching and teaching the gospel, serving as a worship leader, serving as a commitment counselor, facilitating worship in the infant and toddler's room, visiting the sick and elderly, administering the sacraments of baptism and the Lord's Supper, and for ordained ministers, officiating at weddings and funerals as requested.

- C. S/he has oversight and supervision responsibility as a ministry head for the ministry to which s/he has been called and consistent with the mission and vision of the church.

Section 12.2 Qualifications

- A. S/he must be a member in good standing of the church.
- B. S/he must be able to clearly articulate the call to the gospel ministry, identifying the specific call to the five-fold ministry according to Ephesians 4. S/he must have a ministry degree from a recognized seminary or be currently enrolled in seminary. If this condition is not met, S/he must have a meaningful and credible plan for pursuing a seminary degree.
- C. S/he must attend the church Minister's Institute on a consistent basis for at least one year.
- D. S/he must enroll in catechism under the Director of Education as designated by the Pastor and Assistant Pastor with the aim of being ordained for the ministry to which S/he is called.
- E. S/he is expected to be in worship service on a consistent basis, including at least one of the weekly Sunday worship services and/or midweek worship.
- F. S/he must attend Bible Study on a consistent basis, including either midweek Bible Study and/or Sunday school.

Section 12.3 How an Associate Minister Is Obtained

- A. Anyone who desires to be licensed to the gospel ministry by the church must be interviewed by the Pastor.
- B. The Pastor, based on the candidate's qualifications as stated above and the Pastor's assessment of the candidate's spiritual maturity, will recommend that the candidate move ahead with the licensing process.
- C. The Pastor will recommend to the Diaconate that qualified candidates be licensed.
- D. Those candidates affirmed by the Diaconate will be presented to the church body for affirmation of the call.
- E. The Pastor and the affirmed candidate will set a date for the licensing service and celebration.
- F. For new members who are already licensed by another church and who have completed all the new member requirements articulated in Article XIII, the initial interview with the Pastor will also include presentation of credentials and a letter of recommendation from the licensing church. At the Pastor's sole discretion, the existing credentials may be accepted or the candidate may be required to go through the complete licensing process described above.

- G. Licensed ministers, upon the recommendation of the Pastor and Director of Education, must enroll in the next available catechism class following licensing.
- H. Upon the completion of the catechism class, the ordination candidates will be recommended by the Director of Education to the Pastor.
- I. The Pastor will recommend to the Diaconate that qualified candidates be ordained.
- J. Those candidates affirmed by the Diaconate will be presented to the church body for affirmation.
- K. The Director of Education and the Pastor will schedule a date for the affirmation session with the Ordination Council.
- L. The Pastor and the affirmed candidate will set a date for the ordination service and celebration.
- M. For new members who are already licensed and ordained by another church and who have completed all the new member requirements articulated in Article XIII, the initial interview with the Pastor will also include presentation of credentials and a letter of recommendation from the licensing/ordaining church. At the Pastor's sole discretion, the existing credentials may be accepted or the candidate may be required to go through the complete ordination process described above.

Section 12.4 Termination of Associate Minister's Services

- A. An Associate Minister may terminate his/her service by submitting a written resignation giving thirty (30) days notice, unless otherwise agreed.
- B. The Pastor has the unconditional authority to ask an Associate Minister to take a break from ministry or to resign, as best suits the needs of the congregation.

ARTICLE XIII - MEMBERSHIP

Section 13.1 Qualifications

- A. Confess Jesus Christ as personal Savior and Lord and be baptized in the names of the Father, the Son, and the Holy Spirit.
- B. "By Letter" from another Christian church. The letter notifies the receiving church said person was a member in good standing and desires to change membership.
- C. "Christian Experience." He/she has already confessed Jesus as Lord and Savior, and has been baptized and desires to move his/her membership to this church.

- D. "Restoration." Member on the inactive list who has strayed away from the Lord and the assembly, and wants to recommit his/her life to the Lord and be reinstated to active membership.
- E. Must complete required personal information form.

Section 13.2 Duties

- A. Members are expected to be faithful in all the duties essential to the Christian life.
- B. Members should attend the services of this church regularly, and share in its organized work.
- C. Members are to give regularly (at least once per month) for its support and its causes.

Section 13.3 Rights

Only active members may act and vote in the transactions of the church.

Section 13.4 Inactive Member

- A. A member who has been physically absent from church services for a period of six (6) months may be placed on the inactive list. To further clarify the aforementioned definition, individuals who attend church on a regular basis but fail to support the church financially are not considered inactive members. The church membership role is too large for the administration to identify all inactive members by their physical absence. Therefore, the tithes and offerings database will be the primary tool used to help identify potential inactive members.
- B. Before placing an individual on the inactive list, a written attempt will be made to contact him/her. The member's absence may be due to sickness, military obligations, or other similar reasons and, therefore, justified. If an individual has moved and left no forwarding address, telephone has been disconnected and there is no way to make contact, he/she will be placed on the inactive list with the reason indicated.

Section 13.5 Loss of Membership

- A. An active member desires a "Letter of Transfer" to facilitate joining another Christian church. He/she is entitled to receive it upon request. This letter shall be valid as a recommendation for a period of six (6) months from its date, unless renewed, and this restriction shall be stated in the letter.
- B. An active member requests to be released from his covenant obligations to the church after it has endeavored to secure his/her continuance in its fellowship. Such requests may be granted and the membership ended.
- C. A member becomes an offense to the church due to persistent immoral or unchristian conduct. However, faithful efforts will be made in accordance with Matthew 18:15-17 to help the individual repent and remain in the church. Any action regarding the potential loss of an individual's membership shall, first, be considered by the deacons.

ARTICLE XIV - MEETINGS

Section 14.1 Worship Service

- A. The church shall meet each Sunday morning, Sunday afternoon (third service), and Wednesday evening for prayer service, instruction, and the worship of Almighty God.
- B. The services are open to all people and shall be conducted under the direction of the Pastor, Assistant Pastor, Chairman of Deacon ministry or his designee.

Section 14.2 Special Services

- A. Revival services and other church meetings essential to promoting the objectives of the church.
- B. They shall be automatically placed on the church calendar.

Section 14.3 Regular Business Meetings

- A. An annual meeting should be held for the purpose of receiving annual reports from officers, ministries, and committees of the church and its auxiliary organizations, the election of officers, and other business as deemed appropriate. Other business meetings may be called by the pastor from the pulpit on his own or when

requested by the Deacon Ministry. The particular objective of the meeting must be clearly stated in the notice and no other business may be transacted. Special meetings may be called by the Chairman of the Deacon Ministry only for the purpose of calling or relieving the pastor, subject to the approval of the entire Deacon Ministry.

- B. Normally, the pastor will preside as moderator at all church business meetings. During the absence of the pastor and when requested to do so, the Chairman of the Deacon Ministry will preside.
- C. All meetings should be well-planned in advance and conducted in a prayerful, orderly, and democratic manner. It is recommended that the regularly accepted principles of parliamentary law be employed.

Section 14.4 Special Business Meetings

- A. A special called business meeting may be held to consider special matters of significant nature.
- B. Special meetings may be called by the Chairman of the Deacon Ministry only for the purpose of calling or relieving the pastor, subject to the approval of the entire Deacon Ministry.
- C. A two-week notice of the subject, date, time, and location must be given for special called business meeting unless extreme urgency renders such notice impracticable.

Section 14.5 Parliamentary Rules

Robert's Rules of Order, revised, is the authority for parliamentary rules. These procedures are used for all business meetings of the church.

Section 14.6 Quorum

- A. Five percent (5%) of the active roll of the membership shall constitute a quorum.
- B. The exception is for election of officers, ten percent (10%), and for call or dismissal of a deacon, deaconess, or layman, twenty-five percent (25) shall be necessary. In addition, Fifty-one percent (51%) of the active roll of the membership shall constitute a quorum for call of a pastor or dismissal, forty percent (40%) for a second meeting, and twenty-five percent (25%) if a third meeting is required.

ARTICLE XV - THE OFFICIAL BOARD

Section 15.1 Board's Composition

- A. Consists of the ministry directors, deacons, and trustees.
- B. Chaired by the Chairman of Deacons

Section 15.2 Board's Purpose

- A. Principal advisor to the Pastor and acts on behalf of the church regarding critical issues that impact its operation.
- B. Establishes policies and practices consistent with the purpose and vision of the church.
- C. Assists in managing and directing the affairs and activities of the church.

ARTICLE XVI - COMMITTEES

Section 16.1 Committee Purpose

The church utilizes permanent and temporary committees. Their purpose is to help the staff and leadership accomplish the church's mission and purpose through the various ministries the committees represent.

ARTICLE XVII - AMENDMENTS

Section 17.1 Two-Thirds Vote

The Constitution & By-Laws may be amended by two-thirds vote of members present and voting at any business meeting or at a meeting specifically called for that purpose, the proposed amendment being inserted in the call.

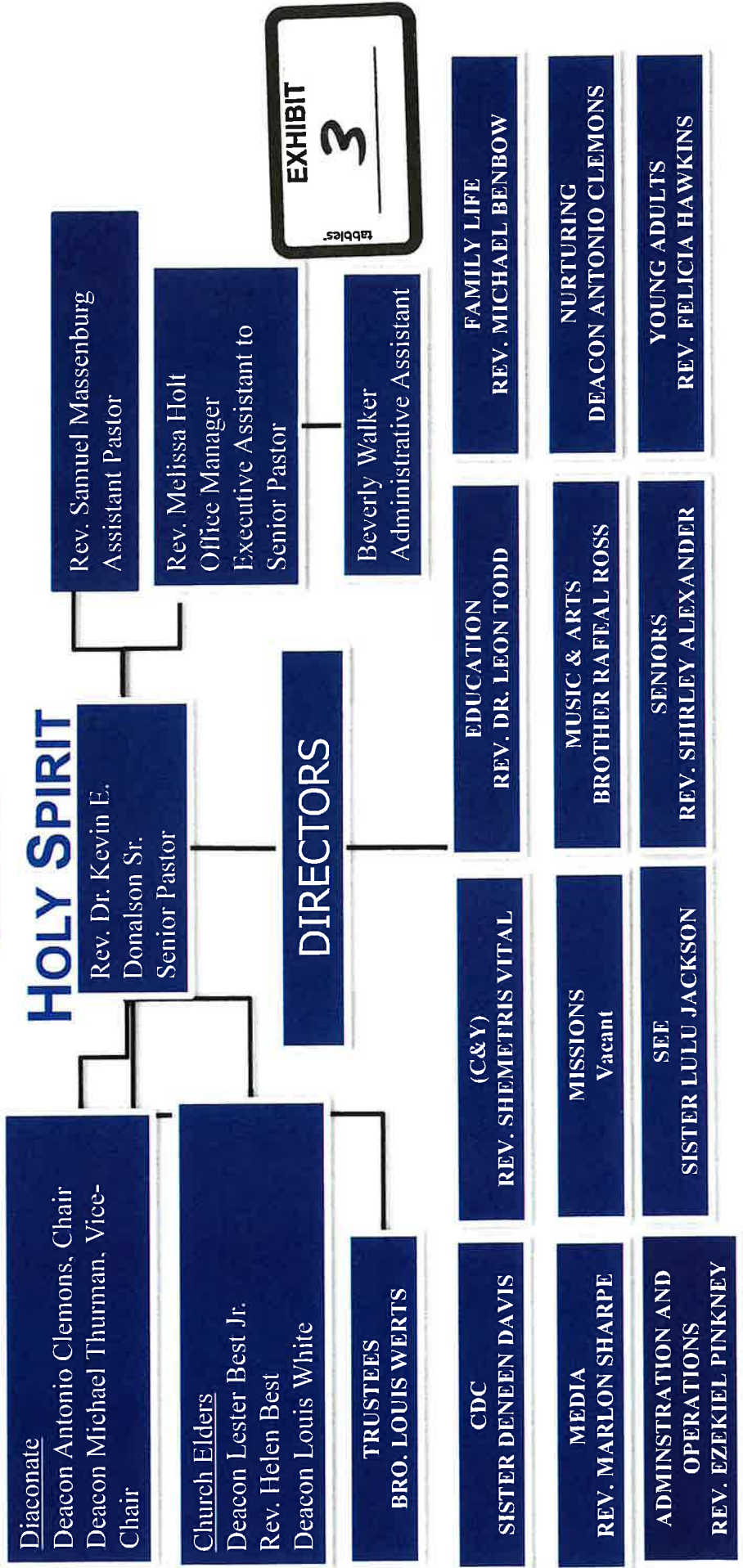
Section 17.2 Written

All amendments must be laid in writing before the church in a business meeting not less than a month before the time of the proposed action.



MPBC Spiritual Organization (Not Governance)

GOD
JESUS



Mt. Pleasant Baptist Church (Elevation Team)
 2516 Squirrel Hill Road, Herndon, VA 20170
 703-793-1196



PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
8/22/20	Leadership	Kelly DeShields, Germaine Grinkley, James Hollis, Gwendolyn Holoman, Shenyce Hutchins and Shenyre Hutchins

SUMMARY

The Elevation team was tasked to develop a comprehensive revitalization plan to elevate Mount Pleasant Baptist Church (MPBC). The Leadership team is a sub-component of the Elevation team. The team was tasked with addressing the lack of unity within the MPBC leadership. The team has outlined the perceived hindrances to MPBC leaders and have included some recommendations for consideration. Our findings are listed below.

PROJECT OVERVIEW: LEADERSHIP

The leadership Elevation team met virtually with the Stakeholders: Pastor Donalson, Assistant Pastor Maxenberg, and the Directors of every ministry at MPBC. We also sent a ten-minute survey to every ministry lead at MPBC as well as the Directors and Pastor (56 recipients). The Leadership Elevation team developed the questions on the survey as well as the questions asked during the interviews to improve our understanding of the current process and the organization as a whole. The Leadership Elevation team received 27 responses to the survey. (48% response rate) This number is not completely accurate because a few of the Directors informed us that they did not respond to the survey as the team asked the survey questions during their interviews. Most of the interviews were very informative and helpful. Based on data received from the interviews, surveys, the Bylaws, Constitution, Credit Card Policy, Internal Controls Audit and information gathered through personal experience as members of MPBC, the team identifies the below problems and submits the following recommendations to the MPBC Leaders.

PROBLEM	STAKEHOLDERS	RECOMMENDATION
<p>Accountability</p> <ul style="list-style-type: none"> MPBC leaders are not held accountable in their roles and responsibilities. Church policies are not enforced and followed by leadership. The credit card policy is not adhered to. There are no checks and balances with processes that do have a policy. 	<p>Pastors, Directors, Ministry Leaders, staff and volunteers</p>	<p>Accountability</p> <ul style="list-style-type: none"> Implement lessons learned and expectations of roles and responsibilities for volunteers within ministries. <ul style="list-style-type: none"> Must have clear expectations of position requirements. Implement accountability processes to include standard performance evaluation process for



		<p>employees with internal controls through an approver and reviewer.</p> <ul style="list-style-type: none"> ● Zero tolerance policy on MPBC Credit card policy. <ul style="list-style-type: none"> ○ First offense results in suspension of MPBC credit card for one-month ○ Subsequent offense is permanent revocation. ● Pastors and Directors (P, D) need to set the example of being held accountable.
<p>Conflict</p> <ul style="list-style-type: none"> ● Disagreements made public in meetings with an audience. ● Some leaders are recalcitrant. ● Some problems or disagreements are avoided and fester because they are never addressed. ● Not working cohesively as a team. 	<p>Pastors and Directors</p>	<p>Conflict</p> <ul style="list-style-type: none"> ● Enforce and implement a conflict resolution process to encourage interpersonal relationships. <ul style="list-style-type: none"> ○ Address the individual one on one to discuss the problem. If not successful, bring in a witness. Reference Matthew 18:15-20. ● Conduct leadership training on an annual basis, with a facilitator from outside MPBC to resolve relationship issues between specific leaders.
<p>Organizational Structure</p> <ul style="list-style-type: none"> ● Unbalanced distribution of responsibility for Pastors and Directors. ● The Director of Operations and Assistant Pastor have too many responsibilities. ● Socio-Economic Empowerment does not have enough active ministries operating to necessitate a director position. 	<p>Pastors and Directors</p>	<p>Organizational Structure</p> <ul style="list-style-type: none"> ● Finalize the draft distribution of roles and responsibilities. ● Publish and communicate an organizational chart and make accessible through Realm or the church website. ● Revise the roles to reduce or increase workload distribution. <ul style="list-style-type: none"> ○ Eliminate duplication of duties ○ Reduce/equally distribute the roles of the Director of Operations and Assistant Pastor. ○ Redistribute Socio-Economic Empowerment ministries or assign more active ministries. ○ Combine sports ministry and health/fitness ministry under one Director.
<p>Ineffective Leadership Style</p> <ul style="list-style-type: none"> ● Leadership styles are extreme. <ul style="list-style-type: none"> ○ Micromanagement ○ Macro management (hands-off) ● Lack of professional development training. 	<p>Pastors and Directors</p>	<p>Ineffective Leadership Style</p> <ul style="list-style-type: none"> ● Attend an external leadership training class. ● Manage employees and volunteers according to their needs. <ul style="list-style-type: none"> ○ Some need more oversight than others

<ul style="list-style-type: none"> • Taking ownership of issues (is lacking or absent with some of the leaders?). • Delegation of tasks vs. inability to distribute tasks <ul style="list-style-type: none"> ◦ Survey Response in regards to micromanagement, "The ministry can strive well if the leadership was open to receive ideas from the volunteers and communicate with the volunteers that help is needed and be willing to delegate. The leader is a micromanager and no one should be micromanaged on a volunteer job." 		<ul style="list-style-type: none"> • Establish outside mentoring or training relationships to assist leadership style • Establish a mentor protocol for coaching between Pastors/Directors to prepare the ministry leads and volunteers to step into leadership roles.
<p>Process, Policy, and Procedures</p> <ul style="list-style-type: none"> • The current church Bylaws were written in 2006. • Bylaws were written to a person and not the position. • There are no published transition plans in place. • Many ministries do not have completed Standard Operating Procedures (SOP). • There seems to be a lack of defined processes for most ministries. 	<p>Pastors and Directors</p>	<p>Process, Policy, and Procedures</p> <ul style="list-style-type: none"> • Bylaws should be updated every three years and written to the position and not the person. • Create a process to amend the Bylaws in the interim years, until the next version is completed. In accordance with other SOP updates, for example <i>Deacon Emeritus criteria</i>. • Pastor, Directors, Ministry leads, staff, and volunteers should be held accountable to the SOPs and Bylaws. • Operation manual should reflect all of the processes and be accessible. • Implement phased tenure policy for leadership positions. <ul style="list-style-type: none"> ◦ To reduce burnout, ◦ To help with the transition to the next leader, ◦ To help develop leaders. • Create a transition plan for all ministry leader positions including the Pastor. This plan will prepare anyone stepping into a new leadership role. • Update SOPs annually for every ministry, updated by leads, signed off by Directors, and posted or archived by Director of Operations. • Store documents in a repository to ensure a better transition to the next person. • Hire or contract a Configuration Manager to ensure that documentation and processes and procedures are followed. <ul style="list-style-type: none"> ◦ Maintains the "Gold copy" of documentation and processes
<p>Personnel/Staffing Issues</p>	<p>Pastor, Directors, and staff</p>	<p>Personnel/Staffing Issues</p> <ul style="list-style-type: none"> • Hire a Human Resources representative

<ul style="list-style-type: none"> ● MPBC Staff does not receive annual performance assessments with measurable goals, improvements, and accomplishments. ● There is no remote working policy in place. ● There is no clear enforceable timecard policy or core hours for church staff. ● There is an inconsistent application of the benefits leave policy. ● There is not enough staff to maintain the building upkeep. 		<p>to update, create, develop, and/or implement sound policies and practices, to include:</p> <ul style="list-style-type: none"> ○ A goal-oriented/objective-based Performance Evaluation Process ○ To create a work from home policy. ○ Review/update of Timecard policy ○ Review/update Benefits/Leave Policies ● Combine current Vacation and Sick policies into a Paid Time Off (PTO) policy ● Implement carry-over, accrual thresholds and Cash-in processes to reduce liability and avoid potential large payouts when an employee leaves the church. ● Operation manual should reflect all of the processes. ● Outsource some of the sexton work. <ul style="list-style-type: none"> ○ This will eliminate the Director from pitching in to help the current sexton.
<p>Connection with the Congregation</p> <ul style="list-style-type: none"> ● Current structure of the Diaconate Care Group is ineffective. <ul style="list-style-type: none"> ○ Some Deacons contacted their people during COVID and other Deacons have not contacted their people. ○ The number of congregants is too large to form intentional connections. ○ Younger generation is not connected to the older generation within the church. ● Members and leaders feel little to no connection with the Pastor. <ul style="list-style-type: none"> ○ Survey response in regards to connection to the pastor "As far as overall leadership for the church, I can't say I have felt that the head pastor knows me as a leader. We haven't really had professional personal interactions so he knows more about me save through the voice of the children and youth pastor(s). In the past ideas and such that youth leaders had gone to the youth pastor and up the chain. I believe that still happens but there should still be a feeling that we can see or talk to the pastor at any time (scheduled of course if needed!)" ● There seems to be a divide between leaders, volunteers, and members. <ul style="list-style-type: none"> ○ Some feel there is a lack of humility in leadership. 	<p>Pastors, Directors, Ministry Leaders, staff and volunteers</p>	<p>Connection with the Congregation</p> <ul style="list-style-type: none"> ● In addition to Diaconate care groups, implement a "congregation connect group" with similar demographics as the new member. <ul style="list-style-type: none"> ○ This group would provide a non-leader connection to a more relatable size. ○ The connect group would link married couples with children to similar families as they join the church, or link singles within the same age group when they join. ○ The relationship will link members in a social atmosphere. ● Implement a process to evaluate the effectiveness of the Deacons, some are very engaged with their Care groups others only engage with their network. ● Pastor frequently attends events for every ministry in the church <ul style="list-style-type: none"> ○ To improve his connection with the congregation. ● The Directors attend their ministry's activities. <ul style="list-style-type: none"> ○ Attending these activities will improve engagement between the members and the leadership.

