

**Constitution and Bylaws
Emmanuel Baptist Church
Coquille, Oregon
Adopted: January 20, 2008**

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Preamble

We, the members of Emmanuel Baptist Church of Coquille, Oregon, purpose to be organized as closely as possible to the New Testament pattern of church life. As such, we recognize the Bible as our authority, guide, and true constitution. This constitution and bylaws, as written here, are not intended in any way to replace or to add to the Word of God (Rev. 22:18,19). It is conceived for the following purposes:

- To state those fundamental and essential doctrines of the Christian faith that we believe ought never to be compromised;
- To define the nature of the church as a covenant community;
- To state our purpose and vision, mission and values as a church;
- To state the qualifications, privileges, and responsibilities of membership and leadership in this body;
- To facilitate orderliness, understanding, communication, and unity in the exercise of church ministries.

For these reasons this constitution and bylaws is intended to be an implementation of scripturally based principles, embracing the true meaning of God's Word.

The Covenant of the Members of Emmanuel Baptist Church

Emmanuel Baptist Church, as a part of the body of Christ, acknowledges our God-ordained covenantal relationships as a local fellowship of believers. Holding in common our doctrine, polity, and philosophy of ministry, we agree to a covenant relationship expressed in dependence upon, responsibility for, and accountability to each other by God's grace. Emmanuel Baptist Church also seeks covenant community with other CB Churches in our Area Association and throughout the Northwest. Therefore, we commit ourselves to one another:

- In *dependency*, acknowledging that through this body and its members the Lord will meet our needs as we walk by faith, and He will provide opportunity for service and worship;
- In *responsibility* devoting our gifts and abilities to the building up of His body and its members as He will nurture it and cause it to grow;
- In *accountability* submitting ourselves with this body and its members to the authority:
 - Of Christ as the head of this church,
 - Of the Scriptures as our sole guide for faith and practice,
 - Of the elders of this body, and
 - Of this congregation as the temple of the Holy Spirit.

In acknowledgment of this covenant, by the aid of the Holy Spirit, we agree to this church's Doctrinal Statement and we submit ourselves to this church's Standard for Character and Conduct.

Our Doctrinal Statement

Scriptures

We believe the Bible is God's absolute, objective truth for all people for all times.¹ It is without error in concept or detail in the original writings.² It is breathed out in its entirety by God, divinely preserved, and, therefore, trustworthy.³ We believe the Holy Spirit superintended human authors so that, through their individual personalities and literary styles, they composed and recorded God's Word.⁴ It is God's written revelation complete in the 66 books of the Old and New Testaments.⁵ It is the supreme authority in all matters to which it speaks and is sufficient for life, conduct, and practice – understandable by every believer.⁶ We believe Scripture must be understood through the literal, contextual, grammatical, and historical method of interpretation, and applied under the guidance of the Holy Spirit.⁷

God

We believe in the one personal, transcendent,* immanent,* living God – the creator, sustainer, and sovereign ruler of all things.⁸ He is self-existent, immutable, and works all things according to the counsel of His will in order to bring glory to Himself.⁹ God's foreknowledge is exhaustive and not dependent on human decisions and actions.¹⁰ He eternally exists in three persons: Father, Son, and Holy Spirit.¹¹ They execute distinct but harmonious roles in creation, providence, redemption, and consummation.*¹² They are equal in nature, attributes, and perfections.¹³ The holy triune God is worthy of our worship, confidence, and obedience.¹⁴

The Father

We believe in God the Father: one in essence with the Son and the Spirit.¹⁵ He is an infinite, personal spirit, perfect in all His attributes.¹⁶ He is the creator, sustainer, and sovereign ruler of all things through His Son Jesus Christ.¹⁷ We believe that He concerns Himself perfectly in the affairs of humanity.¹⁸ His fatherhood involves both His designation within the Trinity and His relationship with the redeemed.¹⁹ Everything He does is in accordance with His perfect will, though His sovereignty does not eliminate or minimize human responsibility.²⁰ The Father adopts as His own, through Jesus Christ, all those He calls to Himself.²¹

The Son

We believe in God the Son: one in essence with the Father and the Spirit.²² He is the one and only eternal Son of God, the preeminent revelation of God.²³ At the right time He emptied Himself, taking the form of a bond-slave.²⁴ He was conceived by the Holy Spirit and born of the virgin Mary as Jesus, the Christ – fully God and fully man.²⁵ We believe in His sinless life, His voluntary submission to His Father's will that culminated in His substitutionary death on the cross, His burial, and His bodily resurrection.²⁶ He ascended into heaven and is seated at the right hand of God the Father.²⁷ His death on the cross atoned for our sin and satisfied the righteous demands of the holy God.²⁸ He is the Mediator between God and man.²⁹ He is Prophet, Priest, and King; the Head and Savior of His Church; the Heir of all things; the Judge of all the world; and the exact representation of God the Father.³⁰ We believe in the personal return of Christ for His Church and in the establishment of His Kingdom on earth.³¹

The Holy Spirit

We believe in God the Holy Spirit: one in essence with the Father and Son.³² He was sent by God the Father and God the Son to convict the world of sin, righteousness, and judgment.³³ The Holy Spirit glorifies Jesus Christ and implements Christ's work of redemption and baptism.³⁴ He regenerates, baptizes, seals, gifts, and indwells all believers at conversion, progressively sanctifying, and securing them in Christ forever.³⁵ The Spirit fills,* leads, comforts, and intercedes for believers, empowering them for godly living and service.³⁶ His presence is evident by the fruit of the Spirit and the building up of believers into the body of Christ, the Church.³⁷

Humanity

We believe that humanity, male and female, is sacred in God's eyes and was uniquely created by Him, in His image and for His glory, to exercise dominion over the earth and to enjoy a relationship with Him forever.³⁸ Every human being is directly responsible to God in matters of faith and life.³⁹ After sin entered the world, humans still possess the image of God, though tainted by sin.⁴⁰ God's will for humanity is that they love the Lord their God with all their heart, soul, mind, and strength, and love their neighbors as themselves.⁴¹