<ul style="list-style-type: none"> o The perception is an "us vs. them" clique feeling. 		
<p>Lack of Collaboration</p> <ul style="list-style-type: none"> ● Limited transparency and lack of collaboration between ministries and leadership. ● Limited Transparency between leadership and the congregation. <ul style="list-style-type: none"> o Causes confusion and miscommunication. ● There have been issues with planning conflicting activities, budget requests, and the Church calendar conflicts. <ul style="list-style-type: none"> o Church families have to choose which activities to attend because they are occurring at the same time and date. o One example where collaboration could have helped is the back to school drive running concurrently for Missions to Haiti and the Children and Youth Ministry. Church members could donate to one place and then both ministries could have split the items. Instead, the congregation saw two Sunday announcements on the same day, for two different back to school drive requests. ● The Directors do not have the resources needed to effectively plan ministry events. <ul style="list-style-type: none"> ■ For example, when planning an event in another location, a deposit is needed to reserve the venue or to pay an artist for a concert. 	<p>Pastors, Directors, Ministry Leaders, staff and volunteers</p>	<p>Lack of Collaboration</p> <ul style="list-style-type: none"> ● Recommend implementing quarterly roundtable meetings to include pastors, directors, ministry leaders, and volunteers (virtually, if need be). <ul style="list-style-type: none"> o This will improve the transparency and collaboration between the ministries and the leadership. o Include Biblically-based team building activities to improve collaboration. ● Recommend an Annual Planning retreat for the Pastor and Directors to establish the church calendar, budget, and collaborate as leaders where possible. <ul style="list-style-type: none"> o As part of the budget planning, directors should also conduct planning activities meetings or a retreat as one body annually in October to schedule activities for the next year for every ministry on the church calendar. o Then these dates need to be enforced, to reduce conflict of activities at the church. This will reduce last minute events and timely response from the Pastor and Directors. ● Conduct Congregation Town hall meetings twice a year to improve communication with the members. ● Develop a process for seed money. ● Establish a generic event planning process or guidelines for the leadership to include a template and checklist, three months and six months checklist and one year.
<p>Time Management</p> <ul style="list-style-type: none"> ● Ministry is negatively impacted due to last-minute communication and marketing. <ul style="list-style-type: none"> o The last-minute activities can hinder people from volunteering for ministries. o For example, the town hall meeting on Tuesday, July 28, requested attendance for volunteers at training on August 1. 	<p>Pastors, Directors, Ministry Leaders, staff and volunteers</p>	<p>Time Management</p> <ul style="list-style-type: none"> ● Leaders need to improve their time management skills. <ul style="list-style-type: none"> o Media and information ministry need a minimum of 5 days in advance, o Deadlines must be enforced.

<p>Many thought that was not enough notice to plan for attendance.</p> <ul style="list-style-type: none"> ○ Media and Information ministry are given assignments with less than optimal time to complete. ○ Some people can work well under pressure but many cannot. Mistakes can be made. ○ Some members of leadership do not respect deadlines set by the ministry volunteers. Leaders do not respect their volunteers' time. <ul style="list-style-type: none"> ● Leaders need to be timely in their responsiveness when providing feedback or approval. 		<ul style="list-style-type: none"> ○ Plan in advance to ensure sufficient time is given to Church resources and volunteers. ○ Communicate the consequences if deadlines are not met and enforce the consequence(s). <ul style="list-style-type: none"> ● Respect is a two-way street, if your volunteers feel respected by their leaders, then they will return that respect to the leader.
<p>Communication Issues</p> <ul style="list-style-type: none"> ● MPBC is not using its social media platforms productively. ● Church members have limited visibility into who is a part of the leadership and who is church staff. <ul style="list-style-type: none"> ○ The only time members see who is part of the leadership team is during the annual church meeting as well as when leaders are installed. ● Positions not voted on by the congregation are not communicated to the congregation. ● Leaders need to communicate assignments in entirety and in advance to eliminate confusion from their volunteers. Most members can be handed an assignment and execute, no need to handhold. 	<p>Pastors, Directors and Ministry Leaders</p>	<p>Communication Issues</p> <ul style="list-style-type: none"> ● Establish a one-stop shop for information ministry/communication to the congregation. <ul style="list-style-type: none"> ○ Everyone is not aware of Connect 2 Effect (C2E) and not utilizing them. ○ C2E needs to be better marketed. ○ The Church needs a plan to transition to the C2E process. ● Improve transparency with the member <ul style="list-style-type: none"> ○ Staff positions are not voted on by the congregation. ○ Congregation should know the people on staff either from the website, a directory, or group in the realm.

<p>Internal Controls</p> <ul style="list-style-type: none"> ● Potential conflict of interest in multiple positions held by leadership. <ul style="list-style-type: none"> ○ In the past, the lead Trustee was also on the Finance committee. ● Perception of favoritism or nepotism within staff hiring. <ul style="list-style-type: none"> ○ Mother/daughter team working in finance. ● The Church needs to improve volunteer and staff balance. ● Our processes do not include checks and balances or identify who is responsible. 	<p>Pastors, Directors and Ministry Leaders</p>	<p>Internal Controls</p> <ul style="list-style-type: none"> ● Implement internal controls process for financial positions and trustees. <ul style="list-style-type: none"> ○ Trustee and Finance ministry leads should not be the same person. ○ There needs to be a separation of fiscal duties within the process. ● Implement checks and balances with processes that do have a policy. ● Establish roles and responsibility for the governing bodies and each holds the other accountable.
<p>Financial information</p> <ul style="list-style-type: none"> ● The Elevation team did not receive proper access to the church's financial information and were unable to address the following <ul style="list-style-type: none"> ○ Examine the overall spending ○ Examine credit card spending. <p>*Pending further review</p>	<p>Pastor and Directors</p>	<p>Financial information</p> <ul style="list-style-type: none"> ● The Elevation team recommends a complete audit of the church's financials. <ul style="list-style-type: none"> ○ The last audit was completed in 2006.

RISKS

Risks	PROBLEM ALIGNED TO
<p>MPBC could lose knowledgeable resources in the current leadership if they step down from their role because of these recommendations.</p>	<p>Accountability, Conflict, Organizational Change, Ineffective Management Style, Process Policy and Procedures, Internal Controls, Connection to the congregation, Lack of Collaboration, Time Management, Personnel issues and Communication Issues</p>

Elevation team provides recommendations and the leadership does nothing with the information/ No buy-in, some leaders were doubtful that change would occur	Accountability, Conflict, Organizational Change, Ineffective Management Style, Process Policy and Procedures, Internal Controls, Connection to the congregation, Lack of Collaboration, Time Management, Personnel issues and Communication Issues
Personality clash/Tension rises amongst the ministries while changing the process	Accountability, Conflict, Organizational Change, Process Policy and Procedures, Internal Controls, Connection to the congregation, Lack of Collaboration, Time Management, Personnel issues and Communication Issues
The ministry leaders and volunteers currently serving could resign and leave ministries vacant.	Accountability, Conflict, Organizational Change, Ineffective Management Style, Process Policy and Procedures, Internal Controls, Connection to the congregation, Lack of Collaboration, Time Management, Personnel issues and Communication Issues

CONCLUSIONS/RECOMMENDATIONS

Mount Pleasant Baptist Church (MPBC) has many strengths including: love for God, love for the church, the heart to serve the Lord and to help others, praying, giving and offering ministries to address the needs of the body where individuals may use their gifts, talents and abilities to service the Lord. The complete list of strengths compiled is lengthy. However, MPBC has many weaknesses that have caused a reduction in congregants and the decline of income. After careful consideration of the interviews conducted, the survey responses from the Directors and ministry leads, the documentation received and personal experience, the team concluded the following major problems. The church appears to have problems with lack of accountability, conflict resolution, organizational structure, ineffective management styles, lack of process policy and procedures, connection with the congregation, lack of collaboration, personnel issues, time management issues, communication issues, and internal controls process. "2 Be completely humble and gentle; be patient, bearing with one another in love. 3 Make every effort to keep the unity of the Spirit through the bond of peace. 4 There is one body and one Spirit, just as you were called to one hope when you were called; 5 one Lord, one faith, one baptism; 6 one God and Father of all, who is over all and through all and in all." Ephesians 4:2-6

One common theme that the team continued to encounter with each interview was no process to hold people accountable in their roles either as a leader, volunteer, or church employee. When asked who do you report to, many said they report to God, some said the Pastor, some said God, Pastor, and members. MPBC Leadership has to set the example that they can be trusted to perform their duties. If there is a policy or process in place, even the Pastor needs to adhere to the process. The staff can be held accountable by setting yearly goals, performing a mid-year review, and then an end of the year performance evaluation with an approver and reviewer. Volunteers and leaders should implement and enforce some level of accountability in the ministry by creating lessons learned and expectation of responsibilities. There must be clear expectations of position requirements. "48 But someone who does not know, and then does something wrong, will be punished only lightly. When someone has been given much, much will be required in return; and when someone has been entrusted with much, even more, will be required." Luke 12:48

There appears to be discord amongst some of the MPBC leaders. The elevation team was not able to determine the root cause of the animosity. It could be personality differences, disrespect for each other, or just not liking each other. We only heard stories of it and witnessed it in select meetings. One suggestion is to conduct leadership training on an annual basis, with a facilitator from outside MPBC to resolve relationship issues between specific leaders. Above all, the MPBC leaders should address conflict scripturally, Matthew 18:15-20, 15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.

19 "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there am I with them." Matthew 18:15-20.

The church does not have a clear and documented organization chart for the congregation and the public. The church website lists Pastor, Assistant Pastor, Children, and Youth Pastor, Young Adults Pastor, Directors of Education, Operation, and Music. However, there are at least eight other Directors that attend the Director's meeting and are considered part of the MPBC Leadership. There appears to be a duplication of effort in some ministries that could be resolved by a realignment of the ministries within the Church. The Assistant Pastor and Director of Operations have too many responsibilities to do an adequate job in every role. Director of Socio-Economics Empowerment (SEE) has too few responsibilities and could benefit from additional workload to even the distribution or be dissolved and rolled up under another director.

The management style of leaders can impact everyone around them. The Elevation team heard repeatedly that the Pastor was too hands-off in many capacities. With a church of this size, the Pastor needs to be more engaged in the church on a daily basis. We received feedback that some leaders are micro managers and make their volunteers feel irrelevant. Individuals need to be managed according to their experience level and effectiveness. Someone who can function effectively in a role does not need to be micromanaged the way that a novice might be. The Elevation team recommends that the leadership attend an external management training class. Our leaders could also benefit from a mentor relationship with another equivalent individual from a different church. Additionally, the church leaders should begin to coach and mentor within the church to bring the next wave of leadership into action. If they are not already doing so, leaders should learn their volunteers' spiritual gifts so that they are operating under their gifts.

There are very few Standard Operating Procedures (SOP) or transition plans written for the church ministries. Leaders tend to learn on the job. MPBC leaders need to create an SOP for every ministry as well as a transition plan for the leadership position. Documentation should be updated by the leads, signed off by Directors, and posted or archived by the Director of Operations. The Operational Manual has been in draft for almost a year due to a lack of feedback loop and holding people accountable. Documentation needs to be stored in a repository for a better transition between leaders. The Bylaws should be updated every three years and written to the position and not the person. A process needs to be created to amend the Bylaws in the interim years, until the next version is completed in accordance with other SOP updates, for example, the Deacon Emeritus criteria. Consideration should be given to the tenure for leadership positions to reduce burnout, help with the transition to the next leader, and help develop leaders. While improving the processes and documenting such, be sure to keep internal controls in the forefront of your mind to avoid conflicts of interest or anything that can give others the perception of dishonesty.

MPBC may not have the budget to hire a Human Resource representative but someone needs to step into this role to manage some of the issues that are occurring with the staff, such as potential timecard policy abuse, lack of a remote working policy, and lack of annual performance assessments with measurable goals, improvements, and accomplishments. Human Resources responsibilities could be outsourced. The same benefits need to be offered to all part-time employees. The time management issue with our leadership is a respect issue. Some leaders do not respect the people that work for them or support them. Therefore, they do not offer to give the volunteer enough time to manage their own schedule and manage their lifestyle around leaders' requests and efforts. Leaders need to improve the planning in advance in general but especially when requesting assistance from someone. Leaders need to adhere to deadlines when requesting support from volunteers.

It is difficult to form a connection with everyone in a church the size of MPBC unless you are intentional. The leadership needs to promote unity within each ministry, across the ministries, and across the whole church. The Pastor and Directors should do their best to attend the activities of their ministries to help build a connection with individuals. The church could benefit from reassigning the Diaconate care groups, some members have been with the same Deacons for over a decade and have no connection. Some Deacons made an effort during COVID-19 to contact their care group while other Deacons did not. This was a lost opportunity for connection while away from the church building. MPBC could start a connect group to bring intentional smaller groups together to form a network. Sincerity is missing in some of our leaders. They appear to be a lack of unity within leadership and that lack has impacted the membership. This disconnection appears to have trickled down from the leaders to the volunteers to the congregation. "23 Be sure you know the condition of your flocks, give careful attention to your herds; 24 for riches do not endure forever, and a crown is not secure for all generations." Proverbs 27:23-24

As the church tries to improve the connection, MPBC should also improve collaboration between different ministries to help with the unity issue. This individual approach to ministry has possibly led to some of the other issues, such as disconnection, conflict, and accountability. It may be very difficult to work as teams and collaborate if you are not a unified body. Sometimes the church seems to be working against itself and not one cohesive unit. The church should represent a unified front where people can come and feel like a part of God's body. "12 Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.... 14 Even so, the body is not made up of one part but of many. 15 Now if the foot should say, "Because I am not a hand, I do not belong to the body," it would not for that reason stop being part of the body.... 18 But in fact, God has placed the parts in the body, every one of them, just as he wanted them to be. 19 If they were all one part, where would the body be? 20 As it is, there are many parts, but one body.... 25 so that there should be no division in the

body, but that its parts should have equal concern for each other. 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. 27 Now you are the body of Christ, and each one of you is a part of it." 1 Corinthians 12:12-27

MPBC needs to establish a one-stop shop for information ministry and correspondence to the congregation. The current means of communication is not always timely and not everyone follows the process. The leaders need to be more transparent with the congregation on many topics but specifically with staff positions not voted on by the congregation. The people on staff should either be on the website or in the realm. Social Media can be a great means of communication but it can also be harmful when interpreted. Please be mindful that the MPBC leadership is a reflection of the church and people hold you to a different standard. Not every thought should be posted. Please refer to Social Media Etiquette. "25 So stop telling lies. Let us tell our neighbors the truth, for we are all parts of the same body. 26 And "don't sin by letting anger control you." [a] Don't let the sun go down while you are still angry, 27 for anger gives a foothold to the devil. ... 32 Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you." Ephesians 4:25-32

The church's processes do not include checks and balances or identify who is responsible. The Elevation team recommends implementing checks and balances with processes that do have a policy. Additionally, MPBC should establish roles and responsibility for the governing bodies (i.e. Pastor, Directors, Diaconate and Trustees) then each body holds the other accountable. To avoid any notion of favoritism or nepotism. The church should implement an internal controls process for financial positions and trustees.

NEXT STEPS

Next steps to take after the team briefs the Pastor on our findings are as follows: the team briefs the Directors on the findings, the MPBC leadership should meet with the Elevation team to provide a response on which recommendations were accepted and which were not accepted. The MPBC leadership should share in some cases why the recommendations were not accepted. If the recommendation was accepted, what actions will be taken. The MPBC leadership needs to share the expected timeline for implementation of these actions, we recommend less than 30 days. Finally, the team wants to recommend that the Elevation team recommendations and actions taken by the leadership be presented to the congregation. The Pastor announced that there would be an Elevation Team in January and we would like the church to be informed of what work was done on the subject over the past six-eight months.

Our team has found that some of the same issues in leadership that afflicts MPBC, with intentional action, can become an immense strength. MPBC has the ability to be an extraordinary church that is ready to elevate and take the next step towards our future destiny. The leadership asked for the Elevation team to assist, so we ask that you prayerfully consider the recommendations that were presented and act on them.

Respectfully submitted,

The Elevation - Leadership Team

"For lack of guidance a nation falls, but victory is won through many advisors". Proverbs 11:14.

IRS Approval of Exemption Application

If the application for tax-exempt status is approved, the IRS will notify the organization of its status, any requirement to file an annual information return and its eligibility to receive deductible contributions. The IRS does not assign a special number or other identification as evidence of an organization's tax-exempt status.