Family

In God's design for humanity, life begins at fertilization.*⁴² He established the institution of family through the union of one man and one woman in a marriage covenant for life.⁴³ His design for the continuance of humanity is through the procreation and discipleship of children within the marriage union.⁴⁴ Marriage is to be an example of the relationship between Jesus Christ and His Church.⁴⁵

Sin

We believe that sin is any action, inaction, or attitude that is contrary to the nature or Word of God, which constitutes a rejection of His authority, resulting in alienation from God.⁴⁶ Sin entered the world when Adam, representing humanity, disobeyed God.⁴⁷ As a result of the one sin of Adam, his descendants – the whole human race – are separated from relationship with God, spiritually dead, and therefore in a fallen state. Being sinners by nature and choice and utterly unable to remedy their lost condition, humanity is in need of salvation.⁴⁸

Salvation

We believe that salvation is a gift of God, received by grace through faith in the Lord Jesus Christ alone.⁴⁹ Salvation is motivated by the love of God demonstrated through His sovereign election* in Christ, purchased by the blood of Jesus Christ on the cross, and received by faith apart from any human merit, works, or ritual.⁵⁰ Regeneration is effected through the work of the Holy Spirit in God's elect.⁵¹ All who repent and believe in Jesus Christ are forgiven of all their sins, justified in God's sight by the merit of Christ's righteousness, adopted into His family, sealed by the Holy Spirit, and have equal access to God.⁵² As a result, the progressive sanctifying work of salvation leads to a newness of life that is evidenced by righteous living, good works, and biblical social concern, or God's corrective discipline.⁵³ The consummation of salvation is that those who have accepted God's gift of salvation through faith in Jesus Christ shall be resurrected and glorified.⁵⁴ They shall receive their inheritance in the Kingdom of their Father, whom they shall see and enjoy throughout the ages.⁵⁵

Church

We believe that the New Testament Church is composed of all persons who have been regenerated by the Holy Spirit since the day of Pentecost following Christ's resurrection.⁵⁶ We believe that the Church is the spiritual body of Christ, of which He is the Head.⁵⁷ We believe that this body expresses itself in local assemblies in which believers are in a covenant relationship.⁵⁸ Biblically that relationship is expressed corporately through hearing the Word of God proclaimed, engaging in worship, practicing the two ordinances of believer's baptism by immersion* and the Lord's Supper, building up each other's faith, holding each other accountable through biblical love and discipline, and engaging in local and world evangelization.⁵⁹ Biblically designated officers* must meet the biblical qualifications for their office* and submit to the headship of Christ, emulating His servant leadership.⁶⁰ We believe the function of eldering is reserved for biblically qualified males.⁶¹ Each local church is to choose, support, and submit to those who function as elders.*⁶²

Angels

We believe God created angels as spirit-beings possessing power and intellect, to worship and serve Him and to minister to believers.⁶³ Satan is a fallen angel who masquerades as an angel of light.⁶⁴ The scope of Satan's power is subject to God's will.⁶⁵ By subjecting Adam and Eve to temptation and sin, Satan has extended his rebellion against God, which he continues by deceit, seduction, and destruction.⁶⁶ While Satan and his demons are powerful, they are subject to Christ's authority and judgment.⁶⁷ Satan and his demons have been defeated for eternity by Jesus Christ through His death on the cross and victorious resurrection, sealing their everlasting damnation.⁶⁸ At the time of final judgment, they will be consigned to eternal separation from God in the Lake of Fire.⁶⁹

Last Things

We believe in the sudden, visible return of the Lord Jesus Christ and in His Millennial Kingdom.⁷⁰ He will return with His saints from heaven with power and great glory, on a day known only to God.⁷¹ We believe that those who have accepted God's gift of salvation through faith in Jesus Christ, at the point of physical death, enter into God's eternal glory.⁷² They shall be resurrected and transformed to His body of glory, and they shall receive their inheritance of glory in the Kingdom of their Father.⁷³ They shall be made fully blessed in the presence and service of God, whom they shall see and enjoy throughout the ages.⁷⁴ We believe that all unsaved persons, at the point of physical death, are destined for eternal damnation.⁷⁵ They will be resurrected, separated from the righteous, judged, and cast into an existence of eternal punishment where they will be tormented day and night forever and ever when death and Hades is cast into the Lake of Fire.⁷⁶ We believe it is imperative for the Church to work and wait in sober watchfulness, that it may be found ready at His coming.⁷⁷

Constitution

Article 1. Name

The name of this organization, a corporation, shall be the Emmanuel Baptist Church of Coquille, Oregon (“this church”).

Article 2. Purpose

The goal of this church shall be to make disciples of the Lord Jesus Christ and encourage their service to Him by:

- Offering regular worship to the Triune God;
- Promoting the preaching and teaching of the Word of God for the maturing of the saints;
- Seeking the spiritual growth and well being of its members by providing true Christian fellowship, by developing the gifts of its members, by providing opportunity for meaningful service to Christ, and by encouraging compassion for one another;
- Seeking the salvation of the lost by equipping members to share the gospel and participate in local and world-wide biblical missions; and
- Seeking to multiply leaders by identifying potential leaders, by assisting in the training of aspiring leaders, and by providing opportunities for emerging leaders to lead.

The goal is expressed through our vision, mission, and values as stated in the Bylaws.

This church shall maintain affiliation, through a covenant relationship, with the organization currently known as Northwest Conservative Baptist Association. In addition it will seek to cooperate with other churches of like faith and practice for the purposes of helping people come to Jesus Christ, follow Jesus Christ and serve Jesus Christ.

Article 3. Membership

Membership in this church is open to all who evidence membership in the body of Christ, the universal church, being subsequently baptized by immersion, and who also affirm belief in our Doctrinal Statement and Teaching Position, and a willingness to be bound by this Constitution and its Bylaws.