Public Listing of Tax-Exempt Organizations

[Exempt Organizations Select Check](#) is an online search tool that allows users to search for organizations that are eligible to receive tax-deductible charitable contributions. Note that not every organization that is eligible to receive tax-deductible contributions is listed on *Select Check*. For example, churches that have not applied for recognition of tax-exempt status are not included in the publication. Only the parent organization in a group ruling is included by name on *Select Check*.

Select Check also allows users to search for organizations whose tax-exempt status has been automatically revoked because they have not met their annual filing requirement for three consecutive years. In addition, users may search *Select Check* for organizations that have filed a [Form 990-N \(e-Postcard\)](#) annual electronic notice.

If you have questions about listing an organization, correcting an erroneous entry or deleting a listing on *Select Check*, contact EO Customer Account Services toll-free at 877-829-5500.

Jeopardizing Tax-Exempt Status

All IRC Section 501(c)(3) organizations, including churches and religious organizations, must abide by certain rules:

- their net earnings may not inure to any private shareholder or individual;
- they must not provide a substantial benefit to private interests;
- they must not devote a substantial part of their activities to attempting to influence legislation;
- they must not participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office; and
- the organization's purposes and activities may not be illegal or violate fundamental public policy.



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Inurement and Private Benefit

Inurement to Insiders

Churches and religious organizations, like all exempt organizations under IRC Section 501(c)(3), are prohibited from engaging in activities that result in inurement of the church's or organization's income or assets to insiders (such as persons having a personal and private interest in the activities of the organization). Insiders could include the minister, church board members, officers, and in certain circumstances, employees. Examples of prohibited inurement include the payment of dividends, the payment of unreasonable compensation to insiders and transferring property to insiders for less than fair market value. The prohibition against inurement to insiders is absolute; therefore, any amount of inurement is, potentially, grounds for loss of tax-exempt status. In addition, the insider involved may be subject to excise tax. See the following section on **Excess benefit transactions**. Note that prohibited inurement doesn't include reasonable payments for services rendered, payments that further tax-exempt purposes or payments made for the fair market value of real or personal property.

Excess benefit transactions. In cases where an IRC Section 501(c)(3) organization provides an excess economic benefit to an insider, both the organization and the insider have engaged in an excess benefit transaction. The IRS may impose an excise tax on any insider who improperly benefits from an excess benefit transaction, as well as on organization managers who participate in the transaction knowing that it's improper. An insider who benefits from an excess benefit transaction must return the excess benefits to the organization. Detailed rules on excess benefit transactions are contained in the Code of Federal Regulations, Title 26, sections 53.4958-0 through 53.4958-8.

Private Benefit

An IRC Section 501(c)(3) organization's activities must be directed exclusively toward charitable, educational, religious or other exempt purposes. The organization's activities may not serve the private interests of any individual or organization. Rather, beneficiaries of an organization's activities must be recognized objects of charity (such as the poor or the distressed) or the community at large (for example, through the conduct of religious services or the promotion of religion). Private benefit is different from inurement to insiders. Private benefit may occur even if the persons benefited are not insiders. Also, private benefit must be substantial to jeopardize tax-exempt status.



Intermediate sanctions - excess benefit transactions

An excess benefit transaction is a transaction in which an economic benefit is provided by an **applicable tax-exempt organization**, directly or indirectly, to or for the use of a disqualified person, and the value of the economic benefit provided by the organization exceeds the value of the consideration received by the organization.

To determine if an excess benefit transaction occurred, include all consideration and benefits exchanged between or among the disqualified person and the applicable tax-exempt organization and all entities it controls.

In addition, if a **supporting organization** makes a grant, loan, payment of compensation, or similar payment to a substantial contributor of the organization, the arrangement is an excess benefit transaction. The entire amount of the payment is taxable as an excess benefit.

In an excess benefit transaction, the general rule for the valuation of property, including the right to use property, is fair market value. Fair market value is the price at which property, or the right to use property, would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy, sell, or transfer property or the right to use property, and both having reasonable knowledge of all relevant facts.

An excess benefit can occur in an exchange of **compensation** and other compensatory benefits in return for the services of a disqualified person, or in an exchange of property between a disqualified person and the applicable tax-exempt organization.

Certain transactions to which **donor-advised funds** or **supporting organizations** are parties are excess benefit transactions.

Date an Excess Benefit Transaction Occurs

An excess benefit transaction occurs on the date the disqualified person received the economic benefit from the applicable tax-exempt organization for federal income tax purposes. However, when a single contractual arrangement provides for a series of compensation payments or other payments to a disqualified person during the disqualified person's taxable year, any excess benefit with respect to these payments occurs on the last day of the disqualified person's taxable year.

Section 4958 applies to all excess benefit transactions occurring on or after September 14, 1995. However, Section 4958 does not apply to excess benefit transactions that occurred under a written contract, if the contract was binding on September 13, 1995 and at all times thereafter before the excess benefit transaction occurred.

Correcting the Excess Benefit

A disqualified person corrects an excess benefit transaction by undoing the excess benefit to the extent possible, and by taking any additional measures necessary to place the organization in a financial position not worse than that in which it would be if the disqualified person were dealing under the highest fiduciary standards. The organization is not required to rescind the underlying agreement; however, the parties may need to modify an ongoing contract with respect to future payments.

A disqualified person corrects an excess benefit transaction by making a payment in cash or cash equivalents equal to the correction amount to the applicable tax-exempt organization. The correction amount equals the excess benefit plus the interest on the excess benefit. The interest rate may be no lower than the applicable Federal rate. There is an anti-abuse rule to prevent the disqualified person from effectively transferring property other than cash or cash equivalents.

With the agreement of the applicable tax-exempt organization, a disqualified person may make a payment by returning the specific property previously transferred in the excess benefit transaction. The return of property is considered a payment of cash (or cash equivalent) equal to the lesser of:

- The fair market value of the property on the date the property is returned to the organization, or
- The fair market value of the property on the date the excess benefit transaction occurred.

If the payment resulting from the return of property is less than the correction amount, the disqualified person must make an additional cash payment to the organization equal to the difference.

If the payment resulting from the return of the property exceeds the correction amount, the organization may make a cash payment to the disqualified person equal to the difference.

Interactive Training

Learn more about the benefits, limitations and expectations of tax-exempt organizations by attending 10 courses at the online [Small to Mid-Size Tax Exempt Organization Workshop](#).

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Payment of Employee Business Expenses

A church or religious organization is treated like any other employer as far as the tax rules on employee business expenses. The rules differ depending upon whether the expenses are paid through an accountable or non-accountable plan, and these plans determine whether the payment for these expenses is included in the employee's income.

Accountable Reimbursement Plan

An arrangement that an employer establishes to reimburse or advance employee business expenses will be an accountable plan if it: (1) involves a business connection, (2) requires the employee to substantiate expenses incurred and (3) requires the employee to return any excess amounts.

Employees must provide the organization with sufficient information to identify the specific business nature of each expense and to substantiate each element of an expenditure. It isn't sufficient for an employee to aggregate expenses into broad categories such as travel or to report expenses through the use of non-descriptive terms such as miscellaneous business expenses. Both the substantiation and the return of excess amounts must occur within a reasonable time.

Employee business expenses reimbursed under an accountable plan are: (a) excluded from an employee's gross income, (b) not required to be reported on the employee's IRS Form W-2, *Wage and Tax Statement*, and (c) exempt from the withholding and payment of wages subject to FICA taxes and income tax withholdings.

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Non-accountable Reimbursement Plan

If the church or religious organization reimburses or advances the employee for business expenses, but the arrangement does not satisfy the three requirements of an accountable plan, the amounts paid to the employees are considered wages subject to FICA taxes and income tax withholding, if applicable, and are reportable on Form W-2. (Amounts paid to employee ministers are treated as wages reportable on Form W-2, but are not subject to FICA taxes or income tax withholding.)

For example, if a church or religious organization pays its secretary a \$200 per month allowance to reimburse monthly business expenses the secretary incurs while conducting church or religious organization business, and the secretary is not required to substantiate the expenses or return any excess, then the entire \$200 must be reported on Form W-2 as wages subject to FICA taxes and income tax withholding. In the same situation involving an employee-minister, the allowance must be reported on the minister's Form W-2, but no FICA or income tax withholding is required. For further information see IRS [Publication 463](#), *Travel, Entertainment, Gift, and Car Expenses*.

(14 Jun 20 / p 5)

One common business expense reimbursement is for automobile mileage. If a church or religious organization pays a mileage allowance at a rate that is less than or equal to the federal standard rate, the amount of the expense is deemed substantiated. (Each year, the federal government establishes a standard mileage reimbursement rate.) There are no income or employment tax consequences to the reimbursed individual provided that the employee substantiates the time, place and business purposes of the automobile mileage for which reimbursement is sought. Of course, reimbursement for automobile mileage incurred for personal purposes is includible in the individual's income.

If a church or religious organization reimburses automobile mileage at a rate exceeding the standard mileage rate, the excess is treated as paid under a non-accountable plan. This means that the excess is includible in the individual's income and is subject to the withholding and payment of income and employment taxes, if applicable.

In addition, any mileage reimbursement that is paid without requiring the individual to substantiate the time, place and business purposes of each trip is included in the individual's income, regardless of the rate of reimbursement.

No income is attributed to an employee or a volunteer who uses an automobile owned by the church or religious organization to perform church-related work.

Recordkeeping Requirements

Books of Accounting and Other Types of Records

All tax-exempt organizations, including churches and religious organizations (regardless of whether tax-exempt status has been officially recognized by the IRS), are required to maintain books of accounting and other records necessary to justify their claim for exemption in the event of an audit. See [Special Rules Limiting IRS Authority to Audit a Church](#). Tax-exempt organizations are also required to maintain books and records that are necessary to accurately file any federal tax and information returns that may be required.

There is no specific format for keeping records. However, the types of required records frequently include organizing documents (charter, constitution, articles of incorporation) and bylaws, minute books, property records, general ledgers, receipts and disbursements journals, payroll records, banking records and invoices. The extent of the records necessary generally varies according to the type, size and complexity of the organization's activities.

(14 Jun 20/p 6)

Length of Time to Retain Records

The law does not specify a length of time that records must be retained; however, the following guidelines should be applied in the event that the records may be material to the administration of any federal tax law.

TYPE OF RECORD	LENGTH OF TIME TO RETAIN
Records of revenue and expenses, including payroll records.	Retain for at least four years after filing the returns to which they relate.
Records relating to acquisition and disposition of property (real and personal, including investments).	Retain for at least four years after the filing of the return for the year in which disposition occurs.

(14 Jun 20/p 7)

Information Paper – 18 June 2020 Trustee Meeting

1. Background. Mount Pleasant Baptist Church (MPBC) issued credit cards to facilitate business (ministry) related purchases, cover business travel expenses, and to minimize the number of check requests for those same purchases, thus saving time.

2. Problem Statement. The Sub-Committee for Administration conducted two formal reviews of credit card statements and found missing receipts for posted charges, fees imposed for late payments, and interest charges for accounts having an outstanding balance.

3. Points of Discussion.

a. All credit card holders should never incur late fees.

b. All incurred finance charges should be the responsibility of the credit card holder if receipts are not turned in to warrant official business expenses and the card balance is not paid off by the due date.

c. Per research from the IRS.gov website, MPBC is providing "excess benefit transactions" when credit card holders use the card (for personal use or for business use) without accounting for those charges as reimbursable or payable expenses (by the church) prior to those charges being due and payable by MPBC Finance. Page 3 of the attachment highlights the "excess benefit transactions" language and rules. In particular, "if a supporting organization makes a grant, loan, payment of compensation, or similar payment to a substantial contributor of the organization, the arrangement is an excess benefit transaction. The entire amount of the payment is taxable as an excess benefit" (Middle of page 3, IRS attachment). Page 4 outlines the "correcting the excess benefit", where "The correction amount equals the excess benefit plus the interest on the excess benefit".

d. From a general perspective, MPBC as an IRC Section 501(c)(3) organization must abide by certain rules (as cited on page 1 of my attachment): "their net earnings may not inure to any private shareholder or individual." When charges (personal or business) are placed against a MPBC issued credit card and those charges are not justified as being official within the period before subject payment of those charges is due, MPBC just inured those funds to the respective credit card holder. These actions jeopardize our tax-exempt status. Page 2 of my attachment clearly states "The prohibition against inurement to insiders is absolute; therefore, any amount of inurement is, potentially, grounds for loss of tax-exempt status.

4. Recommendation. Based on the above information, MPBC Trustees should send an email to all credit card holders to inform them of the risk against the church. As a means to mitigate the IRS "inurement of funds" risk, all pending expenses should have receipts turned in to Finance by Monday, 20 July 2020. All card holders not providing valid receipts for official business charges will have their card suspended until receipts are provided to Finance.





Kevin Donalson

August 23rd 2020 at 10:21am Eastern via Mobile

Called meeting

Directors, we will have a special called meeting tonight at 7:00 PM. We will discuss a plan for our Academy Teachers in light of the decision to not have the Academy this school year. Login Information:<https://us02web.zoom.us/j/87599901796?pwd=TndrYi9pQ3FPTUNkckNRQmFqRk91UT09> Meeting ID:...



Kevin Donalson
DIRECTORS

August 21st 2020 at 9:51pm Eastern via Mobile

Academy

After much prayer and consideration I have decided that we will not have an Academy this school year. The current number is 21. While they were hoping to possibly get more students we have to give the parents time to time other schools for their children. Mrs. A will inform the parents of my decision tomorrow and I hope to have a Town Hall with the Registered Parents, Sunday evening.

We will do all that we can to help out our employees. I have some ideas that I will share with you all next week. We will have a special called meeting sometime early in the week so that we can move forward with what we can do for our employees.

Thank you for your prayers and comments regarding this matter.

Pastor Donalson



TITLE: MPBC LEADERSHIP AUTHORITATIVE VS DEMOCRATIC PROCESS

1/26/2021

Statement. The MPCA Pastor has practiced the use of autocratic leadership in violation of MPBC August 2, 2006 Constitution and Bylaws. He has announced in many church forums that he has the right to make all the decisions himself. In many instances like the MPBCCA, New Academy Board, Trustee tenure, and budget formulation, he did not consult with his leadership team and church membership to involve them in any reference to the decisions he made until it was to be executed. Importantly once the decision was made, he imposed it and expected obedience. Again, this form of leadership is in violation of the MPBC August 2006 Constitution and Bylaws. The church Constitution and Bylaws outline the requirements for the Pastor to practice a democratic leadership process. The democratic leadership process outlined in both documents require the pastor to take an active role in the decision-making process, but he must involve others. He carries the responsibility for seeing that the decisions made achieve the desired outcomes.

Background. Autocratic leaders make all the decisions themselves. They do not consult their teams or let them make decisions. The MPBC August 2, 2006 Constitution and Bylaws were drafted, submitted to the church, analyzed by several forums, approved by the church, and signed by the church leadership. The constitution outlined the following requirements the Pastor must meet:

Article III - Beliefs Section I.

5. We believe in the right of each member of the church to a voice in its government, plans, and discipline.

VI. The Church.

This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. Each member is responsible and accountable to Christ as Lord.

The MPBC Bylaws outlines the following:

ARTICLE I – PASTOR, Section 1.1 Defined.

E. Administers church affairs by securing the cooperation of the members and gains his objective by reason and persuasion, rather than attempting to force compliance by authoritative dictation.

ARTICLE XV - THE OFFICIAL BOARD-Section 15.1 Board's Composition.

A. Consists of the ministry directors, deacons, and trustees.

B. Chaired by the Chairman of Deacons

Section 15.2 Board's Purpose.

A. Principal advisor to the Pastor and acts on behalf of the church regarding critical issues that impact its operation.

B. Establishes policies and practices consistent with the purpose and vision of the church.



Encl #4

C. Assists in managing and directing the affairs and activities of the church.

The goal of the 2005-2006 Mount Pleasant Baptist Church Constitution and Bylaws Committee was to ensure, in as much as possible, that the mission, vision, and structure of the church be functionally embodied in the Constitution and Bylaws.

The purpose of the church's Bylaws is to establish an amendable document that addresses the present structure and **internal governance of the church** while providing elasticity for future growth. The Bylaws establish the formal structure of the church with Jesus as the head, the Pastor as the Under-Shepherd of the church, and the Official Board (Trustees, Diaconate, and Directors) as the principle advisor to the Pastor. The Bylaws also speak to the roles of the church leadership (to include but not limited to Associate Ministers and Ministry Directors), employees of the church, and the church body as represented in various ministries. The Bylaws are not intended to be exhaustive; instead, it is intended to be a guideline... (as stated in the MPBC August 2, 2006 presentation).

Discussion. Over the last 12 months alone the pastor has used authoritative leadership to make major decisions about the numerous programs. An example of them is discussed below:

Item #1. MPBCCA Closure for 2020. He made decisions without any effort to involve the church leadership and the congregation in his effort to achieve his goals reference MPBCCA. His decision without church participation in the closure of the MPBCCA was a violation of the Constitution and Bylaws. His decision impacted the entire church. His untimely decision impacted MPBCCA family's finances and quality of children education. His poor planning hurt MPBCCA teachers.

The pastor introduced in the 2021 budget an amount for the Academy at a full amount of \$260K without a top down or bottom-up program plan. The church has seen no timelines, objectives, or information that centers on the participation of many of the church members in the MPBC and its MPBCCA development process.

Item #2 Trustee Ministry Team and Abrupt Change of Leadership. A transition plan was needed to ensure the church's programs were coordinated and implemented. This plan should have been discussed with the DOAO.

Item #3 MPBC Budget Process. The budget process under the pastor is flawed. The 2021 budget was distributed to Trustee members for comments at the last minute (about a few days before the Church round table was held). Budgetary data was included in the distributed package for 2017, 2018, 2019, 2020, and proposed budget for 2021 but it did not include actuals in the data which would have properly reflected revenue and expenses under the COVID-19 Pandemic environment. It did not accurately reflect the impact of the Church receipt of PPP funding.

Therefore, the Pastor's decision to control the budget did not accurately assess and review next year's budget. There was no presentation of an assessment of the church's current year Statement of Income and, or Cash Flow. The responsible parties (Finance, Church Accountant, and Program Control/Finance & Accounting Administrative Assistant IAW the By Laws) under the current Bylaws through the Director of Administration and Operations would have prepared the appropriate documents for the 2021 budget.

MPBC has a formal budget process. The 2006 MPBC By-Laws Section 3.1-3.5 outlines the responsibilities for Finance and Budget formulation. The entire responsibility falls under ARTICLE III - DIRECTOR OF

ADMINISTRATION and Operations, Section 3 .1 Directorship Defined, E. Provides spiritual direction, and approves resources of the administrative ministries, including trustees, finance ministry, and multi-media ministry (see organizational/staff chart in Director of Administration's office). DOAO is responsible for the establishment of process and budget-review committees, and timelines. He is responsible for Program Budget Definition with the Pastor's vision. A financial budget should never be the work or responsibility of a single person.

Conclusion. The Pastor's authoritarian leadership is in violation of the church's Constitution, Bylaws and finally 501 (c) 3 church's compliance to IRS code and must change. In 1939, a group of researchers led by psychologist Kurt Lewin set out to identify different styles of leadership. Kurt Lewin's study found that participative leadership, also known as democratic leadership, is typically the most effective leadership style. The MPBC agreed (in 2005 and 2006) through its Constitution and Bylaws that participative leadership is what they wanted in its church. They outlined in the documents that it wanted a Pastor (leader) who would encourage group members to participate in the church's decision-making process. The church members wanted to feel engaged in the church processes. The Bylaws and the Constitution requires the Pastor and the church leadership to make its followers feel like they are an important part of the team, which helps foster commitment to the goals of the group. We are not there and therefore this church will not be blessed until it adheres to the *current constitution and bylaws*.