Article 4. Officers

The Scriptural officers of this church are the Elders. The Scriptures shall determine their qualifications and the Bylaws shall determine their election, term and succession. This church may affirm other officers as deemed necessary and advisable as defined in the Bylaws.

Article 5. Authority and Government

In authority and government:

- This church is a self governing body, autonomous from all other church bodies. This church, as a part of a covenant community of Northwest Conservative Baptist churches, and in cooperation with other churches of like faith will cooperate for the purpose of facilitating its mission. This

church will not cooperate or give financial support to any church or group whose doctrinal position or practices would compromise this church's Doctrinal Statement or mission.

- The form of government for this church shall be elder led, congregationally affirmed. The congregationally-affirmed elders have biblically granted authority, responsibility, and accountability. The congregation, as the temple of the Holy Spirit, affirms the leadership of the elders. There are decisions in which the congregants contribute in helping the elders find/discern the mind of Christ.

Article 6. Meetings

Meetings for worship, prayer, fellowship, business, and special purposes shall be held as set forth in the Bylaws.

Article 7. Dissolution of this Church

In the event of the dissolution of this church, the property of this church will be distributed to the organization currently known as Northwest Conservative Baptist Association, a 501 (c) (3) tax exempt, nonprofit Conservative Baptist agency. If at the time of dissolution this agency is no longer in existence, the Elders shall redirect the assets to one or more 501 (c) (3) tax exempt, nonprofit organizations sharing common doctrinal beliefs and goals.

Article 8. Amendments

This covenant, doctrinal statement, and constitution may be amended by a three-fourths vote of members present and voting at any quarterly business meeting provided:

- The proposed amendment has been submitted in writing at a previous quarterly business meeting and posted for two weeks preceding the meeting;
- A quorum of two-thirds of the active membership is present.

All votes concerning proposed amendments to this covenant, doctrinal statement, or constitution shall be by written ballot.

Bylaws

Article A. Membership

Section 1. Qualification of Members

- a. Members of this church shall be those who:
 - have been saved through personal faith in the Lord Jesus Christ;
 - have been baptized by immersion;
 - agree with the Doctrinal Statement;
 - enter into the Covenant of the Members of Emmanuel Baptist Church;
 - are received into the fellowship by affirmation of the church; and
 - are growing in a manner consistent with the Standard for Character and Conduct as described in Attachment B.

Section 2. Reception of Members

- a. Requests for membership shall be made to the Elders. Upon satisfaction that the individual meets the qualification for membership and understands the Covenant and Doctrinal Statement, the Elders shall recommend his/her reception by one of the following:
 - confession of faith and baptism
 - letter from another church of like faith and practice of Christian experience
 - restoration to fellowship according to the procedures of Attachment C.
- b. Members may be received by action of the church upon recommendation of the Elders at any business meeting providing that their names have been posted at least two weeks prior to the meeting. If a church member has cause for an individual not to be received into membership, the member shall state all reasons privately to the Elders prior to the business meeting.
- c. Prospective members will normally attend a New Members Class prior to reception.

Section 3. Responsibilities of Members

- a. Attached to these Bylaws is a full statement of doctrine adopted and taught by this body (Our Teaching Position, Attachment A). Also attached is a statement of character and conduct representing basic standards which members should be striving for as they seek to mature (Standard and Character of Conduct, Attachment B).
- b. Specific responsibilities:
 - **To God:** Each member should grow in love and worship of God through prayer and a personal study of God's Word. He/She should desire to know Him better, trust Him more, and obey Him more fully.
 - **To Family:** Each member should lovingly encourage, support and spiritually strengthen family members (spouse, children, parents) as his/her most precious earthly responsibility.
 - **To the Church:** Each member should pursue his/her God given role in the body of Christ by biblically investing his/her energy, gifting and income in His church, by caring for the physical and spiritual needs of one another in the body of Christ, and by respecting those in leadership.
 - **To the World:** Sharing in Christ's concern for extending the Gospel to the world, each member should live in such a way that by their character and conduct, those around them may be able to see Jesus in their life.

Section 4. Privileges of the Members

- a. Active members are responsible to participate in affirming God's direction for the church and may hold an office with the following exceptions:
 - Members under eighteen years of age are ineligible to vote on church business.
 - Members under eighteen years of age are ineligible to hold an elective office.

Section 5. Conflict Resolution

- a. Interpersonal conflicts shall be resolved according to the guidelines of Matthew 18:15-17;
- b. Any member who is dissatisfied with the general operation of any element of the church or finds himself or herself in disagreement with the Doctrinal Statement shall make his or her case known to the Elders. Such dissatisfaction shall not be voiced among the membership, but every effort shall be made to strive for peace (Romans 14:19).

Section 6. Discipline of Members

- a. Members whose conduct or beliefs are contrary to biblical principles or disruptive to true fellowship shall be dealt with according to the scriptural procedures delineated in Attachment C for the sake of restoration.
- b. A member may be restored to full fellowship at any time by an expression of repentance and a request for forgiveness in the presence of the largest group concerned with his/her offense.

Section 7. Classification of Members

- a. Members shall be classified as:
 - Active Members
 - Non resident Members (i.e. those unable to attend worship because their current residence is too distant from the church)
 - Inactive Members (i.e. those unable to attend or have not attended worship for various reasons; refer to the procedures of Attachment C)
 - Under Discipline (according to the procedures of Attachment C)

Section 8. Removal of Members

- a. Members may only be removed from this body under these conditions:
 - By letter of transfer to a church of like faith and practice.
 - By his/her own request to a church of another denomination.
 - By death.
 - By excommunication, an unwillingness to repent of sin and submit to church discipline.
- b. In the case of a member who has moved away and with whom the church has lost contact and no transfer request has been received, the member may be dropped from the roll.

Article B. Leadership – Officers**Section 1. Listing of Officers**

- a. Elected officers of this church shall be Senior Pastor, Associate Pastors, and Elders.
- b. Appointed officers of this church shall be Deacons, Clerk/Administrator, Treasurer and Financial Secretary. These offices shall be appointed by the Elders.

Section 2. Qualifications of Officers

- a. The Elders and Deacons shall display Great Commandment/Great Commission maturity and shall meet the biblical qualifications of I Timothy 3:2-13, Titus 1:6-9, and 1 Peter 5:1-3 for their respective offices. A detailed listing can be found in Attachment D.
- b. All other elected and appointed positions shall be filled from the active membership of the church. Specific qualifications for those positions shall be detailed, with their duties as determined by the Elders based on four criteria:
 - Level of impact on others spiritually, doctrinally, relationally;
 - Level of modeling for younger believers;
 - Level of visibility representing the body; and
 - Level of authority over ministry, funds, etc.

Section 3. Election, Terms, and Succession of Office

- a. Officers will be affirmed for a term of one year, unless otherwise specified. There is no limit on their succession. A quorum of one fourth of the active, voting membership is required and a three-fourths majority of members present and voting shall be necessary to make such action valid, unless otherwise specified.
- b. Except for the pastoral staff, all leadership shall be affirmed at the annual business meeting as provided in Article H section 2a and shall take office immediately, unless otherwise specified.
- c. Officers shall immediately deliver to their successor all books and records in their possession.

Section 4. Removal of Officers

- a. With the exception of Senior Pastor, removal of officers for good and sufficient cause shall be by action of the Elders, and reported to the congregation. No officer shall be removed from office until positive effort has been made to assist that officer in correcting the problem, except in the case of gross moral, civil or criminal misconduct, in which case removal will be immediate.
- b. Resignations of officers shall be in writing to the chairman of the Elders, effective on the date specified in the resignation or as determined by the Board of Elders.

Article C. Leadership – Elected Officers**Section 1. Senior Pastor**

- a. The Senior Pastor shall be an Elder amongst elders, a leader, a teacher, a shepherd, and a guide of the church and shall perform all of the scriptural and necessary duties of the pastoral office. He shall be an ex officio¹ member of all the committees and auxiliary organizations of the church. The terms of call and job description shall be determined by the Elders.
- b. He shall hold to the Doctrinal Statement and Teaching Position of this church, and shall be an example of the Standard of Character and Conduct.
- c. He shall have training and practical experience sufficient to equip him for his assigned responsibilities.
- d. The Senior Pastor shall be called for an indefinite period of time by the church upon the recommendation of the Elders. Election shall be by signed ballot at any regular or special business meeting of the church, provided public notice is given from the pulpit two Sundays preceding. A quorum of one half of the active, voting membership is required and a nine-tenths majority of members present and voting shall be necessary to make such action valid.

¹ By virtue of office or position. An ex officio member is an equal member with all the rights, responsibilities, and privileges of other members.

- e. The Senior Pastor and his spouse will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.
- f. The pastor may resign with a 30 days written notice, or sooner by mutual consent.
- g. Any action to terminate shall be presented to the church by the Elders at a special business meeting called for that purpose. A quorum of one half of the active, voting membership is required and a simple majority of members present and voting shall be necessary to make such action valid. Notice of such meeting shall be given on at least two consecutive Sundays preceding the meeting, except in the case of gross moral, civil, or criminal misconduct, in which case termination from staff will be immediate, upon review of the Elders. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- h. Accusations against the pastor shall be handled in accordance with 1 Timothy 5:19,20.
- i. A majority of those present and voting is necessary to terminate the Senior Pastor.
- j. When a vacancy occurs, the Elders shall appoint a Search Committee and shall make provision during the vacancy of the pulpit.

Section 2. Associate Pastors

- a. Each Associate Pastor shall supervise, develop, promote, and administer his designated ministry area in cooperation with the Senior Pastor, other staff, and the Elders. He shall be responsible to the Senior Pastor and shall be an ex officio member of the committees and auxiliary organizations involved in his area of ministry.
- b. Associate Pastors shall be called for an indefinite period of time by the Elders upon the recommendation of the Senior Pastor. Prior to his call his position and job description must be affirmed by a three-fourths majority of members present and voting at a regular or special business meeting provided public notice is given two Sundays preceding. The Elders are responsible for determining his qualification as an Elder prior to his call. The terms of call shall be determined by the Elders.
- c. An Associate Pastor shall hold to the Doctrinal Statement and Teaching Position of this church, and shall be an example of the Standard of Character and Conduct.
- d. They shall have training and practical experience sufficient to equip them for their ministry position.
- e. Associate Pastors and their spouses will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.
- f. An Associate Pastor may resign with a 30 days written notice, or sooner by mutual consent.
- g. Any action to terminate shall be by the Elders. In the case of gross moral, civil, or criminal misconduct termination from staff will be immediate. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- h. Accusations against an Associate Pastor shall be handled in accordance with 1 Timothy 5:19, 20.
- i. When a vacancy occurs, the need for the position shall be reviewed and the Elders shall act as the Search Committee or shall appoint a Search Committee.

Section 3. Elders

a. Election of the Elders

- i. Elders shall be elected for a term to no more than five successive one-year terms.² A quorum of one fourth of the active, voting membership is required and a three-fourths majority of members present and voting shall be necessary to make such action valid.

² The 5-year limit is based on Idaho and Oregon State law.