Recommendation (s).

1. The Church must adhere to the MPBC Constitution and Bylaws. Decisions to separate ministry positions, create new positions, create budgets, and execute important Programs require the Church leadership to adhere to the Constitution and Bylaws. Any changes in the documents must be executed through a formal amends to the documents and it can not be executed without the church involvement as outlined in Section 15 of the Bylaws. The continued violation of the documents are also a violation of the church 501 (c)3 status with the IRS.
2. A special committee must be established immediately to review the Church's Constitution and Bylaws. The church should revert back to the Bylaws and the current defined Budget Process for executing its budget, its organizational structure and decision processes.
3. The Pastor and the church leadership must include the church membership in the "working" of its church. It is not the Pastor's church.



Kevin Donalson

DIRECTORS

December 6th 2021 at 8:58pm Eastern via Mobile

Special Meeting

Directors, we need to have a BRIEF Meeting to approve the Budget before Wednesday Night. Finance is continuing to look at the budget and may even have some more changes in the morning but as of right now this is where we are. As you can see there were some cuts that were able to be made.

We will meet tomorrow night at 7:00 PM. Thanks

Rev. Dr. Kevin E. Donalson Sr. is inviting you to a scheduled Zoom meeting.

Topic: Directors Meeting

Time: Dec 7, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88257502252?pwd=eC9obUNkV3ZHSndtdzZKTW5Gbzc3QT09>



Kevin Donalson

September 27th 2021 at 10:32am Eastern via Mobile

Meeting



This is a reminder that we will have a Joint Meeting at the church on tomorrow night at 7:00 PM with the Academy Board, Diaconate, and Trustees. Thank You



Kevin Donalson

June 21st 2021 at 9:49pm Eastern via Mobile

Meeting

Directors, we will have a short meeting after Vacation Bible School on Wednesday Night at 8:30 PM. I will have Missy send out the zoom information on tomorrow. We will hear a report from the We Are Family: Church and Community Committee about July 3 and 4. Thank you



Kevin Donalson

December 21st 2020 at 10:47am Eastern via Mobile

Meeting

Directors, sorry about the late notice but I would like to have a BRIEF meeting tonight at 7:00 PM just to go over a few reminders as we close out the year. Zoom Information Join Zoom Meeting <https://us02web.zoom.us/j/82155255762?pwd=ZnBEeGFkY1hnVmQ2eUJOSWE1WWphdz09> Meeting ID: 821 5525 5762 Passcode: 032095 One tap mobile...



Kevin Donalson

November 12th 2020 at 11:10pm Eastern via Mobile

Meeting

I would like to move the meeting next week from Tuesday to Monday. I have a program to participate in next Tuesday. Let me know if that conflicts with anybody Pastor



Mt. Pleasant Baptist Church Check Request Form

Check Payee: _____ Date: _____

Write out Amount: _____ Amount: \$ _____

DOLLARS and CENTS

Reason for Disbursement: _____

Please Attach Invoices/Receipts

(All Contracts or Cost Proposals Must Be Reviewed and Signed by a Member of the Trustee Ministry in Advance)

Check Disposition Request (select one): Mail EFT Other _____
 Hold For _____ Fwd to _____

Ministry Information

Ministry Name: _____ Ministry President Signature _____ Ministry Director Signature _____

Budget Line #: _____

Finance Ministry Use Only

Finance Signature: _____



Mt. Pleasant Baptist Church Check Request Form

Check Payee: **RADIO ONE, INC.** Date: **1/22/2022**

Write out Amount: **Six Thousand Dollars and no Cents** Amount: **\$6,000.00**

DOLLARS and CENTS

Reason for Disbursement: **Quarterly invoice for "Pleasant Hope" Broadcast on Radio One, Sundays, at 7PM**

Please Attach Invoices/Receipts

All Contracts or Cost

Check Disposition Request (select one): Mail EFT Other **8515 Georgia Ave, 9th Floor, Silver Springs, MD 20910**
 Hold For _____ Fwd to _____

Ministry Information

Ministry Name: **MEDIA** Ministry President Signature **MEDIA MINISTRY** Ministry Director Signature _____

Budget Line #: **\$5,000 from 1-56080.00 and \$1,000 from 1-57900.00**

Finance Ministry Use Only

Finance Signature: _____



Invoice Memo Bill

From: Radio One, Inc.
8515 Georgia Avenue, 9th floor
Silver Spring, MD 20910
(301)429-4616 (office)
Attention: Christle Parks

To: Mount Pleasant Baptist Church
2516 Squirrel Hill Road
Herndon, VA 20171

Date	Description	Amount
12/30/21	<p style="text-align: center;">PRAISE 104.1 FM Pleasant Hope Broadcast - Sunday's 7:00pm-7:30pm Start Date: January 9th</p> <p>Weekly 30-minute broadcast (28:30) (10) weekly :30 promotional commercials promoting broadcast/services</p> <p>Broadcasts: January 9,16,23,30 February 6,13,20,27 March 6,13,20,27</p>	\$500.00ea
January-March invoice: Total Due:		\$6,000.00

TIME BROKERAGE AGREEMENT

THIS TIME BROKERAGE AGREEMENT ("Agreement") is made as of the 12th day of November, 2010, by and between **Radio One, Inc.**, with offices at 2300 North Rockville Road, Silver Spring, Md 20910 and **Mount Pleasant Baptist Church**, with an address of 2518 Sigular Hill Road, Newnan, GA 31078.

WHEREAS, Licensee operates radio station **WVON-FM** (formerly **104.1**), broadcasting at 104.1 FM, pursuant to a license and authorizations issued by the Federal Communications Commission ("FCC"); and

WHEREAS, Programmer desires to purchase program time on the Station in order to broadcast its programming;

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises made herein, and for other good and valuable consideration received by each party, the receipt, adequacy, and sufficiency which is hereby acknowledged, Programmer and Licensee agree as follows:

- 1. PROGRAMMING.** Subject to the terms of this Agreement, Licensee agrees to make program time available to Programmer on the Station as set forth in this Agreement, for the broadcast of Programmer's programming entitled "**Prayer and Praise**" ("Program"), as hosted by Pastor Kevin Donaldson ("Host"). The Program will run from **7:00 AM** until **8:00 AM** each **Monday** during the Term (as defined below). Programmer shall not sublet or resell broadcast time, in whole or in part, to another individual, organization, company who then operates the time as its own. Licensee reserves the right to change the Program broadcast time upon providing Programmer written notice thereof. Further, Licensee has the absolute discretion to refuse to broadcast all or any part of any Program content and/or commercial matter as Licensee determines in its sole discretion. No individual other than the Host will be on-air during the Program without the prior approval of Licensee, which must be submitted to Licensee by Programmer at least two (2) business days prior to the intended broadcast. Each episode of the Program shall contain an announcement in form satisfactory to Licensee at the beginning, middle and the conclusion of the Program to clearly indicate that Programmer has purchased the airtime, and a Station ID, as determined by Licensee, must be mentioned or played at the top of each Program and hour.
- 2. TERM.** This Agreement shall commence on **11/15/10**, and, unless earlier terminated as provided in this Agreement, shall continue for a period of **13** () weeks ("Term").
- 3. PROGRAMMING FEE.** In exchange for Licensee's broadcast of the Program on the Station, Programmer agrees to pay Licensee the weekly (net) sum of **\$1,000.00** (). The Program Fee must be paid in advance unless credit approved. This account has an approved standing to pay NET 30 after a full broadcast month has aired.
- 4. PRODUCTION.** Programmer and its employees and agents agree to adhere to and comply with all of Station's studio and production guidelines. Programmer shall be responsible for providing all programming contracted for pursuant to this Agreement, and is liable financially for the time period contracted, even if Programmer does not provide a show for any given week. **NO MUSIC FOR THE PROGRAM WILL BE PROVIDED OR SUPPLIED BY LICENSEE OR STATION.** If Programmer fails to provide a show, Programmer shall not be relieved of its payment obligations, and further, Licensee may broadcast any other program in the time slot as it may determine in its sole discretion. Programmer shall ensure that the Program meets the technical and quality standards of the other programming broadcast on the Station. If Licensee determines in its sole discretion that the Program does not meet these standards, then Licensee shall advise Programmer in writing of the technical deficiencies and, Licensee may reject the Program until such time as the technical deficiency is corrected. Any remote broadcasts of the Program on the Station must be approved in advance by Station management.
- 5. PROGRAM GUIDELINES AND CONDUCT.** Pursuant to this Agreement, Programmer may use the Station studio in connection with the broadcast of the Program, and Programmer agrees to comply with all of Licensee's

rules for using the Station studio. Programmer shall not be permitted to use the Station studio for any purpose other than those in furtherance of this Agreement, and not for any other commercial purpose. Programmer may use microphones and headphones as supplied by Licensee; however, any damage to Licensee equipment shall be the sole responsibility of Programmer. Programmer agrees to comply with the following Station policies and acknowledges that failure to comply may result in the termination of this of this Agreement, as determined by Licensee in its sole discretion:

- a. Host (if applicable) will arrive at least 15 minutes prior to the start of each Program broadcast. Licensee reserves the right to limit persons in the Station studio to Host and guest(s) appearing "on air" only;
 - b. Programmer will not enter the studio while another programmer is broadcasting, and will promptly vacate the studio upon the conclusion of the Program's broadcast, removing any personal items and trash upon the conclusion thereof;
 - c. No smoking, eating, or drinking is permitted in any of the Station studios. The use of alcohol consumption on the Station premises is prohibited, and Licensee reserves the right to deny or restrict entry to any individual who, in Licensee's sole judgment, is deemed to be under, or suspected to be under, the influence of alcohol or drugs of any kind;
 - d. Programmer will screen all Program callers prior to broadcasting them on air, and all material prior to the on air broadcast thereof;
 - e. Programmer will follow directions and cues from Station board operators;
 - f. The Program content shall at all times remain civil, and profanity, or any material which might be considered obscene, is prohibited. The Program shall not contain any content that is libelous, slanderous or disparaging toward any individual or company. Other radio programs or broadcasters shall not be directly or indirectly discussed during the Program;
 - g. Programmer will not solicit donations or monetary support for the benefit of Program or Programmer during the Program;
6. PROGRAM ADVERTISING. Licensee will provide Programmer with promotional air-time on Station to promote the Program. Subject to time availability, Licensee will make commercially reasonable efforts to provide Programmer with a minimum of promotional announcements to run 6am- 12 Midnight in support of the Program. Promotional announcements will be at least thirty seconds (:30) in length and will be broadcast at the discretion of Licensee.
7. IN-PROGRAM COMMERCIALS. No commercial matter or endorsements for third parties shall be broadcast during the Program without the express written permission of Licensee. Further, no advertising of any nature that is regulated by a governmental authority will be carried over the Station without strict adherence to the applicable regulation. Licensee shall have the right to broadcast network news, weather, traffic reports and/or other commercial matter as set forth on the Broadcast Clock attached hereto as Addendum A. Additionally, Programmer will provide for attachment to the Station logs a list of all commercial announcements for each Program.
8. SWEEPSTAKES AND PROMOTIONS. No lottery will be presented over the Station. Any sweepstakes, game, contest or promotion to be presented over the Station will be fully stated and explained in advance to Station management and is subject to Licensee's prior approval. Licensee reserves the right in its sole discretion to reject any sweepstakes, game, contest or promotion that in its sole judgment it believes could

be construed to be a lottery under applicable federal or state laws or does not comply with the rules and policies of the Federal Trade Commission or FCC controlling contests and promotions.

9. **POLITICAL BROADCASTING.** Programmer agrees not to air any program time for any agents or person(s) supporting or featuring a candidate for political office without the prior written approval of Licensee.
10. **PAYOLA.** It is understood and agreed that Programmer will not receive any consideration in money, goods, services, or otherwise directly or indirectly from any person (including from relatives or personal acquaintances) or company for the playing of records or the presentation of any programming or commercial announcements over the Station without such broadcast being announced and logged as sponsored. Programmer understands that violation of this provision is "Payola" and constitutes as federal crime. It is further understood and agreed that no commercial message ("Plugola") or undue reference will be made in programming presented over the Station to any business venture, profit making activity or other interest (other than non-commercial announcements for bona fide charities, church activities, or other public service activities) in which Programmer or anyone else are directly or indirectly interested unless prior approval is issued by Station management and unless said broadcast is announced and logged as sponsored. Every six (6) months, Programmer agrees to execute appropriate affidavits prepared by Licensee to effectuate the purpose of this Paragraph 10 relating to "Payola" and "Plugola." Programmer will also deliver to Licensee every six (6) months affidavits signed by all of its on-air personnel (if different from Programmer) concerning "Payola" and "Plugola." In addition to any other provisions for the termination of this Agreement, Programmer's failure to supply the aforementioned affidavits will entitle Licensee to terminate this Agreement immediately and without notice.
11. **PREEMPTION.** Licensee reserves the right to preempt the Program for spots or other programming as determined in Licensee's sole discretion. In the event of preemption, Programmer's sole remedy is to reschedule the broadcast of the applicable Program (date and time to be determined by Licensee).
12. **LICENSEE'S REGULATORY OBLIGATIONS.** Licensee will have full authority, power and control over the management and operation of the Station during the Term of this Agreement. Nothing herein shall be construed as limiting in any way Licensee's rights and obligations as an FCC licensee to make the ultimate programming decisions for the Station and to exercise ultimate control and responsibility with respect to personnel, finances, and operations of the Station. Licensee will remain responsible for Station's compliance with all applicable provisions of the Communications Act of 1934, as amended (the "Act"), and the rules and regulations of the FCC. Licensee will be responsible for ensuring that the Station's overall programming is responsive to community needs and in the public interest. Licensee has the authority, in its sole discretion, to:
 - a. interrupt Programmer's programming in case of emergency or to facilitate Licensee's compliance with applicable law;
 - b. reject and refuse to transmit any programming produced or proposed by Programmer that Licensee, in its good faith, deems to be unsatisfactory, unsuitable, or contrary to the public interest, as determined by Licensee in its reasonable discretion.
 - c. originate or rebroadcast from any source any programming which Licensee, in its reasonable good faith discretion deems to be of greater importance than the programming supplied by Programmer or which Licensee believes will better serve the needs and interests of the Station's service area.
13. **OWNERSHIP OF RIGHTS.** All rights not specifically granted to either party hereunder in and to the other's programming and signal and the content thereof are reserved to each for their sole and exclusive use, disposition and exploitation. This Agreement does not confer to Programmer any rights whatsoever to use Company's trademarks, logos, or call signs in any written materials of any kind in any medium without the prior express written consent by Station management.

14. **REPRESENTATIONS, WARRANTIES AND COVENANTS OF PROGRAMMER.** Programmer hereby makes the following representations, warranties and covenants to Licensee:
- a. The execution, delivery and performance of this Agreement has been duly authorized by all necessary corporate action on the part of Programmer (if applicable), and this Agreement constitutes the legal valid and binding obligation of Programmer enforceable in accordance with its terms.
 - b. The execution, delivery and performance of this Agreement does not and will not violate any order, rule, judgment or decree to which Programmer is subject and does not and will not constitute a breach or default under its charter, by laws or any contract, agreement, or other commitment to which Programmer is a party or may be bound.
 - c. The Program supplied by Programmer for broadcast on the Station will comply with all applicable laws, including without limitation, the Act and all applicable FCC Rules, including but not limited to the FCC's sponsorship identification rules.
 - d. Programmer possesses and will maintain all rights necessary to broadcast the programming supplied hereunder, including such rights as may be necessary to permit Licensee to rebroadcast the programming supplied hereunder.
15. **TERMINATION.** This Agreement may be terminated by either party for any reason upon sixty (60) days' prior written notice; provided, however, that this Agreement may be terminated by Licensee at any time and without notice pursuant to any article in this Agreement, or if, in Licensee's opinion this Agreement or any portion thereof is, or may be, in violation of state or federal law or the rules, regulations, policies and/or decisions of the FCC, or its Programmer's programming is deemed by Licensee to likely place the Station's license in jeopardy at the FCC.
16. **INDEMNIFICATION.** Programmer agrees to indemnify and hold Station and Licensee's parent and affiliated companies and their respective officers, directors, employees, agents and licensees harmless from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of any breach or non-performance by Programmer of this Agreement or the broadcast or Licensee's use of any programs, commercials or other materials provided by Programmer. The indemnification provisions contained in this Paragraph 16 shall survive any expiration or sooner termination of this Agreement.
17. **FORCE MAJEURE.** Any delay in or failure by either party in the performance of any obligation hereunder will be excused to the extent caused by occurrences beyond such party's reasonable control, including, but not limited to, acts of God, strikes or other labor disturbances, war, whether declared or not, sabotage and any other cause, whether or not similar, to those herein specified which cannot reasonably be controlled by such party; provided that, the party experiencing such force majeure event shall notify the other party promptly regarding such force majeure event and shall take reasonable steps to ameliorate or cure the cause of such delay.
18. **ASSIGNMENT.** This Agreement may not be assigned by Programmer without the prior written permission of Licensee. Licensee may assign this Agreement to any entity that, directly or indirectly controls, is controlled by, or is under common control of the parent company of Licensee's parent company, or any entity that acquires the Station.
19. **RELATIONSHIP OF THE PARTIES.** Nothing contained in this Agreement will be deemed to constitute Licensor and Licensee as partners or joint venturers with each other. Each party acknowledges and agrees that it neither has nor will give the appearance or impression of having any legal authority to bind or commit the

other party in any way. Programmer agrees that it will be solely responsible for the payment of all wages, federal, state and local income taxes, as well as all workers' compensation insurance requirements for all personnel it supplies pursuant to this Agreement.

20. **NOTICES.** All notices and other communications required or permitted to be given by this Agreement shall be in writing and shall be deemed received if and when either hand-delivered and a signed receipt is given thereof, or delivered by registered or certified U.S. mail, return receipt requested, postage prepaid and addressed as follows, or at such other address as any party hereto shall notify the other of in writing:

If to Licensee:

With a required copy to:

Radio One, Inc.
1010 Wayne Avenue, 14th Floor
Silver Spring, MD 20910
Attention: General Counsel

If to Company:

21. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties with respect to the subject matter hereof. No amendment or modification of this Agreement shall be binding on either party hereto unless first reduced to writing and signed by both parties hereto. The only Persons authorized to alter the terms of this agreement on behalf of Licensee are the General Manager or an officer of Licensee. It is expressly agreed that this Agreement supersedes and prior agreements. If any provision contained herein is held to be invalid, illegal or unenforceable, this shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision or provisions had not been contained herein.

22. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of _____.

23. **COUNTERPART SIGNATURES.** This Agreement may be signed in one or more counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first written above.

[Signatures appear on the next page.]

By: _____

Name: _____

Title: General Manager / Vice President

Date: _____

LEGAL NAME OF PROGRAM/INSTITUTION/COMPANY

By:

Name:

Rev. Dr. Kevin E. Donaldson Sr.