- ii. When a vacancy occurs during the year, it may be filled at any regular church business meeting by a three-fourths majority of the voting members present. The nominee shall be presented to the congregation by the Elders. The term of office is for the unfilled portion of the vacancy.
 - iii. Elders shall be active members of the church and, upon acceptance of the position, shall review and sign the Covenant.
- b. Composition and Organization*
- i. The number of Elders may vary between a minimum of two and a maximum of as many as are qualified and willing to serve.
 - ii. The Senior Pastor and Associate Pastors are ex officio elders.
- c. Meetings of the Elders*
- i. The Elders shall hold regular meetings.
 - ii. Special meetings may be called by the Pastor, the chairman of the Elders, or by a majority of the Elders.
 - iii. Any Elder failing to attend two consecutive meetings without sufficient cause may be removed from office and his position declared vacant.
 - iv. A quorum shall consist of a majority of the Elders.
- d. Duties of the Elders*
- i. The Elders shall designate one of their number to serve as a registered agent of the corporation.
 - ii. The Elders shall assist the Pastor and ministry staff in fulfilling the duties conferred on them by the constitution. These duties include, but are not limited to, the following:
 - Prayer for the overall ministry of the church and the spiritual growth of the people of the church.
 - Serving as examples of godliness to the people of the church and the community at large.
 - Overseeing the spiritual life of the congregation and providing for the pastoral care of the church.
 - Supervising the church membership, which includes the admission of new members and the discipline or removal of existing members.
 - Reviewing, evaluating and encouraging the ministry of the pastors.
 - Developing strategies, training and deploying ministry teams to assist the church to fulfill its purpose.
 - Reviewing periodically the church's constitution and bylaws for any needed improvements and changes.
 - iii. The Elders shall administer a benevolence fund.

Article D. Leadership – Appointed Officers

Section 1. Deacons

- a. Election of Deacons*
- i. Deacons may be chosen as needed to assist the Elders in ministry.
 - ii. Deacons shall be chosen by the elders for a one-year term. Deacons may serve successive terms without limit.
 - iii. The nominee shall be interviewed by the elders before given a term of service.
- b. Duties of the Deacons*
- i. The Deacons under the leadership of the Elders are to assist in serving the needs of the church. Areas of service may include, but are not limited to, the following:

- Meeting the physical needs of the congregation.
- Encourage, support and pray regularly for those serving in assigned ministry areas.
- Assist in administering the ordinances as needed.

Section 2. Church Clerk/Administrator

- a. The clerk/administrator shall keep accurate minutes of all business transacted by the church, including the reception and dismissal of members of the church.
- b. The clerk/administrator shall request letters of transfer and issue letters of dismissal as authorized by the church.
- c. The clerk/administrator shall conduct necessary official correspondence.
- d. The clerk/administrator shall preserve and properly file all minutes, reports, letters, and other documents pertaining to his or her office and maintain current lists of active members, inactive members, and excommunicated members.
- e. When a vacancy occurs, a new clerk/administrator shall be appointed/hired by the Elders. If appointed their appointment shall be reviewed annually.

Section 3. Ministry Staff and Ministers in Training (Interns)

- a. Each ministry staff or intern shall supervise, develop, promote, and administer his/her designated ministry area in cooperation with the Pastor, other staff, and the Elders. He/she shall be administratively responsible to the Pastor and shall be an ex officio member of the committees and/or auxiliary organizations involved in his/her area of ministry.
- b. The ministry staff or intern shall hold doctrinal positions in keeping with the faith and practice of this church.
- c. Ministry Staff shall have formal training and practical experience sufficient to equip them for their assigned responsibilities.
- d. Ministers in Training (Interns) shall receive formal training and practical experience sufficient to equip them for their assigned responsibilities under the guidance of a mentor.
- e. The initial salary, allowances, and benefits will be determined by the elders in accordance with the Wage, Compensation, and Benefits Policy, and/or the church budget.
- f. Ministry Staff, Ministers in Training, and their spouses will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.
- g. The ministry relationship may be resigned upon 30 days written notice, or sooner by mutual consent.
- h. Any action to terminate shall be by the Elders. In the case of gross moral, civil, or criminal misconduct termination from staff will be immediate. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- i. Accusations against a ministry staff member shall be handled in accordance with 1 Timothy 5:19,20.
- j. When a vacancy occurs, the Elders shall act as the Search Committee or appoint a Search Committee.
- k. Ministry Staff, Ministers in Training (Interns) and Staff positions are open to any qualified candidate, male or female, as appropriate. Terms of call and job descriptions for specific positions will be determined by the Elders.

Section 4. Church Treasurer

- a. The treasurer shall pay by check or online billpay authorized expenditures and valid bills for goods and services rendered. Authorization of expenditures shall be in accordance with policies determined by the Elders.

- b. If any fund goes into a deficit status the treasurer shall inform the Elders and the deficit shall be rectified by the direction of the Elders as soon as possible.
- c. The treasurer or a designated Elder shall present reports to the Elders quarterly, or more frequently upon request, and a report of receipts and disbursements to the church at its quarterly and annual business meetings, showing the actual financial condition of all funds of the church.
- d. The treasurer shall present the books to be audited annually by individuals selected by the Elders.
- e. The treasurer shall be responsible to a designated Elder.

Section 5. Financial Secretary

- a. The financial secretary shall receive all offerings of the church, and deposit the money in a designated bank account in accordance with a counting procedure established by the Elders.
- b. The financial secretary shall keep an itemized record of amounts received for respective funds each week.
- c. The financial secretary shall keep a record for each contributor, showing contributions by fund for the number of years required by the IRS.
- d. The financial secretary shall be responsible to a designated Elder.

Section 6. Moderator

- a. A moderator shall be appointed to officiate at church business meetings.

Article E. Leadership -- Committees

Section 1. General Controls

- a. Standing Committees shall include the Nominating Committee.
- b. Other committees may be established by the Elders as required (i.e. Missions, Social, Deaconess, and Music).
- c. Each committee shall have Elder oversight and support.
- d. Each committee shall hold meetings as required for the discharge of its duties. Special meetings may be called by the Pastor or by the Elders.

Section 2. Standing Committees

- a. Nominating Committee
 - i. This committee shall consist of one Elder and two members from the body at large appointed by the Elders.
 - ii. This committee shall, in consultation with the Elders, develop a list of candidates to be asked to serve as officers for each vacant office to be filled in the annual elections. Candidates shall be interviewed and give written consent to their nomination on forms provided by the church.
 - iii. This committee shall submit to the Elders the names of candidates for each vacant office to be filled in the annual elections. The Elders shall select one candidate for each office to submit to the church for affirmation. No name shall be placed in nomination by the Elders without unanimous affirmation.
 - iv. This committee may be called by the Elders at any time to submit nominations for offices declared vacant.

Section 3. Special Committees

a. Search Committee

- i. Upon a vacancy in the office of Senior Pastor, the Elders shall establish the search committee.
- ii. This committee shall consist of two elders and three other members, carefully selected, and representative of the church in the various departments.
- iii. This committee shall explore the field of available prospects who are qualified for the position to be filled, in consultation with the CB Northwest office.
- iv. After thorough examination, prayerful consideration, and unanimous endorsement, this committee shall submit one individual to the Elders as a candidate.
- v. Upon the unanimous endorsement of the candidate by the Elders, they shall present the candidate to the church for their affirmation.
- vi. Following the call, arrival and installation of the new Senior Pastor, this committee shall be dissolved.
- vii. Complete guidelines for the function of the search committee are specified in CB Northwest Search Committee Manual, available from the CB Northwest office.

Article F. Auxiliary Organizations

Section 1. Officers

- a. All officers or teachers of auxiliary organizations shall be active members of this church and shall be appointed by their respective organizations.

Section 2. Bylaws

- a. The bylaws of any auxiliary organizations shall be consistent with these bylaws.

Section 3. Meetings

- a. Meetings of auxiliary organization shall not conflict with meetings of the church and shall be under the guidance of the Elders.

Section 4. Approval

- a. All auxiliary organizations of the church must be approved by the Elders.

Article G. Meetings

Section 1. For Worship

- a. This fellowship shall meet regularly for the purpose of worship.
- b. The ordinances of Baptism and Communion shall be observed on a regular basis.
- c. The receiving of tithes, offerings, and gifts of benevolence will be a regular part of worship.

Section 2. For Business

- a. The annual meeting of the church shall be held in January.
- b. The church shall convene for quarterly business meetings in the month of April, July, and October.
- c. Special meetings may be called at any time at the request of the Elders, or upon written request of a simple majority of the active voting members of the church. The agenda for a special meeting shall be posted two weeks in advance of the meeting.

Section 3. Quorum and Voting

- a. A quorum of one-half of the active voting membership is required and a two-thirds majority of members present and voting shall be necessary to amend these Bylaws and Attachments.
- b. A quorum of two-thirds of the active voting membership is required and a three-fourths majority of members present and voting shall be necessary to amend the Covenant, Doctrinal Statement, or Constitution.
- c. A quorum of one-fourth of the active voting membership is required for the conduct of all other business.
- d. Unless otherwise specified, a majority of those present and voting shall be necessary to enact business and elect or terminate officers.
- e. Members must be present at a business meeting to vote. Absentee ballots may be allowed under special circumstances as determined by the Elders.

Section 4. Rules of Order

- a. Under the guidelines of the Covenant, Doctrinal Statement, Constitution, and Bylaws the leadership shall do everything to lead the church in unity by being of the same mind, maintaining the same love, united in spirit and intent on one purpose. With that in mind:
 - i. The business of the church shall be conducted in a manner of decency and order. Robert's Rules of Order shall be followed until such time as it is evident that neither the Holy Spirit is directing nor Christian grace is manifest. Robert's Rules of Order shall govern the business procedures of the church, except where it conflicts with Biblical direction or these bylaws.
- b. In conformance with Article 5 of the Constitution, the agenda for business meetings shall be set by the Elders. Members who desire to introduce business to be considered at a meeting shall make a request to the Elders, and the Elders shall make a recommendation to the business meeting after consideration and prayer.

Article H. Licensure and Ordination**Section 1. Licensure**

- a. Any male member, who in the judgment of the church, by fulfilling the requirements of an elder and being called of God to the work of pastoral ministry may be granted permission for licensing according to the terms of the State of Oregon. The Elders shall present a candidate for licensing to the congregation at any business meeting.

Section 2. Ordination

- a. If the church, upon a majority vote of the members present and voting at a regularly called meeting, decides that a male member possesses the scriptural qualifications and training necessary for ordination to the Gospel ministry, they shall institute the process leading to ordination following the CB Northwest Ordination Guidelines.

Article I. Fiscal Policy

- a. The fiscal year shall begin January 1st and end December 31st.
- b. Checks shall require two signatures. Authorized signers shall be appointed by the Elders. Signing of blank checks is not permitted. Exceptions to the two signature requirement may be made by the Elders.

- c. The church books shall be kept in accordance with generally accepted accounting principles, except that it shall not be necessary to keep records of book value and depreciation for fixed assets. Such assets may be written off to expenses when purchased.
- d. Proper records shall be kept of any loans to the church, either on the church books or by using the services of a bank or title company.
- e. The church shall maintain a General Fund to which all contributions will be credited unless designated otherwise. This fund will be used to meet all regular church expenses. Other funds shall be established as required to meet needs decided by the Elders. Funds shall not be established without such approval. Money shall be credited to these funds when so designated by the contributor or the Elders. Such designations shall not obligate the church to use the funds in the manner specified, but shall be regarded as suggestions which the church will honor where possible. If it is necessary to re-allocate funds, the congregation and individual donors, if possible, will be informed of the proposed action and reasons for it.
- f. The different church funds shall be properly segregated in the books, but these funds may be commingled in the church bank accounts. If any fund goes into a deficit status the treasurer shall inform the Elders and the deficit shall be rectified by the direction of the Elders as soon as possible.
- g. The church shall establish an annual budget for the General Fund and such other funds as the Elders shall recommend.
 - i. The Elders shall present the annual budget to congregation for affirmation at the annual business meeting.
 - ii. The Elders shall inform the church when significant departures from the budget occur or are foreseen, and shall propose corrective action.
- h. Any Member may examine the church books, except for the contribution records of others, upon reasonable notice.