Title:

Senior Pastor

Date:

1/5/2022

Urban One
1010 Wayne Ave
14th Floor
Silver Springs, MD 20910
Phone: (301) 429-2612

Mount Pleasant Baptist Church of Herndon
Kevin Donalson

2516 Squirrel Hill Road
Herndon, 20171

**Thank you for your payment. The following
information provides the details of this transaction.**

Transaction : Sale
Date / Time : 1/7/2022 1:11:51 PM CST

Invoice # : 1
Customer # : 1
PO / Order # : 1

Card Type : Visa
Card Number : XXXXXXXXXXXXX5624
Entry Method : Keyed
Total Amount : 500.00
Authorization : Approved - 15172G

Reference Note: Christi Parks- Washington DC Market

X _____

I Agree to pay the above amount according to the card issuer agreement.

Urban One
1010 Wayne Ave
14th Floor
Silver Springs, MD 20910
Phone: (301) 429-2612

Mount Pleasant Baptist Church of Herndon
Kevin Donalson

2516 Squirrel Hill Road
Herndon, 20171

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Entry Method : Keyed

Total Amount : 500.00

Authorization : Approved - 15172G

Reference Note: Christi Parks- Washington DC Market

X _____

I Agree to pay the above amount according to the card issuer agreement.





Mt. Pleasant Baptist Church Check Request Form

Check Payee:

Date:

Write out Amount:

Amount:

\$

DOLLARS and CENTS

Reason for Disbursement:

Please Attach Invoices/Receipts

(All Contracts or Cost Proposals Must Be Reviewed and Signed by a Member of the Trustee Ministry in Advance)

Check Disposition

Request (select one):

Mail EFT Other

Hold For

Fwd to

Ministry Information

Ministry Name:

Ministry President Signature

Ministry Director Signature

Budget Line #

Finance Ministry Use Only

Finance Signature:



Mt. Pleasant Baptist Church Check Request Form

Check Payee **RADIO ONE, INC.**

Date:

1/22/2022

Write out Amount:

Six Thousand Dollars and no Cents

Amount:

\$6,000.00

DOLLARS and CENTS

Reason for Disbursement: Quarterly Invoice for "Pleasant Hope" Broadcast on Radio One, Sundays, at 7PM

Please Attach Invoices/Receipts

(All Contracts or Cost

Check Disposition

Request (select one):

Mail EFT Other 8515 Georgia Ave, 9th Floor, Silver Springs, MD 20910

Hold For

Fwd to

Ministry Information

Ministry Name:

Ministry President Signature MEDIA MINISTRY

Ministry Director Signature

MEDIA

Budget Line #: \$5,000
from 1-5000.00 and
\$1,000 from 1-37900.00

Finance Ministry Use Only

Finance Signature:

EXHIBIT

10

tabbles

Invoice Memo Bill

From: Radio One, Inc.
8515 Georgia Avenue, 9th floor
Silver Spring, MD 20910
(301)429-4616 (office)
Attention: Christie Parks

To: Mount Pleasant Baptist Church
2516 Squirrel Hill Road
Herndon, VA 20171

Date	Description	Amount
12/30/21	<p style="text-align: center;">PRAISE 104.1 FM Pleasant Hope Broadcast - Sunday's 7:00pm-7:30pm Start Date: January 9th</p> <p>Weekly 30-minute broadcast (28:30) (10) weekly :30 promotional commercials promoting broadcast/services</p> <p>Broadcasts: January 9,16,23,30 February 6,13,20,27 March 6,13,20,27</p>	\$500.00ea
January-March invoice: Total Due:		\$6,000.00

Felicia Hawkins

From: Marlon Sharpe <mdiggity@gmail.com>
Sent: Saturday, February 5, 2022 10:38 AM
To: Ezekiel Pinkney
Cc: Felicia Hawkins
Subject: Fwd: Pleasant Hope Radio Broadcast- Mt Pleasant Baptist Church_Herndon_VA Sermons for 13FEB22, 20FEB22, 27FEB22, 6MAR22

Dear Reverend,
Greetings to you!

What might be a good night to get-together (soon) to discuss the Radio One programming? Also, did we cut a check to them recently, per their billing us quarterly, versus monthly? I am seeing here, Velma has sent the next series of recordings to Radio One to maintain our Sunday at 7PM slot.

I would also like to discuss my Media Ministries Budget, so I understand everything remaining in the budget, and how I can make it through the year.

Finally, I also need to know my remaining balance due to the Internal Revenue Service. My salary at MPBC has been garnished by the IRS for the last two, or three years. In the move to DC last March, I misplaced those legal papers, but would like to know, if the church has the initial Garnishment Statement on file, and specifically, how long will they be extracting funds from my pay, or if they stated a cut-off date in the document. As of last Saturday, I am in receipt of a statement from them which states, "the balance has been paid in full." Nonetheless, I would like to confirm that.

Thank you, in advance.
Blessings to you and the family,
Rev. Marle

571-426-2306 Mobile
202-906-2651 Office by day

----- Forwarded message -----

From: Velma Gordon <vg633@aol.com>
Date: Fri, Feb 4, 2022 at 9:33 PM
Subject: Pleasant Hope Radio Broadcast- Mt Pleasant Baptist Church_Herndon_VA Sermons for 13FEB22, 20FEB22, 27FEB22, 6MAR22
To: cparks@radio-one.com <cparks@radio-one.com>, church@radio-one.com <church@radio-one.com>
Cc: bpwalker54@verizon.net <bpwalker54@verizon.net>, mdiggity@gmail.com <mdiggity@gmail.com>, tony_be_nice@hotmail.com <tony_be_nice@hotmail.com>

Hi Christie, below are the links to the sermons for February 2022 and the first Sunday in March 2022. If you have any questions, please contact me or Beverly

13FEB2022--- <https://app.box.com/v/13FEB22PleasantHOPEMPBCHerndon>

20FEB2022--- <https://app.box.com/v/20FEB22PleasantHOPEMPBCHerndon>

27FEB2022--- <https://app.box.com/v/27FEB22PleasantHOPEMPBCHerndon>



Encl #1

6MAR2022----- <https://app.box.com/v/6MAR22PleasantHOPEMPBCHerndon>

Thank you!

Velma
vc533@aol.com

Felicia Hawkins

From: Felicia Hawkins
Sent: Friday, February 4, 2022 12:54 PM
To: Ezekiel Pinkney
Subject: FW: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.
Attachments: MPBC HERNDON RECEIPT JAN 2022.pdf

From: Christle Parks <cparks@radio-one.com>
Sent: Friday, February 4, 2022 12:26 PM
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Re: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

See attached.

Thanks....

Unless otherwise agreed in writing by a station General Manager, all Radio One sales orders are governed by the terms and conditions of Radio One's standard sales agreement, which can be found at http://urban1.com/sales_terms_and_conditions/. By accepting any sales orders communicated by this email message, any advertisers and/or their agencies agree to be bound by the terms therein.

From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Sent: Friday, February 4, 2022 11:47 AM
To: Christle Parks <cparks@radio-one.com>
Cc: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: RE: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

Good morning Mrs. Christle,

As per communication from the Finance/Operations Department, the setting up of new vendors and payment is normally a 10-14 day process. However, we are expediting payment due to the nature of business concerning the church. Finance has also advised me that we need a copy of any payments and how payments were made in the past or deposits given for our Financial Records.

Please confirm the last four digits of credit card payments along with a copy of the Receipt(s) of payments made on behalf of the church. I will call you shortly regarding same.

Thanks in advance for you attention to this matter.

Blessings.

Rev. Felicia D. Hawkins
Assistant to Director of Operations | Young Adults Pastor
(T) 703-793-1196 ext. 100
(F) 703-793-1197
(E) fhawkins@mtpleasantbaptist.org

#WEBUILDHERE | #MPBCCELEVATE | #MPBCREBUTED

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr.,
Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

From: Christle Parks <cparks@radio-one.com>
Sent: Thursday, February 3, 2022 9:41 AM
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Re: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

Good Morning,

I hope all is well. No, it wasn't included. It was just confirmed. There has been only 1 payment received for \$500 on 1/7 (Visa).

Pastor explained that a check would be cut for the larger amount and he made a credit card payment for the lesser amount of \$500.

Since we are approaching the 4th broadcast with only 1 payment. We will need another payment. Below is the link for a credit card payment; please let me know if the past 3 broadcasts will be paid. Thanks for expediting this...

<https://simplepay.basyspro.net/start.aspx?aid=9454&Skey=urbanone>

Unless otherwise agreed in writing by a station General Manager, all Radio One sales orders are governed by the terms and conditions of Radio One's standard sales agreement, which can be found at http://urban1.com/sales/terms_and_conditions/. By accepting any sales orders communicated by this email message, any advertisers and/or their agencies agree to be bound by the terms therein.

From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Sent: Thursday, February 3, 2022 9:27 AM
To: Christle Parks <cparks@radio-one.com>
Cc: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: RE: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

Good morning Mrs. Christle,

Thank you so much for the documents. As of right now, the check for Friday at noon, has not been cut yet. I will communicate update, along with documents you shared to department.

Are you able to provide any payments received up to this date? I didn't see in the emails (unless I overlooked). Thank you again and I hope you stay safe and healthy.

Blessings.

Rev. Felicia D. Hawkins
Assistant to Director of Operations | Young Adults Pastor

(T) 703-793-1196 ext. 100

(F) 703-793-1197

(E) fhawkins@mtpleasantbaptist.org

#WEBUILDHERE | #MPBCELEVATE | #MPBCEBUILT

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr.,
Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

From: Christle Parks <cparks@radio-one.com>

Sent: Wednesday, February 2, 2022 3:56 PM

To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Subject: Re: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

Hi there,

Thank you for your patience. I am waiting on the signature from our VP. However, attached is a memo bill for the 1st quarter. I am also waiting on confirmation regarding any other payments received.

*Please note that a payment is required by Friday at noon, in order for the broadcast to air this Sunday.

Please let me know if you have any questions. Enjoy the rest of your day

Christle

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From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Sent: Monday, January 31, 2022 2:01 PM

To: Christle Parks <cparks@radio-one.com>

Cc: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Subject: [EXTERNAL] Follow-Up RE: Mt Pleasant Baptist Church & Radio Once, Inc.

Good afternoon Mrs. Parks,

It was a pleasure speaking with you today. I wanted to send this email as sometimes, unrecognized emails go to my spam/junk folder. As discussed,

I'll look forward to the itemized list of payments, memo, bill and ratified contract between Radio One Inc and Mt Pleasant Baptist Church. Also, I will follow up with you on whether payment from our Finance office has been made once I find out.

I hope you enjoy the rest of your day/week. Stay warm and safe. If you have any questions, please do not hesitate to contact me.

Blessings.

Rev. Felicia D. Hawkins

Assistant to Director of Operations

Young Adults Pastor

(T) 703-793-1196 ext. 100

(F) 703-793-1197

(E) fhawkins@mtpleasantbaptist.org

#WEBUILDHERE | #MPBCBELIEVE | #MPBCREBUILD

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr.,
Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

Urban One
1010 Wayne Ave
14th Floor
Silver Springs, MD 20910
Phone: (301) 429-2612

Mount Pleasant Baptist Church of Herndon
Kevin Donalson

2516 Squirrel Hill Road
Herndon, 20171

**Thank you for your payment. The following
information provides the details of this transaction.**

Transaction : Sale

Date / Time : 1/7/2022 1:11:51 PM CST

Invoice # : 1

Customer # : 1

PO / Order # : 1

Card Type : Visa

Card Number : XXXXXXXXXXXXX5624

Entry Method : Keyed

Total Amount : 500.00

Authorization : Approved - 15172G

Reference Note: Christi Parks- Washington DC Market

X _____

I Agree to pay the above amount according to the card issuer agreement.

From: Kunkel, Kelly <Kelly.Kunkel@fairfaxcounty.gov>

Sent: Wednesday, March 2, 2022 7:33:13 AM

To: Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>

Subject: your online report

Please call me regarding your online report.

Investigator Kelly Kunkel

Fairfax County Police

Major Crimes Bureau / Financial Crimes Squad

12099 Government Center Parkway

Fairfax, Virginia 22035

571-474-6064 cell

kelly.kunkel@fairfaxcounty.gov

Per our conversation today, this email is sent to reclarify the status of the report Rev. Pinkney filed on 02/28/2022.

Rev. Pinkney was advised that the case was not a criminal matter and the church would have to resolve via civil means.

Investigator Kelly Kunkel

Fairfax County Police

Criminal Investigations Division / Financial Crimes

12099 Government Center Parkway

Fairfax, Virginia 22035

kelly.kunkel@fairfaxcounty.gov

From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Sent: Tuesday, June 14, 2022 12:55 PM

To: Kunkel, Kelly <Kelly.Kunkel@fairfaxcounty.gov>

Cc: Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Subject: Online Report: Mt Pleasant Baptist Church - Herndon, VA



Good afternoon Investigator Kunkel,

I am writing on behalf of Rev. Ezekiel Pinkney as a follow-up to a previous online report filed back in March 2022. I called earlier on your contact number and left a message.

Would you please give me a call at your earliest convenience or let me know a good time to reach back out to you.

Thanks in advance.

Blessings.

Sent on behalf of Rev. Ezekiel Pinkney, Director of Admin/Operations by

Rev. Felicia D. Hawkins

Assistant to Director of Operations | Young Adults Pastor

(T) 703-793-1196 ext. 100

(F) 703-793-1197

(E) fhawkins@mtpleasantbaptist.org

#WEBUILDHERE | #MPBCELEVATE | #MPBCREBUILD

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr., Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

Meeting – Monday, February 21, 2022

Special Call Meeting Re: Radio One Contract

From Tanya White-Deyo to Everyone 07:17 PM
is there a way to do future d

From Dee Hurdle Boakye to Everyone 07:17 PM
See when I talked about budget process and transparency on December 15th. It was more focused placed on my tone. This seems backwards to me. I'm not sure what we are voting on if there has already been movement (payment) and primarily contract discussions

From Hattie Robinson to Everyone 07:18 PM
Praise God for the Good Samaritan!

From Tanya White-Deyo to Everyone 07:19 PM
is there a way to do

From Maria Kersey to Everyone 07:20 PM
So the contract is not valid without offer and acceptance

From Michael Johnson to Everyone 07:20 PM
What is the cost of MPBC broadcasting on 104.1? Total Cost to MPBC?

From Gwen Holoman to Everyone 07:21 PM
Why did we start before we had the vote?

From MARLON SHARPE to Everyone 07:24 PM
This is my fault, Dee for

From Maria Kersey to Everyone 07:27 PM
Can I make a motion that we proceed with the broadcast?

From Tanya White-Deyo to Everyone 07:27 PM
When was the contract originally received from the station? If ten days went by without refusal, the contract is legal and valid. We have waited for this opportunity for over 10 years. 104 is the best opportunity for church growth. Every church in the area has been waiting for an opening. We would have to move quickly.

From Traci Jones to Everyone 07:33 PM
Can we vote?

From Carolyn Gregory to Everyone 07:34 PM
I agree with Sis Tanya, it is a good opportunity for church growth. if we have the \$, let's vote



From Chuck Cole to Everyone 07:35 PM

When we sign a contract, what will be the term of it. Can it be cancelled before the end of the term?

Is anything going to be done or change with regards to what's already been done/paid. Term of contract will stat when? Reimbursement to individuals who made previous payments?

From Lulu Jackson to Everyone 07:36 PM

Excited to see lives changed by the broadcast. what a wonderful opportunity to grow God's kingdom through the Word.

From Maria Kersey to Everyone 07:38 PM

I think that we should still pay those that made the good faith deposit. So I would like to make a motion that we approve the contract for one year

From Tanya White-Deyo to Everyone 07:38 PM

I move to vote on approving \$26,000.to include reimbursements.

From Vincent Bridges to Everyone 07:42 PM

Let's vote!

From Traci Jones to Everyone 07:43 PM

Can we please vote

From iPhonesamuelsnyder to Everyone 07:43 PM

Let's get it done in the name of Jesus!

From Maria Kersey to Everyone 07:43 PM

It has been moved and properly seconded. I think that we are ready for the vote if no further questions...

From Sylester to Everyone 07:43 PM

Let's vote

From iPhonesamuelsnyder to Everyone 07:45 PM

It's about the gospel of Jesus Christ going out and saving people.

From Tanya White-Deyo to Everyone 07:45 PM

We have been in discussion with Praise 104 for over 10 years. Their market has so much demand that they do not have to negotiate. if MPBC didn't take it, another church will.

iPhonesamuelsnyder to Everyone 07:46 PM

Stay focused it's about Jesus!

From Chuck Cole to Everyone 07:46 PM

Amen to that!

From iPhonesamuelsnyder to Everyone 07:47 PM

Don't be distracted

Amen

Hallelujah Amen thank you Jesus nothing can stop your gospel from reaching the people

Thank you Jesus!

Let me share my thoughts, the Senior Pastor needs to sign the covenant before I consider signing. Each of you were not informed that signing this covenant was required to serve as a Trustee. I am not aware of this being part of the bylaws or constitution of MPBC.

Just wanted to share that I will not sign until Senior Pastor signs and provides me and the church body the rationale behind this emergent requirement.

Send me your thoughts via email or you can call me at 703-244-5487 cell, 703-443-1089 landline.

Many Blessings

Lou Werts

Trustee Chairman

Silaswerts@aol.com

----- Forwarded Message -----

From: Kevin Donalson in Directors at Mount Pleasant Baptist Church
<notifications@onrealmmail.org>

To: Lou Werts <silaswerts@aol.com>

Sent: Saturday, March 12, 2022, 02:01:41 PM EST

Subject: Leadership Covenant

----- Reply Above This Line -----

[Kevin Donalson](#)

Directors - 21 Participants



Dear Leaders,

I greet you in the name of our risen Lord and Savior, Jesus Christ.

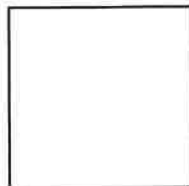
Thank you for participating in the Special Called Leadership Meeting on last Sunday. One of the major themes that came out of that meeting was ACCOUNTABILITY. We must begin to be accountable to God, the church and each other.

All MPBC Leadership (All Directors, Diaconate, & Trustees) effective March 1st, 2022, are asked to read, commit and sign the MPBC Leadership covenant to perform the duties of your appointed assignment. Please complete and pass the letter on to your group leader for accountability prior to signed covenant letters retained by the Senior Pastor.

Those persons who are not willing to sign the covenant letter shall immediately schedule a meeting with the Senior Pastor to discuss remaining in that leadership position.

All signed covenant letters should be returned to the Senior Pastor by March 20th, 2022.

Pastor Kevin E. Donalson Sr.



[MPBC Leadership Covenant 1 .doc](#)
Document • 33 KB

[View and comment on this post on Realm Connect](#)

You received this email because your notification settings for Directors are set to the "**New Posts Only**" setting in Realm at Mount Pleasant Baptist Church.