Article J. Amendments

These Bylaws and any Attachments to them may be repealed or amended at the annual meeting, or any other business meeting of the church, providing that the proposed amendment is in writing and notice has been submitted to the church at least two weeks previous to the meeting. No provision of the Bylaws shall be amended or adopted which shall conflict with, or void, any provision of the Covenant, Doctrinal Statement, or Constitution.

Attachment A: Our Teaching Position

Bibliology - The Study of the Bible

We believe in the Scriptures of the Old and New Testaments as verbally inspired of God (2 Tim. 3:16,17), and inerrant in the original writings (2 Peter 1:19-21), and that they are of supreme and final authority in faith and life (Matt. 5:18).

Theology Proper - The Study of God

We believe that there is one true and living God (Is. 45:5-7), who is infinite (Ps. 90:2), eternal (Is. 57:15) and unchangeable (Heb. 13:8) in His being (Ex. 3:15), wisdom (Job 9:4), power (Is. 40), holiness (Is. 6:3), justice (Eccl. 12:14), goodness (Matt. 5:48), and truth (John 7:28). God is the Creator (John 1:3) who freely created all things and sustains all things (Heb. 1:3). We believe that God has absolute control over every element of reality at all times (Eph. 1:11), so that everything that happens takes place according to the eternal plan of God (Acts 4:27, 28). The purpose of all things is to glorify God (Rom. 11:36). We further believe that God is one in essence (Deut. 6:4), but eternally existent in three persons (Matt. 28:19), Father, Son, and Holy Spirit, one God without blending or dividing of substance; each having precisely the same nature, attributes and perfections, and each worthy of precisely the same worship, confidence, and obedience (Eph. 5:20; Heb. 1:6; Acts 5:3,4).

Christology - The Study of Christ

We believe that the Lord Jesus Christ, the eternal Son of God and the second person of the Godhead, became man without ceasing to be God (John 1:1, 2, 14; Phil. 2:5-11), having been conceived by the Holy Spirit and born of the virgin Mary (Matt. 1:20, 21; Luke 1:35), in order that He might reveal God and redeem sinful man (John 1:12, 18).

We believe in His sinless life (2 Cor. 5:21; Heb. 4:15), in His miracles (Acts 2:22), in His vicarious (in our place) and atoning death through His shed blood (Heb. 2:9; 1 Pet. 3:18), His burial (1 Cor. 15:4), in His bodily resurrection (Acts 2:23,24; 4:33; 1 Cor. 15:4), in His ascension to the right hand of the Father (Mark 16:19; Eph. 1:20), and in His personal, bodily return in power and glory (Acts 1:11; John 14:3).

We believe that Christ is the only mediator between God and man (1 Tim. 2:5; Heb. 7:25); the Head of His body, the Church (Eph. 1:22, 23; Col. 1:18), into which He baptizes every believer in (with or by) the Holy Spirit at conversion (Acts 1:5; 1 Cor. 12:13); the coming universal King who shall reign on the throne of David (Luke 1:31-33); and the final judge of all who fail to place their trust in Him as their Savior from sin (John 5:27-29; Rev. 20:11-15).

Pneumatology - The Study of the Holy Spirit

We believe that it is the work of the Holy Spirit, the third person of the Trinity, to execute the divine will with relation to men. We affirm His sovereign activity in creation (Gen. 1:2), the incarnation (Matt. 1:18), the written revelation (2 Pet. 1:20, 21), and the work of salvation (John 3:5-7). His work in this age includes that of convicting the world (John 16:7-11), restraining the forces of evil (2 Thess. 2:6, 7), glorifying the Lord Jesus (Phil 2:9-11), and transforming believers into the likeness of Christ (2 Cor. 3:18).

We believe that this work in believers involves regenerating (John 3:5-7), indwelling (1 Cor. 6:19), sanctifying (2 Thess. 2:13), instructing (John 16:13 15), empowering for service (Acts 1:8), and preserving to the day of Christ (Eph. 1:13, 14).

We believe that the Holy Spirit alone administers spiritual gifts to the Church according to His sovereign will (1 Cor. 12:11). These gifts are given to bring glory to the Head of the Church (1 Cor. 4:9; 1 Pet. 4:10) through the edifying (building up) of the body (1 Cor. 12:7; 14:12; 1 Pet. 4:10). Every believer is equipped with at least one spiritual gift (1 Cor. 12:7, 11; 1 Pet. 4:10), regardless of his spiritual maturity (compare 1 Cor. 1:7; 3:13).

Angelology - The Study of Angels

We believe that angels were all created simultaneously by God as a great host of spirit beings (Ps. 148:2-5; Matt. 22:30; Col. 1:16), most of whom kept their first estate of holiness and presently worship God and serve His purpose (Heb. 1:14; Rev. 7:11, 12). We believe that one of the angels, Lucifer, fell because of the sin of pride, thereby becoming Satan (Ezek. 28:12-17), and that he influenced a large company of angels to follow him, who thus became demons (2 Pet. 2:4; Rev. 12:7-9).

Anthropology - The Study of Man

We believe that man was directly and immediately created, male and female, in the image of God, free from sin and perfect (Gen. 1:26-28; 2:15-25). He was originally created with the divine intention that he should glorify God (Rev. 4:11), enjoy His fellowship (Gen. 3:8, 9), and fulfill His will and purpose in the earth (Gen. 1:26-30).

By voluntary transgression, man fell into sin, thus plunging the whole race into condemnation and death, so that now all mankind is born with a sin nature (Rom. 5:9-21); every man is a sinner in deed, thought and motive (Rom. 3:23) and so is without excuse before God (Rom. 1:20).

We believe that man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Eph. 2:1-3, 12).