Update Notifications

Micheal E. P. Davis

President, Davis-Paige Management Systems LLC

(telephone# 571-217-2227)/Mepdavis@dpmsllc.com

"Good Trouble"

Micheal E. P. Davis

President, Davis-Paige Management Systems LLC

(telephone# 571-217-2227)/Mepdavis@dpmsllc.com

"Good Trouble"

**MOUNT PLEASANT BAPTIST CHURCH
2516 SQUIRREL HILL ROAD
HERNDON, VIRGINIA 20171**

LEADERSHIP COVENANT

1. As a leader, I agree to be in essential agreement with the church's constitution and vision of Mount Pleasant Baptist Church.
2. As a leader, I agree to be present at worship, Bible study, prayer meetings and all leadership meetings on a regular basis.
3. As a leader, I agree to be in essential agreement with the church's doctrinal position of eternal security, women in ministry, biblical giving and Spiritual gifts.
4. As a leader, I agree to support the church financially by being an example through systematic giving in tithes and offerings.
5. As a leader I, agree to make every effort to be on time for all church meetings and services.
6. As a leader, I agree to meet the biblical character standards for leadership as seen in 1 Timothy 3 and Titus 2.
7. As a leader, I agree that all leaders should be faithful members in good standing at MPBC for at least 6 months to one year before taking a leadership position in the church.
8. As a leader who oversees auxiliaries, ministries, care groups and other organizations within the church, I agree to get authorization from the Pastor before inviting any speakers who are not members of MPBC or getting the church involved with any ministry or outreach program outside of the church.
9. As a leader, I agree to notify our Pastor if I am planning to be absent from my leadership position for an extended period of time.
10. As a leader, I agree to be willing to submit to the authority and accountability structure of the church.

Signed: _____ Date: _____

By signing, I am indicating I do understand and will try, to the best of my ability, to meet the leadership expectations of Mount Pleasant Baptist Church. I understand this commitment is for one year and can be no more than three years for non-staff members. I also understand that I am ultimately accountable to God for my actions as a leader; however, I acknowledge that failure to meet these guidelines should prompt me to consider terminating my position as a leader in the church.



Missy Holt
DIRECTORS

November 17th 2022 at 2:36pm Eastern via Web

2023 Leadership Covenant: Important

Ministry Directors.

Senior Pastor, Rev. Dr. Kevin E. Donalson, Sr., is asking for the "Leadership Covenant" form to be read, signed and returned to him no later than November 27, 2022 by close of business day (via email or placed in his Ministry Box located in the Hallway). If the forms are not received by the deadline date, the person's name will not be submitted to the church as an officer for 2023.

If you have questions or concerns, please direct them to the Senior Pastor, Rev. Donalson.

**Post approved by Pastor Donalson.

Blessings.

Rev. Missy Holt



MPBC_Leadership_Covenant.pdf
PDF File • 10 KB





Kevin Donalson

DIRECTORS

January 4th at 4:15pm Eastern via Mobile

Meeting

Directors.

We need to have a brief called meeting on Tomorrow to discuss the Trustees for 2023. After meeting with Deacon Best about the Spirit of what is written in the Bylaws and much prayer I am going to allow those Trustees who haven't finished their 1st or 2nd 3 year terms: to finish them. Any new Trustee will have to sign the Covenant before being chosen.

Those Trustees being brought forward are

Gerald Bazemore

Mike Davis

Emily Kitchen

Cheryl Tillman

Robert Bullett

We do have a few open slots on the Trustee Board that we will fill at the earliest possible date.

The Meeting will be at 7:00 PM via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84382941395?pwd=U3ptMnJQWnFyT2dQMnlOZTcrbStpQT09>



Missy Holt

DIRECTORS

November 17th 2022 at 2:36pm Eastern via Web

2023 Leadership Covenant: Important

Ministry Directors.

Senior Pastor, Rev. Dr. Kevin E. Donalson, Sr. is asking for the "Leadership Covenant" form to be read, signed and returned to him no later than November 27, 2022 by close of business day (via email or placed in his Ministry Box located in the Hallway). If the forms are not received by the deadline date, the person's name will not be submitted to the church as an officer for 2023.

If you have questions or concerns, please direct them to the Senior Pastor, Rev. Donalson.

**Post approved by Pastor Donalson.

Blessings.

Rev. Missy Holt



MPBC_Leadership_Covenant.pdf

PDF File • 13 KB



BB&T Billing Date: April 25, 2022 Statement

DESCRIPTION	AMOUNT	RECEIPTS	LINE ITEM NUMBER
se Sterling VA: Revival/Lent Dinner w/Guest Speaker Dalton	\$ 30.62	Y	1-53010.00
airfax VA: Wedding Books	\$ 68.61	Y	1-56070.00
Reservation for Baptist World Alliance in July (Donalson)	\$ 373.97	Y	1-56050.00
ment for Rental in Birmingham for BWA Conference (Donalson)	\$ 287.50	Y	1-56050.00
m Account Month Fee	\$ 188.94	Y	Operations
ice Registration (Donalson)	\$ 250.00	Y	1-56050.00
nvention Monthly Dues (Donalson)	\$ 125.00	Y	1-56050.00
ement IPAD Operations)	\$ 437.30	Y	Operations
rsity Registration (Donalson)	\$ 150.00	Y	1-56050.00
rking Garage (Visit with Member)	\$ 5.00	N	1-56070.00
Arlington VA (Personal Purchase will reimburse w/check	\$ 277.09	Y	Reimbursement
Total	\$ 2,194.03		

Note:
 There was no
 check for reimbursement
 of \$277.09
 JSM



BB&T Billing Date: 02/25/2021 Statement

TRANS DATE	DESCRIPTION	AMOUNT	RECEIPTS	LINE ITEM NUMBER
3/4/2022	T-Mobile: Charge Replacement: Phone was not holding charge	\$ 63.58	Y	1-56070.01
3/5/2022	Crafty Crab Woodbridge: Lunch after Dr. Leonard Smith's Homegoing	\$ 74.94	Y	1-560701.01
3/9/2022	BrookHollow Baptist Church: IC3 Conference	\$ 325.00	Y	1-56050.00
3/8/2022	Southwest Airlines: Travel to IC3 Conference	\$ 367.96	Y	1-56050.00
3/12/2022	UBER: Preaching Engagement in Baltimore (Union Station to Home)	\$ 38.00	Y	1-56070.02
3/13/2022	Zoom: Church Video Conference Monthly Fee	\$ 188.94	Y	Operations
3/13/2022	IDEMIA TSA Precheck: Automatic Re-Enrollment (Reimbursement)	\$ 70.00	Y	Check/Reimbursement
3/14/2022	UBER: Conference in New Orleans: Hotel to Airport	\$ 36.24	Y	1-56050.00
3/15/2022	UBER: Conference in New Orleans: Airport to Hotel	\$ 40.85	Y	1-56050.00
3/16/2022	UBER: Lunch while at Conference in New Orleans	\$ 10.62	Y	1-56050.00
3/15/2022	Page Arlington VA: Breakfast at Airport Conference in New Orleans	\$ 21.90	Y	1-56050.00
3/15/2022	TST Neyows Creole Café New Orleans: Lunch at CCT Conference	\$ 100.64	Y	1-56050.00
3/16/2022	National Baptist Convention Monthly Dues	\$ 125.00	Y	1-56050.00
3/16/2022	New Orleans Creole Cooke: Dinner at Conference in New Orleans	\$ 65.01	Y	1-56050.00
3/18/2022	UBER: Airport to Home after Conference in New Orleans	\$ 47.66	Y	1-56050.00
3/17/2022	NOPSI Hotel: Hotel stay in New Orleans for Conference	\$ 536.24	Y	1-56050.00
3/22/2022	Cracker Barrel Sterling VA: Lunch after Funeral for Beverly Walker's Brother	\$ 28.84	Y	1-56070.01
	Total	\$ 2,141.42		

10053
ST-77632 9405

KEVIN DONALSON
KIMBERLY R DONALSON
7702 CALDE LANTERN WAY
SPRINGFIELD, VA 22152

April 5, 2022

\$ 70.00

Pay to the
Order of

MPOC

Seventy Dollars

Dollars



⑆0932077686⑆ 3642221958⑆ 10053

BB&T Billing Date: 02/25/2021 Statement

DESCRIPTION	AMOUNT	RECEIPTS	LINE ITEM NUMBER
1 DC (Travel to Sam Snyder's Mother Homegoing: Pastor D)	\$ 159.00	Y	1-56070.02
Donalson: Travel Home to Airport for Preaching Engagement	\$ 37.50	Y	1-56070.02
n Video Conferencing Monthly Fee	\$ 188.94	Y	Operations
nvention Monthly Dues: Pastor Donalson	\$ 125.00	Y	1-56050.00
Donalson: Preaching Engagement back to hotel	\$ 15.69	Y	1-56070.01
Total	\$ 526.13		



BB&T Billing Date: 01/25/2021 Statement

DESCRIPTION	AMOUNT	RECEIPTS	LINE ITEM NUMBER
Watch Night Broadcast (Pastor Donalson)	\$ 600.00	Y	Line Item???:Refer to Rev. Pinkney need further justification
Social Media Content for Watch Night Service) Donalson	\$ 145.00	Y	1-56070.01
Use: Lunch w/MPBC ministry from NJ (Donalson)	\$ 40.34	Y	1-58128.01
lia/Donalson)	\$ 500.00	Y	Refer to Rev. Pinkney need further justification
Account Monthly Fee	\$ 188.94	Y	Operations
Office Supplies)	\$ 54.23	Y	1-56070.01
ar: Transportation for Pastor Donalson State Board Meeting	\$ 244.17	Y	1-56050.00
Convention Monthly Dues (NBCA/Donalson)	\$ 125.00	Y	1-56050.00
l Fees for Transportation to State Board Meeting/Donalson	\$ 19.65	Y	1-56050.00
Total	\$ 1,917.33		

1-5 PTD. 00



BB&T Billing Date: 12/25/2021 Statement

DESCRIPTION	AMOUNT	RECEIPTS	LINE ITEM NUMBER
Membership Renewal NY (Pastor Donalson)	\$ 25.00	Y	1-56070.00
Conferencing Monthly Fee/Registration	\$ 188.94	Y	Operations
Donalson (Ordination Service: Transportation)	\$ 32.29	Y	1-56070.01
Convention (Pastor Donalson: NBC Monthly Contribution)	\$ 125.00	Y	1-56050.00
Pastor Donalson (Books for 2022)	\$ 62.94	Y	1-56070.00
Total	\$ 434.17		

RD om

Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

5/25/2023 3:05 PM

Rev Kevin Donalson Return of CC Signature

To Ezekiel Pinkney <epinkney@mtpleasantbaptist.org> - silaswerts <silaswerts@aol.com> +
Mike Davis (mepdavis@dprmsllc.com) <mepdavis@dprmsllc.com> Copy
Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Good afternoon,

Here are signed documents from Rev. Donalson re Return of MPBC Credit Card. Original will be filed in Finance Files. His card was released to him on today, Thursday, May 25, 2023. I provided to his assistant (Rev Holt) and she hand-delivered to him same.

Thanks.

Blessings.

Rev. Felicia D. Hawkins
Assistant to Director of Operations | Young Adults Pastor
(T) 703-793-1196 ext. 100
(F) 703-793-1197
(E) fhawkins@mtpleasantbaptist.org <mailto:fhawkins@mtpleasantbaptist.org>
#WEGROWHERE | #FLOURISH

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr., Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

- Rev Kevin Donalson Return of CC Signature 5-25-23.pdf (274 KB)

Encl # 9

Effective immediately, your credit card will be re-instated after you resign the existing credit card policy and acknowledge via signature of this letter the conditions for reinstatement.

Conditions for re-instatement: Any further vioiations of the existing credit card policy will result in permanent suspension of your credit card.

 5/25/23

PURPOSE

The purpose of the Mount Pleasant Baptist Church (MPBC) Credit Card Policy and Procedures, is to provide authorized MPBC employees with the rules governing the purchasing and reconciliation of goods and services specific to MPBC Ministry.

MPBC credit cards will be issued to Directors and staff only upon approval of the Trustee Ministry and Accounting Staff, based solely on the needs of MPBC Ministry.

Cardholders will be required to sign this agreement indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

CREDIT CARD POINTS OF CONTACT

Current – MPBC Trustee Chairperson (as of 12/2017 – Sara Clark)

Current – MPBC Finance Chairperson (as of 12/2017 – Rochelle Ford)

Current – MPBC HR Representative/Accounting

AUTHORIZED CREDIT CARD USE

Credit cards will be used only for MPBC Ministry purposes. Personal purchases of any type ARE NOT allowed.

Personal purchases are NOT allowed, even if cardholder plans to reimburse the church. Personal purchases include, but are not limited to: loans, meals, jewelry, cash advances, vacations (non-ministry travel expenses), alcoholic beverages, tobacco products, controlled substances, home construction, renovation/installation, personal services on term contracts, personal maintenance agreements, personal software or software licensing agreements, personal utilities or related equipment or services, and transportation.

Any and all other items deemed inconsistent with the values of MPBC ministry are NOT allowed.

Additionally, the following MPBC Operational purchases are also NOT allowed to be purchased via a MPBC credit card:

- Capital equipment and upgrades over \$1,000
- Construction, renovation/installation
- Items or services on term contracts
- Maintenance agreements
- Purchases involving trade-in of church property

Office Supplies:

- Office supplies will be purchased via the MPBC credit card accounts in coordination with the Accounting Staff.

Purchasing Limits -

- The total amount of a purchasing transaction, **for the Pastor**, shall not exceed the single purchase limit of \$1,000 unless the Pastor has received advance approval from MPBC's Trustee or Finance Chairperson for a temporary limit increase.
- The total amount of a purchasing transaction, **for all other card holders**, shall not exceed the single purchase limit of \$500 unless the Cardholder has received advance approval from MPBC's Trustee or Finance Chairperson for a temporary limit increase.
- A purchase should not be split into multiple transactions to stay within the single purchase limit.
- A check request should be used instead of a MPBC Card for all purchases over \$500, **except for the Pastor, which is \$1,000**, unless the Cardholder has received advance approval from the Trustee or Finance Chairperson to make a purchase greater than \$500 using his/her MPBC Card.

Travel Limits

- The MPBC Card may be used for the majority of transactions arising in the normal course of MPBC Ministry travel. The following limitations exist on the MPBC Card for travel:
 - The total amount of a travel transaction shall not exceed the single purchase limit of \$500, **except for the Pastor, which is \$1,000**.
 - A purchase shall not be split into multiple transactions to stay within the single purchase limit.
 - The Cardholder shall inform the vendor that the expenses are not subject to sales tax and provide the vendor with the tax exempt form.

Travel purchase that are NOT allowed (list not inclusive): TSA Pre-check/Global Access, upgrades to 1st Class tickets/seats, personal/non-mission baggage (i.e. sports equipment)

The MPBC Card can only be used for MPBC Ministry business. Remember that transactions over the limit set on your card cannot be made, they will be automatically declined.

Credit Card Balance Limits

Main MPBC Credit Card, for facilities and church maintenance, etc. - \$10,000
Individual - \$5,000

CARDHOLDER RECORD KEEPING

MPBC CREDIT CARD POLICY & PROCEDURES

- ALL RECEIPTS AND RECONCILIATION SHEETS WILL BE SCANNED AND EMAILED TO THE ACCOUNTING STAFF 10 days prior to the due date of the monthly statement.
- Detailed/Itemized receipts (not the credit card slip, but the ACTUAL itemized receipt), with each cost identified, must be retained and scanned.
- In the case of meals, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the ministry purpose of the purchase, in accordance with Internal Revenue Service regulations.
- When reconciling charges, include the ministry line item account number on the reconciliation sheet.
- Sign the reconciliation statement attesting that the purchases were in accordance with the MPBC Credit Card Policy.
- The Accounting Staff will collect, review and file your documentation each month electronically.
- The Accounting Staff will maintain all credit card records and archive them for seven years. Therefore, it is not necessary for you to keep copies of your receipts.

If itemized receipts are not received by the Accounting Staff 10 days prior to the due date of the monthly statement, the card owner is responsible for any late fees and interest incurred if payment is delayed.

Loss receipts will be resolved with the Accounting Staff on a case-by-case bases.

Any cardholder who consistently does not turn in their statements and receipts, prior to the due date, will have their cards deactivated.

RECEIVING A MPBC CARD

The Trustee Ministry and Accounting Staff are responsible for approving all new Cardholders. The new Cardholder will read the Mount Pleasant Baptist Church (MPBC) Credit Card Policy and Procedures and WILL sign that he/she understands his/her responsibility, limits, and reporting requirements for the privilege of being allowed a MPBC credit card.

The MPBC Accounting Staff will maintain records of MPBC Card requests, dollar limits, Cardholder transfers, and lost/stolen/destroyed card information. Approved requests will be processed and a MPBC Card issued to the cardholder. Upon receiving the MPBC Card, the cardholder will be contacted by the MPBC Accounting Staff for training.

Enrollment Forms for new MPBC Cardholders will be obtained from the Accounting Staff. The completed and signed form will be submitted to the credit card company by the Accounting Staff.

Please note that the credit card will be in the Cardholders' name and will affect the cardholders' credit.

LOST OR STOLEN CARDS

Card holder should immediately notify the credit card company via the 800# on the back of the card in case of a lost or stolen card. And then immediately notify MPBC's Finance Staff. The lost/stolen card will be immediately deactivated.

A card that is subsequently found by the Cardholder after being reported lost or stolen should be cut in half and forwarded to MPBC's Accounting Staff, since cancellation of the card is an irreversible action.

CARD EXPIRATION AND EMPLOYMENT TERMINATION (including Leave of Absence and Retirement) A MPBC Card typically expires after three years. The Cardholder will receive a new card before the expiration date of the old card. Upon receipt of the new card, the old card should be destroyed to ensure security of the card and account number.

Before leaving MPBC, including employees on a Leave of Absence and Retirement, the Cardholder shall turn in the MPBC Card to MPBC's Accounting and HR Representative Staff. The Accounting Staff will review the Cardholder's Electronic Statement to ensure all transactions have been reviewed and approved. The Accounting Staff will deactivate the card and destroy the card.

CARD SECURITY

It is the Cardholder's responsibility to safeguard the MPBC Card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her credit card or account number. A violation of this trust will result in the Cardholder having his/her card privileges suspended.

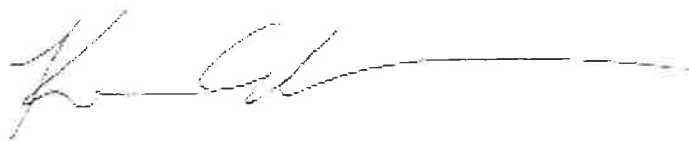
A Cardholder making unauthorized purchases or carelessly using the MPBC Card may be personally liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the issuing bank in connection with the misuse. Inappropriate or fraudulent use of the MPBC Card by the Cardholder may also be subject to disciplinary action up to and including card deactivation and/or any future card usage.

PURCHASE APPROVAL

All MPBC card purchases are subject to review and question by the trustee board at any time. Additionally, purchases of \$1,000 or more must be approved by the Trustee Ministry, Accounting Staff or Directors prior to the purchase being made. Documentation of this approval should be submitted with the monthly statement and receipts to the Accounting Staff. All of the required approvals should be obtained in a timely fashion so that statements can be turned into the Accounting Staff by the deadline.

MPBC TRUSTEE MINISTRY POLICY & PROCEDURE

PLEASE NOTE THIS POLICY WILL BE REVIEWED ANNUALLY, HOWEVER IT IS SUBJECT TO REVIEW AND UPDATE BY THE TRUSTEE MINISTRY AT ANY TIME, BASED ON THE FINANCIAL NEEDS OF MPBC.

 5/20/23



MOUNT PLEASANT
BAPTIST CHURCH

God's World, Our Mission Field

Minutes from Special Called Meeting

Sunday, July 9, 2023

Meeting was called to order by Pastor Donalson at 12:05 PM

Pastor Donalson explained the reason for the meeting. Rev. Shemetris Vital decided not to have Summer Camp because of the lack of registrations. In lieu of Summer Camp, Rev. Vital decided that she would do an Internship Program with 4 of the Young People who had been hired to work the Summer Camp. There was \$12,000 that had been set aside for Summer Camp but that money could not be used to pay the Interns. This meeting was called so that the church could vote to use the \$12,000 to pay the Summer Interns.

Pastor Donalson opened the floor for questions.

Different members asked questions or made statements for nearly 30 minutes.

Joshua Best moved that the church take the \$12,000 that had been budgeted for Summer Camp and use it to pay the Interns. Pay for the Interns will not exceed the \$12,000 voted on. Pastor Donalson reminded that the pay would be retroactive to their first day of work. Joshua Best amended the motion to include the retroactive pay to their first day of work.

The motion was seconded by Rev. Marlon Sharpe (and others).

By voice vote, the yea's carried the vote. There were no nay votes.

Pastor Donalson closed the meeting at 12:47 PM

Note: The church clerk was not available at the meeting to take notes for generating the minutes. These meeting minutes are generated from contemporaneous notes taken by Lady Kim Donalson and Deacon Antonio Clemons. The minutes were reviewed by MPBC Leaders (Directors, Diaconate, and Trustees) who were present at the July 9th meeting, during a later Called Official Board Meeting on July 18, 2023. One update was noted and is reflected herein.

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

www.mtleasantbaptist.org





MOUNT PLEASANT
BAPTIST CHURCH

God's World, Our Mission Field

Minutes from Special Called Meeting

Meeting was called to order by Pastor Donalson at 12:17 PM

Pastor Donalson explained the reason for the meeting. Rev. Shemetris Vital decided not to have Summer Camp because of the lack of registrations. In lieu of Summer Camp, Rev. Vital decided that she would do an Internship Program with 4 of the Young People who had been hired to work the Summer Camp. There was \$12,000 that had been set aside for Summer Camp but that money could not be used to pay the Interns. This meeting was called so that the church could vote to use the \$12,000 to pay the Summer Interns.

Pastor Donalson opened the floor for questions.

Different members asked questions or made statements.

Joshua Best moved that the church take the \$12,000 that had been budgeted for Summer Camp and use it to pay the Interns, retroactive to their first day of work. Pay for the Interns will not exceed the \$12,000 voted on.

The motion was seconded by Rev. Marlon Sharpe.

By voice vote the yea's carried the vote. There were no nay votes.

Pastor Donalson closed the meeting at 12:47 PM

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

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MOUNT PLEASANT
BAPTIST CHURCH

God's World, Our Mission Field

July 7, 2023

MEMO

TO: REV. EZEKIEL PINKNEY, DIRECTOR OF OPERATION

FROM: REV. KEVIN E. DONALSON SR., SENIOR PASTOR

SUBJECT: CHURCH VOTE ON INTERNS

CC: ANTONIO CLEMMONS, CHAIRMAN OF DIACONATE
MICHAEL THURMAN, VICE-CHAIR OF DIACONATE

Rev. Pinkney,

On July 9, 2023, the church voted to take the \$12,000 that was allocated for Summer Camp to instead be used to pay the Summer Interns that Rev. Vital proposed to the Church Directors when the decision was made not to have the Summer Camp. The church voted that we would pay the Interns retroactive to their start date.

If you could please begin the process of putting together their paperwork so that they may be paid ASAP. Please reach out to Rev. Vital to find out the per hour pat rate and to get the hours that have already been worked. If you could please take care of this in an expeditious manner it would be appreciated. We would like them to get paid in the upcoming pay cycle.

In Christ,

Pastor Donalson

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

www.mtleasantbaptist.org

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

As a member of Mount Pleasant Baptist Church and an Officer of the church, I want to inform the leadership of the Church that the Special Business held in the church at 1200 on 9 July 2023 to reprogram funds from the Summer Camp to Intern Initiative was improperly executed and therefore the decision to reprogram the funds was illegal IAW the MPBC 2006 Bylaws.

I am going to meet with a legal consultant and execute a legal procedure to address the legalities of the meeting. It did not meet the following criteria in the MPBC 2006 Bylaws:

1. Article 13 Membership, Section 13.3 Rights. Only active members may act and vote in the transactions of the church.

The meeting moderator, Senior Pastor Donalson, with the assistance of the Head of the MPBC, Antonio Clemens, diaconate did not execute a formal accountability process for establishing a quorum for the July 9 special business meeting. The article mentioned above « active » Membership privileges include attending Church meetings, voting on matters presented to Church Members at these meetings, and eligibility to hold office. All active Church Members, also has an equal opportunity to express opinions on business matters. The leadership did not execute any formal attempts to decipher if the people in the business meeting were members of MPBC. The leadership should have at least determine through identification all attendees to identify themselves.

2. Section 14.6 Quorum

A. Five percent (5%) of the active roll of the membership shall constitute a quorum. If quorum is not met at that MPBC, then another meeting shall be called, with proper notice given. At the second duly called meeting on the same matter(s), the requirements for quorum are satisfied by any number of Church Members present.

There was no screening of the people in the church to determine if they were members of MPBC church. The moderator did not announce that the church achieved a Quorum.

3. Section 14.5 Parliamentary Rules. *Robert's Rules of Order, revised, is the authority for parliamentary rules. These procedures are used for all business meetings of the church.*

The meeting did not follow Parliamentary Rules. Robert's Rules of Order IAW, the church's bylaws, are the reference at all congregational and other meetings in matters of parliamentary procedures.

4. Article 3. Records minutes of the board meetings and distributes them to the members within three days of the meeting.



**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

There are no formal minutes from the July 9, 2023 special business meeting. Minutes should have been taken by the Church and kept in the Church records under the custody of designated Church staff for the church to evaluate the results of the Special Business held on July 9, 2023. I have asked for and cannot get a copy of the minutes for review and analysis.

5. The MPBC Trustees sent a formal resolution, dated 13 July 2023-Be it resolved by the Trustees of Mount Pleasant Baptist Church, that the Church Meeting held on 9 July 2023 did not conform to the Bylaws and is therefore deemed null and void. The Trustees instruct the Director of Administration not to disburse any funds to the interns in question. The Trustees intend to resolve this issue with Rev Donaldson.

As stated above, the MPBC Trustees wanted to meet with the Senior Pastor before any funds were disbursed. The senior pastor in a Jul 13, 2023, at 8:57 PM email , (K Donalson <kdonalson@mtpleasantbaptist.org) wrote in response:

Brother Werts, the Trustees of the Mount Pleasant Baptist Church do not have the authority to override anything the church has done.

6. The Trustees requested a special business meeting as outlined in the MPBC Bylaws Article 15-THE OFFICIAL BOARD. The Board's Composition:

- A. Consists of the ministry directors, deacons, and trustees.
- B. Chaired by the Chairman of Deacons Section

And the Board's purpose is to act as:

- A. Principal advisor to the Pastor and acts on behalf of the church regarding critical issues that impact its operation.
- B. Establishes policies and practices consistent with the purpose and vision of the church.
- C. Assists in managing and directing the affairs and activities of the church.

A second special business meeting as outlined IAW Article above, held on July 18, 2023 at 7:00 PM. In violation of the article, the head of the diaconate invited the senior pastor to take part in the meeting without the board's approval.

7. In the meeting, the senior pastor again said that the trustees did not have the authority to assure the church follows federal, state, and local statutes which includes the MPBC constitution and bylaws. (Meeting- TUESDAY, JULY 18, 2023

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

MP3 - AUDIO

[cid:image001.png@01D9BC16.EF6EAAD0]2023-07-18_Called_Official_Board_Meeting_(MPBC_Leadership).mp3<<https://1drv.ms/u/s!AiFbC8EM2R2ImA8awb5DxJ6lkS2K>)

The MPBC Trustees said that the federal, state, Fairfax county and MPBC Constitution and Bylaws does authorize the Trustees the right to ensure the church is in compliance with all laws.

The Virginia Law- Virginia Acts of Assembly 2005 session , Chapter 772, approved March 26, 2005, Fairfax County states under Virginia Reference Codes 57-8, 18, and 23: that trustees are primarily responsible for the secular business affairs of the church, financial concerns, maintaining building and facilities, tracking church equipment, investments, and property, and ensuring the church adheres to law.

The MPBC Bylaws states the following:

Article 3, Section 3.2 Trustees, Line G.

Shall be the legal custodian of church property and its assets. This includes maintaining legal titles to all church properties and assuring that the church is in compliance with federal, state, and local statutes. The Trustee Ministry shall function on these matters where civil law specifically requires them to act on behalf of the church. This does not mean that the Trustee Ministry makes decisions about legal matters. It means that they meet the legal requirements for carrying out church decisions in matters involving law, such as buying or selling real estate in accordance with the laws of the state of Virginia.

The Bylaws are very specific about the entire process. The Trustees function as Christian stewards of property God that has entrusted to the congregation. This includes supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective, and all legal requirements related to the property are satisfied.

A fiduciary duty is defined as an obligation owed by a person in a leadership or management role within an organization to the organization itself and its members. A director or officer who breaches their fiduciary duties can face personal liability to the organization and others for damages caused by the breach.

The results of the Special Business July 9, 2023 meeting, are invalid and require a legal formal review.

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

In an attempt to resolve the issues internally, I requested a meeting through the Director of Administration with Senior Pastor, the head and deputy of the Diaconate, assistant pastor and the Head of the Trustee Ministry. We met at 6:00 PM on 3 Aug 2023 at MPBC. The Head of the Diaconate attempted to explain the process what they used and that a video might show that they adhered to MPBC bylaws. I was asked to give them 48 hours to provide me with the evidence. I have not received it. During the second half of the meeting, we discussed the declaration, the Senior Pastor made about the Trustees. He stated he was not going to change his declaration and stated I should find a lawyer.

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
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There was no screening of the people in the church to determine if they were members of MPBC church. The moderator did not announce that the church achieved a Quorum.

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The meeting did not follow Parliamentary Rules. Robert's Rules of Order IAW, the church's bylaws, are the reference at all congregational and other meetings in matters of parliamentary procedures.

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- A. Consists of the ministry directors, deacons, and trustees.
- B. Chaired by the Chairman of Deacons Section

And the Board's purpose is to act as:

- A. Principal advisor to the Pastor and acts on behalf of the church regarding critical issues that impact its operation.
- B. Establishes policies and practices consistent with the purpose and vision of the church.
- C. Assists in managing and directing the affairs and activities of the church.

A second special business meeting as outlined IAW Article above, held on July 18, 2023 at 7:00 PM. In violation of the article, the head of the diaconate invited the senior pastor to take part in the meeting without the board's approval.

7. In the meeting, the senior pastor again said that the trustees did not have the authority to assure the church follows federal, state, and local statutes which includes the MPBC constitution and bylaws. (Meeting- TUESDAY, JULY 18, 2023

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

MP3 - AUDIO

[cid:image001.png@01D9BC16.EF6EAAD0]2023-07-18_Called_Official_Board_Meeting_(MPBC_Leadership).mp3<<https://1drv.ms/u/s!AiFbc8EM2R2ImA8awb5DxJ6lks2K>)

The MPBC Trustees said that the federal, state, Fairfax county and MPBC Constitution and Bylaws does authorize the Trustees the right to ensure the church is in compliance with all laws.

The Virginia Law- Virginia Acts of Assembly 2005 session , Chapter 772, approved March 26, 2005, Fairfax County states under Virginia Reference Codes 57-8, 18, and 23: that trustees are primarily responsible for the secular business affairs of the church, financial concerns, maintaining building and facilities, tracking church equipment, investments, and property, and ensuring the church adheres to law.

The MPBC Bylaws states the following:

Article 3, Section 3.2 Trustees, Line G.

Shall be the legal custodian of church property and its assets. This includes maintaining legal titles to all church properties and assuring that the church is in compliance with federal, state, and local statutes. The Trustee Ministry shall function on these matters where civil law specifically requires them to act on behalf of the church. This does not mean that the Trustee Ministry makes decisions about legal matters. It means that they meet the legal requirements for carrying out church decisions in matters involving law, such as buying or selling real estate in accordance with the laws of the state of Virginia.

The Bylaws are very specific about the entire process. The Trustees function as Christian stewards of property God that has entrusted to the congregation. This includes supervising and maintaining both the physical property of the congregation and gifts made to the congregation so that the ministries of the congregation can be effective, and all legal requirements related to the property are satisfied.

A fiduciary duty is defined as an obligation owed by a person in a leadership or management role within an organization to the organization itself and its members. A director or officer who breaches their fiduciary duties can face personal liability to the organization and others for damages caused by the breach.

The results of the Special Business July 9, 2023 meeting, are invalid and require a legal formal review.

**Subject: Violation of MPBC Constitution and Bylaws – July 9, 2023 Special Business Meeting
Reallocation of Funds from Summer Camp to Interns-Submission of Formal Legal Document
to Overturn a Violation of Church Bylaws and Constitution**

In an attempt to resolve the issues internally, I requested a meeting through the Director of Administration with Senior Pastor, the head and deputy of the Diaconate, assistant pastor and the Head of the Trustee Ministry. We met at 6:00 PM on 3 Aug 2023 at MPBC. The Head of the Diaconate attempted to explain the process what they used and that a video might show that they adhered to MPBC bylaws. I was asked to give them 48 hours to provide me with the evidence. I have not received it. During the second half of the meeting, we discussed the declaration, the Senior Pastor made about the Trustees. He stated he was not going to change his declaration and stated I should find a lawyer.

Mount Pleasant Baptist Church Special Call Leadership Meeting Minutes

July 18, 2023

CALL TO ORDER: Diaconate Chairman, Antonio Clemons called the meeting to order at 7:10pm.

OPENING PRAYER: Deacon Lester Best

SCRIPTURE: Deacon Antonio Clemons, John 17: 20-26

Deacon Willie Hassell came forward to clarify that attendees should be a member of Diaconate, Trustees or Directors. Non-members of these Ministries were asked to leave.

Deacon Antonio Clemons gave the purpose for the meeting – it was the Church Meeting held a couple of weeks ago (7/9/23 after Sunday Worship Svc). A Quorum was surpassed. After stating the purpose of the meeting, a motion was put on the floor to use the Budget Line Item for Summer Camp to pay youth who had been selected to work at the Summer Camp, which was canceled, to work as Interns at the church during the summer. The church resoundingly approved. On Thursday after the meeting, July 13, 2023, an email with attachments was received from Trustee Luis Wertz. Deacon Antonio shared the letter which questioned the legitimacy of the meeting and asked that it be considered null and void. Luis Wertz stood to say the 2nd attachment shown which outlined some characteristics unbecoming of a Senior Pastor was not his.

To address the concerns of the letter, Deacon Antonio pointed out that the meeting was called correctly, it was determined a quorum was reached, members were able to ask questions, a motion was put on the floor and properly seconded. The Yay's emphatically approved the motion and meeting was adjourned. He stated that Sis. Lulu Jackson was on the computer and Bro. Bryan Holoman on the Sound Board. When the church service ended, the stream for the meeting started but was not recorded due to lack of storage space on hard drive. He said if the quorum is in question, we can check security cameras to help verify number in attendance.

DISCUSSION

Trustee Robert Bullet said the Trustees were told a quorum was not verified, there were no minutes for the meeting, no recording and they felt we needed to discuss how we got to this point.

Trustee Luis Wertz said he was not at the meeting but was told the things mentioned by Trustee Robert Bullet, which made him wonder how it was an official meeting. Trustee Luis wanted to hold up distribution of checks to Interns, stating that the Trustees have a fiduciary responsibility to the church, are on record with Fairfax County and should bring things to the church if expenditures are not properly approved.



Deacon Antonio asked who in the meeting was at the Church Mtg on 7/9/23 and if everything was done in order. Many people raised their hand with no disagreement. Deacon Antonio said they stopped counting at 125 people in attendance because that meant a quorum was met and yes, those in attendance were members.

Deacon Willie Hassell asked about the number used for quorum and how it was determined. He stated there was a number in December, which was in question based on how they arrived at the number. Deacon Antonio mentioned a team that includes himself, Deacon Willie, Deaconess Rhonda Thurman, Deacon Johnny Martin have been working on cleaning up the church membership roster. He believes the number is on the high side, which supports that a quorum was met because membership could be lower. Deacon Willie mentioned discrepancies of 1,600, 1,100 and even 5,000 members on various lists. Deacon Antonio mentioned that they have come a long way in determining a good number – to which Deacon Willie agreed. Deacon Antonio said the Diaconate is charged with determining such things and Deacon Willie is part of the process. Deacon Antonio put in a plug for all to update their profile on The Realm.

Deacon Willie asked if we are talking about paying 2 Interns or 4. It was mentioned at the meeting that 2 of the Interns were hired for pay and 2 were volunteers. Deaconess Kelly DeShields confirmed 2 were hired for pay and 2 were volunteers, who would get Community Service hours for school.

Trustee Wertz asked if an effort was made to ensure only members were present for the meeting. Deacon Antonio said they are able to determine from the Youtube recording that Pastor Donalson made an announcement that non-members should exit and members should move in closer to start the meeting.

Rev. Samuel Massenberg stated that the Pastor announced the meeting was for members only. It was discussed at 2 Directors Mtgs that after the member files of the church had been purged, a number of 1,100 members was determined. The number was announced to leadership.

Trustee Robert Bullet stated the reason we are here is because the Trustees have financial responsibility and there are people acting unilaterally, not following guidelines. When the Summer Camp was canceled in June, the employees should have been let go.

Deacon Antonio said in the May Directors Mtg, the pivot from Summer Camp to Internship was brought to the Directors. Rev. Ezekiel was not on the call but Rev. Felicia was and said she will check when Rev. Vital asked how the Interns will get paid. He said the Summer Camp employees have always been paid under the Summer Camp budget line item.

RESOLUTION

Deacon Antonio said the letter is inaccurate and instructed Rev. Ezekiel to make 1st payment to the Interns.

Pastor Donalson stated that the Trustees do not have the right to tell the Director of Operations not to pay someone and they don't have the right to rule a meeting null and void.

He read a portion from the church bylaws on the duties of Trustees. The Director of Operations has 1 Supervisor and that is the Senior Pastor.

ADD'L DISCUSSION

Rev. Ezekiel Pinkney stated that the Trustees regularly go over the budget with him. He stated after any church meeting, he gets 20-30 emails from members. He can give them minutes or video but there were no minutes or video for the meeting in question. He felt because of this, he had nothing to cut checks. He said he asked the Chair of the Diaconate and others but no one could attest to what constitutes a meeting for the church.

In an effort to verify questions posed in the letter, they asked Lulu if the meeting was recorded. She said, "Yes". It was later discovered that the meeting did not record because the hard drive was full. (we have purchased a new one) They checked the Youtube video to see if it showed anything. Since there were no minutes, they gathered notes from some members in attendance.

Rev. Ezekiel said when dealing with money, we need to be exact. Notes from people or their opinion are not Minutes. Deacon Willie stated there were some errors in the notes.

Deacon Antonio stated the notes were gathered contemporaneously and corrections were made as needed.

Deacon Antonio reminded us of a mid-year budget review that needs to happen and asked the Pastor to move forward in preparation for it. He said we can face issues and anything we need to take to the church, like a resounding request for credit card reports to be presented. Trustee Luis Wertz stated that Deacon Antonio can ask the question but credit cards are not in his responsibility. Deacon Antonio said payment of credit cards is managed by Trustees but the credit card policy is voted by Directors. When information gets out, people ask what is going on with the church credit cards. Trustee Luis Wertz asked Deacon Antonio to send the credit card policy to all leaders.

Rev. Ezekiel Pinkney mentioned that policies, procedures and practices are not being followed. He said when there was an issue with credit cards, the Pastor told him to go to the Trustees. Deacon Antonio said the Trustees are the stewards of the policy. When credit cards are maxed out, not paid, etc. - people talk. Rev. Ezekiel said the credit cards have a limit. Some have a \$2,500 limit. The Operations card has \$10,000 limit and individual Ministry cards have \$5,000 limit. Mentioned we don't want to plant seeds – some people may think the limits are \$20,000 or \$30,000.

Rev. Ezekiel asked who will stand with him to pay the Interns out of their pocket so we can get this taken care of. He was asked for reference to the issue and then to discontinue the point.

Pastor Donalson said he asked that payment be made by 7/15/2023 at the meeting and as of today, the interns have not been paid. Kelly DeShields confirmed that her daughter has not been paid. He stated the Trustees cannot ask the Director of Operations to withhold payment. If they could do this, they could ask for a hold on payment for anyone's check. He asked if the checks are ready for the young people.

Rev. Samuel read a scripture and suggested we need a Finance Manager on Staff so we can be good stewards.

Deaconess NaTosha Clemons asked that we stop and pray, stating God is not a God of confusion. Deacon Ross Sims gave a prayer. Deacon Michael Thurman read scripture, Ephesians 4:1-32.

Deaconess Charisse Sharpe commented that people should have to provide evidence or supporting documentation to support comments made at business meetings.

Deacon Antonio Clemons referred to Deacon Lester Best's writing about the aim of Christ in giving us gifts – all different but in love and truth. We should be unified.

CLOSING COMMENT & PRAYER – Rev. Dr. Todd - We all have problems, God forgives us. God is a God of order, we have to respect the position, even if we don't like the person. We should have respect for each other. There is one Senior Pastor in the church. We should respect that office, all offices in the church. We can disagree but shouldn't be disagreeable.

MEETING ADJOURNED – 8:44pm

ATTACHMENTS: Email & Letters received from Luis Wertz, 7/13/2023

Meeting Notes Submitted by Deaconess Charisse Sharpe

* NEED FOR SEPT. 24



Check Request Form

Check Payee:	HOWARD GOSPEL CHOIR	Date:	9/15/23
Write out Amount:	Two thousand eight hundred dollar	Amount:	\$ 2,8.00
DOLLARS and CENTS			
Reason for Disbursement:	Payment of Fees and Transp. etc		
<small>Please Attach Invoices/Receipts (All Contracts or Cost Proposals Must Be Reviewed and Signed by a Member of the Trustee Ministry in Advance)</small>			
Check Disposition Request (select one):	<input type="checkbox"/> Mail	<input type="checkbox"/> EFT	
	<input checked="" type="checkbox"/> Hold For <u>PERSON DONATION</u> Fwd to _____		
Ministry Information			
Ministry Name:	Ministry President Signature	Ministry Director Signature	
<u>PERSON</u>			
Budget Line #	Finance Ministry Use Only		
<u>1-58128.01</u>			
Finance Signature:			

tabbies
EXHIBIT
23

Felicia Hawkins

From: K Donalson
Sent: Thursday, September 21, 2023 12:30 PM
To: Felicia Hawkins
Cc: Melissa Holt; Ezekiel Pinkney; Felicia Hawkins
Subject: Re: Check Request - Howard Gospel Choir

This is what he sent me In an email. It wasn't a contact. I didn't send to the trustees because he just asked me if we could do this and I said yes. They will be here on Sunday and we need to have their check so whatever we need to do please do it. I sent you what they sent me

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From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Sent: Thursday, September 21, 2023 12:28:29 PM
To: K Donalson <kdonalson@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: RE: Check Request - Howard Gospel Choir

Good morning Rev. Donalson,

Busy working on Anniversary stuff since last night, so just getting to your emails, which I received both messages.

This looks like a contract? Did you send this info to the Trustees for them to sign off? If so, this will need to be attached to the new check request. If not, I won't be able to forward check request for payment.

I'll await your response. Thanks so much.

Blessings,

Rev. Felicia D. Hawkins
Assistant to Director of Operations | Young Adults Pastor
(T) 703-793-1196 ext. 100
(F) 703-793-1197
(E) fhawkins@mtpleasantbaptist.org
#WEGROWHERE | #FLOURISH

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr.,
Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)



From: K Donalson <kdonalson@mtpleasantbaptist.org>
Sent: Wednesday, September 20, 2023 7:15 PM
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Re: Check Request - Howard Gospel Choir

Here is the email that Ray sent me with the details:

Good morning Reverend Donalson,

Thank you for taking the time to complete our Booking Request Form. I am still in the midst of determining whether or not we are available...I am just now waiting to hear back from our music director to see if this date is open in his schedule.

In light of the fact that this worship service is rapidly approaching, I wanted to give you a listing of the amenities that the choir normally receives for a booking of this nature:

Booking Fee : A booking fee in the amount of One Thousand and Eight Hundred Dollars (\$1,800.00) USD. *Please let me know if this amount will work for your budget.*

Transportation : Round trip transportation to/from the church. It may be easier for us to co-ordinate this ourselves. If so, we would need to add an additional One Thousand Dollars (\$1,000.00) USD to the booking fee.

Hospitality : A meal for the choir on site following the service.

Hotel Accomodations : One (1) hotel room with single occupancy for two (2) nights [Saturday, September 23 and Sunday, September 24, 2023]. Management (myself) would be traveling in from out of time for this performance.

The choir has sung at Mt. Pleasant a few times over the years as far back as 2006, and so I am really hopeful that we can make this happen...as I shared before, I am waiting to hear back from our director. I'll be in touch once I hear from him.

Thanks,

ray

Ray A. Bramble *Business Manager, Howard Gospel Choir*

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From: K Donalson <kdonalson@mtpleasantbaptist.org>
Sent: Wednesday, September 20, 2023 5:36:16 PM
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Re: Check Request - Howard Gospel Choir

This is what the manger sent me in the email:

The full price of the performance as agreed upon by SPONSOR and ARTIST is in the amount of Two Thousand and Eight Hundred Dollars (\$ 2,800.00) USD. This amount is payable by: Cash, Check / Cheque, Money Order, PayPal, Credit Card, Wire Transfer or ACH Payment in the name of Howard Gospel Choir. Please note that payments sent via Cash/Check/Cheque or Money Order are subject to additional fees. Also, payments sent via PayPal, Credit Card or Wire Transfer MUST besentviaFedExORtheUnitedParcelService(UPS). UnderNOcircumstancescanyouusethe United States Postal Service (USPS) – NO exceptions. Please see HGC Procurement Guidelines for details on all payment options.

The full amount of Two Thousand and Eight Hundred Dollars (\$ 2,800.00) USD is payable on the day of the performance (SUNDAY, SEPTEMBER 24, 2023).

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From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Sent: Wednesday, September 20, 2023 5:13:09 PM
To: K Donalson <kdonalson@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Check Request - Howard Gospel Choir

Good afternoon Rev Donalson,

I have retrieved the attached check request and following-up with the following request/questions:

- Could you (or Rev Holt) resubmit a new check request based on the below?

- Is there a contract or agreement (in the past we've normally gotten contracts for choirs, with exceptions of church choirs)?
 - If not a contract but a love offering, please notate on (new) check request in Reason For Disbursement area, as you have noted fees and payment of transportation.
- Do you have documentation to go along with your check request, as you have payment of fees and transportation?

Thank you.

Blessings,

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Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

< **New conversation**

Rev. Kevin Donalson +

since they take care of
of the cost 5:41 PM

Thursday, September 21

12:27 PM GM I just sent email.

2:34 PM Will u be in today

Yes I will be in at about
530
For church 2:34 PM

2:35 PM Ok. Can u talk around
3 pm to go over the
Howard stuff?

Yes 2:35 PM

2:36 PM Thx I'll buzz u

Friday, September 22 ▾



Felicia Hawkins

From: Felicia Hawkins
Sent: Thursday, September 21, 2023 4:04 PM
To: K Donalson
Cc: Melissa Holt; Ezekiel Pinkney; Felicia Hawkins
Subject: RE: Check Request - Howard Gospel Choir

Received.

Yes sir, to save time, I just forwarded separate email. I will speak to Rev. Ezekiel to see how payment can be made, since I will need new check request along with signed contract from Trustee (Rev. Holt will do new check request for you so it's ready when I receive it).

Thanks so much.

Blessings,

Rev. Felicia D. Hawkins
Assistant to Director of Operations | Young Adults Pastor
(T) 703-793-1196 ext. 100
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From: K Donalson <kdonalson@mtpleasantbaptist.org>
Sent: Thursday, September 21, 2023 3:25 PM
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: RE: Check Request - Howard Gospel Choir

Received from Ray. Are you going to Forward to Werts so that the check can get cut?

From: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Sent: Thursday, September 21, 2023 12:28 PM
To: K Donalson <kdonalson@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: RE: Check Request - Howard Gospel Choir

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I'll await your response. Thanks so much.

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The choir has sung at Mt. Pleasant a few times over the years as far back as 2006, and so I am really hopeful that we can make this happen...as I shared before, I am waiting to hear back from our director. I'll be in touch once I hear from him.

Thanks,

ray

[Ray A. Bramble](#) *Business Manager, Howard Gospel Choir*

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Sent: Wednesday, September 20, 2023 5:36:16 PM

To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>

Subject: Re: Check Request - Howard Gospel Choir

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States Postal Service (USPS) – NO exceptions. Please see HGC Procurement Guidelines for details on all payment options.

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Sent: Wednesday, September 20, 2023 5:13:09 PM
To: K Donalson <kdonalson@mtpleasantbaptist.org>
Cc: Melissa Holt <mholt@mtpleasantbaptist.org>; Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>; Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Subject: Check Request - Howard Gospel Choir

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- Do you have documentation to go along with your check request, as you have payment of fees and transportation?

Thank you.

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Felicia Hawkins

From: Felicia Hawkins
Sent: Saturday, September 23, 2023 12:00 PM
To: silaswerts; Werts, Louis S (ARCFIELD)
Cc: Ezekiel Pinkney; mepdavis@dpmsllc.com mepdavis@dpmsllc.com; Felicia Hawkins
Subject: FW: HUGC Contract re MPBC 157th Anniversary
Attachments: 2023-09-24 - Mt. Pleasant Baptist Church - Herndon VA - SIGNED.pdf

Ratified contact attached. Thanks Trustee Werts.

Thank you too Trustee Troublemaker Mike for helping move this along. I love the support the team exhibits.

Safe travels Mike.

Blessings,

Rev. Felicia D Hawkins
Assistant to Director of Operations | Young Adults Pastor
T: 703.793.1196 ext. 100
F: 703.793.1197
#IYAMWITHAPURPOSE

Sent via the Samsung Galaxy A71 5G, an AT&T 5G smartphone

----- Original message -----

From: Howard Gospel Choir <info@howardgospelchoir.com>
Date: 9/23/23 8:02 AM (GMT-05:00)
To: Felicia Hawkins <fhawkins@mtpleasantbaptist.org>
Cc: K Donalson <kdonalson@mtpleasantbaptist.org>, Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>
Subject: Re: HUGC Contract re MPBC 157th Anniversary

Good morning Reverend Hawkins,

Please find attached our counter-signed agreement.

If you need to reach me over the course of the weekend, feel free to either call or text me directly at 202-422-2155.

Take care,

ray

[Ray A. Bramble](#) Business Manager, Howard Gospel Choir
w | [202-758-5193](tel:202-758-5193)
c |
[202-422-2155](tel:202-422-2155)



e | info@howardgospelchoir.com

w | howardgospelchoir.com

On Fri, Sep 22, 2023 at 3:23 PM Felicia Hawkins <fhawkins@mtpleasantbaptist.org> wrote:

Good afternoon Mr. Bramble,

Please find signed contract for above subject. If you would be so kind to sign, scan and send back to me at your earliest convenience, so that we have a ratified document, that would be great. We look forward to seeing you all on Sunday.

Thanks in advance.

Blessings,

Rev. Felicia D. Hawkins

Assistant to Director of Operations | Young Adults Pastor

(T) 703-793-1196 ext. 100

(F) 703-793-1197

(E) fhawkins@mtpleasantbaptist.org

#WEGROWHERE | #FLOURISH

Mt. Pleasant Baptist Church | 2516 Squirrel Hill Road | Herndon, VA | Rev. Dr. Kevin E. Donalson, Sr.,
Senior Pastor

"PRAYER ... an act of faith that goes beyond the realm or reach of man's physical touch or comprehension; yet through the pleas and petitions of man, manifest the miraculous works of God!" (FDH)

Felicia Hawkins

From: Howard Gospel Choir <info@howardgospelchoir.com>
Sent: Saturday, September 23, 2023 8:00 AM
To: Felicia Hawkins
Cc: K Donalson; Ezekiel Pinkney
Subject: Re: HUGC Contract re MPBC 157th Anniversary
Attachments: 2023-09-24 - Mt. Pleasant Baptist Church - Herndon VA - SIGNED.pdf

Good morning Reverend Hawkins,

Please find attached our counter-signed agreement.

If you need to reach me over the course of the weekend, feel free to either call or text me directly at 202-422-2155.

Take care,

ray

Ray A. Bramble *Business Manager, Howard Gospel Choir*

w | [202-758-5193](tel:202-758-5193)

c |
[202-422-2155](tel:202-422-2155)

e | info@howardgospelchoir.com

w | howardgospelchoir.com

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**MOUNT PLEASANT
BAPTIST CHURCH**

God's World, Our Mission Field

Memorandum

Date: October 20, 2023

To: Ezekiel Pinkney

From: Rev. Kevin E. Donalson Sr.

CC: Antonio Clemons, Diaconate Chair; Rev. Samuel Massenberg Jr., Assistant Pastor

Subject: Meeting on October 20, 2023

Ezekiel, per the Directors of the Church, I asked you if you were available for a meeting with me. We finalized the date of the meeting for October 20th at 10:00 AM. At 8:59 PM on the 19th you sent me an email stating that you had confirmed with Felicia that she would also be available to be in the meeting. I emailed you back at 9:25 PM that she did not need to be in the meeting and that the request was for you and me to meet as your Direct Supervisor.

The next morning when you showed up to my office, Felicia was with you. The meeting did not happen. I am detailing below the things that we were going to talk about in the meeting so that the church can move forward with these actions.

1. Church Accountant

On Tuesday, October 17, 2023, I presented a proposal to the Directors that the Church hire a full time Church Accountant to take over the Finances of the Church. The Directors accepted that proposal. Sister Rochelle Ford has written up a Job Description for the position and it has been approved. Our goal is by November 1st to open the position to the church and other outside entities like Indeed and others. I will be choosing a 3-person committee who will conduct the interviews and make a recommendation to me on who we should hire.

2. Facilities Manager

Per the Bylaws of the church, The Director of Operations/Administration Position is one that is chosen by the Pastor. As I informed you earlier, I will not be presenting your name to the church as the Director of Operations for 2024. I feel like the church needs a new Director of Operations/Executive Pastor. I am offering you the position of Facilities Manager. You will stay at the same salary that you are at now. I am asking that you please inform me of your decision by November 1st.

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

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MOUNT PLEASANT
BAPTIST CHURCH

God's World, Our Mission Field

3. Reporting

In both the Directors and Diaconate Meetings this week there were questions about why we do not have our Monthly Financial Report. Per the Bylaws the leadership is to be presented with a Financial Report Monthly. Even if the September Roll-Out was not available we still have not received the Roll-Out from August. I need both of those Roll-Outs ASAP. Also, I would like to see a copy of our August and September bank statements from all our accounts.

I am honestly disappointed in what happened this morning. It showed a lack of respect for me and the office that I hold. This has been a continued, documented pattern where you feel like you do not have to report to me or respect me as the Pastor of the Church. This memo will serve as notice that I did what the Directors asked me to do and that was Meet with you to go over their vote on Tuesday Night.

Because He Lives,

Rev. Dr. K. E. Donalson Sr.

Rev. Dr. Kevin E. Donalson Sr.
Senior Pastor

REV. DR. KEVIN E. DONALSON, SR. - SENIOR PASTOR

2516 Squirrel Hill Road • Herndon, VA 20171 • (703) 793-1196

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----- Forwarded Message -----

From: Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>
To: Micheal E P Davis <michealep@cs.com>
Sent: Monday, November 20, 2023 at 11:57:10 AM EST
Subject: Fwd: Recommendation for Termination

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From: Julia from Bambee <julia.hr@bambee.com>
Sent: Thursday, July 27, 2023 6:07:19 PM
To: Ezekiel Pinkney <epinkney@mtpleasantbaptist.org>
Subject: Recommendation for Termination

Hello Ezekiel,

I hope this email finds you well. I am reaching out to address the ongoing concerns raised regarding Senior Pastor Kevin Donalson and the EEOC violations that have come to our attention. After conducting a thorough investigation, I have found substantial evidence supporting these violations, specifically relating to retaliation, bullying, harassment, violation of company policy, misuse of company credit card use, and a breach of the church bylaws.

Based on the severity and frequency of these violations, I strongly recommend that the employment relationship between Kevin Donalson and Mount Pleasant Baptist Church be terminated. The violations outlined above not only contravene legal and ethical obligations, but also negatively impact the overall well-being of the church community. It is of utmost importance to uphold a safe, respectful, and inclusive



environment for all employees and congregants.

The allegations of retaliation, bullying, and harassment, if substantiated, indicate a disregard for the principles that foster a healthy work environment. Such behavior undermines trust and diminishes morale not only for the individuals directly affected but for the wider church community as well. We must ensure that the church remains a place of sanctuary, support, and collaboration.

In addition to these behavioral concerns, we have also uncovered evidence of a violation of company policies, including misuse of the company credit card. This misuse, contrary to acceptable practices, poses a significant risk to the financial integrity of the church and its reputation. It is essential that such misconduct be appropriately addressed and rectified to protect the church's resources and maintain its ethical standing.

Furthermore, our investigation has revealed a breach of the church bylaws. As the Senior Pastor, Kevin Donalson is expected to adhere to and uphold the bylaws that govern the church's operation and moral foundation. Any violation of these bylaws by a leader can lead to a loss of credibility, trust, and potentially detriment to the church's reputation.

Given the serious nature and impact of these violations, I recommend proceeding with the termination process in a lawful and respectful manner. It is advisable to consult with legal counsel to ensure compliance with applicable employment laws and regulations, as well as the terms outlined in Kevin Donalson's employment contract, if applicable. While the process may involve challenges, it is crucial to prioritize the best interests of the church, its congregants, and its dedicated staff.

In conclusion, it is with a heavy heart that I make this recommendation, but it is necessary to protect both the church and its community from further harm. I am confident that by taking appropriate action, the church can begin the healing process and regain a sense of unity, respect, and harmony.

I am available to provide any further assistance or guidance you may require during this challenging time. Please do not hesitate to reach out to me if you have any questions or concerns. The decision to terminate is always up to the organization, my recommendation is based on the risk factors for an employment claim and or legal claim against Mount Pleasant Baptist Church.

Thank you for your attention to this matter, and I extend my sincere wishes for a positive resolution.

Kind Regards,

Julia Gipson
Dedicated Bambee HR Manager

Have a great day and thank you for choosing Bambee!

Julia
Bambee