Soteriology - The Study of Salvation

We believe that salvation of men is a sovereign act of God who saves those whom He chose according to His will (Eph. 1:4-11; Rom. 9:18). We believe that all those who are enabled by God (John 6:65) are born again of the Holy Spirit (John 3:3-8; Eph. 2:8, 9). They receive by faith the Lord Jesus Christ and thereby become the children of God (John 1:12). They are thereafter indwelt by the Holy Spirit (Rom. 8:9) who makes possible a life of personal holiness and a walk of obedience to the will of God (Gal. 5:16). All who are truly born again are kept by the power of God (John 10:27-30) and are therefore incapable of losing their salvation.

Ecclesiology - The Study of the Church

We believe that the local church is a body of believers organized for the purpose of fulfillment of the Great Commission (Matt. 28:19, 20), worship (Eph. 5:19, 20), work (2 Thess. 3:7-14; Phil. 2:13), and fellowship (Heb. 10:25; Acts 2:41-47); that the two ordinances of the church are baptism (by immersion whenever possible), and the Lord's Supper (Matt. 28:19; Rom. 6:3-5; 1 Cor. 11:23-31); that the local church is an independent and self-governing body responsible alone to Christ who is its Savior and Lord (Eph. 1:22, 23).

Eschatology - The Study of the Last Things

We believe that neither the individual Christian character nor the Christian church as a whole attains its destined perfection in this life (Rom. 8:24). This perfection is reached in the world to come (1 Cor. 13:10). In preparation for the completeness of the Kingdom of God, general events will take place, such as death, Christ's Second Coming, the resurrection of the body, and the general judgment.

Physical death is separation of the soul and spirit from the body (James 2:26). All human beings will physically die except for those believers who are alive at the time of the rapture and at the end of the tribulation (Heb. 9:27; 1 Thess. 4:17; 1 Cor. 15:51-52). At death, the soul continues on in a conscious existence and the body returns to the dust from which it came (Luke 16:22-31; 2 Cor. 5:8; Phil. 1:23; Gen. 3:19; Ps. 104:29). The souls of believers immediately go to be with the Lord and will be united with a resurrection body at the rapture (1 Cor. 15; 1 Thess. 4:13-15). The souls of unbelievers immediately enter into a conscious state of suffering and will be consigned to an eternity in hell after the great white throne judgment (Rev. 20:5, 11-15).

Christ's Second Coming is the final, triumphant return of Christ, to punish the wicked and to complete the salvation of his people. The Second Coming of Jesus Christ will be preceded by the imminent rapture of the church (Rom. 8:23; 1 Cor. 15:51-53; Phil. 3:20, 21; 1 Thess. 4:13-18; 2 Thess. 2:1), and by a seven year period of tribulation (Dan. 9:24-27; Rev. 13:5; Rev. 12:6). He will return personally, literally, and bodily (Acts. 1:11). He will judge and wage war on the earth (Rev. 19:11; Jude 14, 15; 2 Thess. 1:6-9). The beast (Antichrist) and the false prophet will be cast into the lake of fire; the kings of the earth and their armies will be killed (Rev. 19:17-21), and Satan will be bound (Rev. 20:1-3). Living Israel will be regathered, purged and judged (Dan. 9:24-27; Ezek. 20:33-44; 37:1-14; Zech. 12:10-13:9), and all living Gentiles will be judged (Matt. 25:31-46), after which Christ will establish His Millennium reign where all the promises made to the nation of Israel will be fulfilled and their blessing consummated (Zech. 14:1-11).

After the Millennial reign of Christ, Satan will be cast into the lake of fire (Rev. 20:10, 14; Matt. 25:41), Christ will judge the righteous and the unrighteous at the great white throne judgment. The righteous will go unto eternal life and the unrighteous will go unto eternal death (Rev. 20:11-14; John 5:28, 29; Rom. 2:5-11).

Then God will create the New Heaven and the New Earth (Is. 65:17-19; 66:22; 2 Pet. 3:13; Rev. 21:1) that will be the final dwelling place for all the righteous.

Attachment B: Standard for Character and Conduct

In the area of moral/ethical or spiritual development, we recognize the freedom of each individual to develop under the leadership of the Holy Spirit. However, it must also be noted that each member should be growing in a manner that is consistent with the biblical pattern for a disciple of Jesus Christ, and that he is viewed by the community as a representative of this church and of Christ Himself (2 Cor. 5:20). Thus, it is essential that each exemplify a spirit controlled life in public and in private, conforming to the highest standards of conduct.

It should be noted that the standards of behavior for the believer are based on the Bible and are divided into at least three categories:

1. Those things that are commanded for every believer

It is commanded to love the brethren (John 13:35), to assemble for worship and fellowship (Heb. 10:25), to preserve the unity of the body (Eph. 4:1-3), to develop personal disciplines that will result in spiritual growth (2 Pet. 1:2-8), and to maintain the biblical pattern for marriage and family (Mal. 2:14-16; Eph. 5:22-6:4).

2. Those things that are expressly forbidden by the Scripture

It is a sin to practice all forms of immorality, impurity, sensuality, idolatry, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, factions, envyings, drunkenness, or carousing (Gal. 5:19-21). Christians must not marry a non believer, must not be fornicators, nor idolaters, effeminate, homosexuals, thieves, adulterers, covetous, drunkards, revilers, nor swindlers (1 Cor. 7:39; 2 Cor. 6:14,15; 1 Cor. 6:9-10). It is a sin to murder those living and those who are not yet born. (Ex. 20:13; 21:22, 23; Ps. 139).

3. Those things that are seen to be inconsistent with a Christian lifestyle based on biblical principles.

A study of God's Word in the light of our culture leads to the conclusion that the distribution, sale, possession, and misuse of illicit drugs are not consistent with a spirit controlled life. It is expected that Christian responsibility will be exercised in the choice of all forms of entertainment.

In other areas, each believer needs to be sensitive to the manner in which the Holy Spirit would apply appropriate passages of Scripture to his life.

As we have entered into a covenant relationship with each other, then, we ought to have a growing desire, by the aid of the Holy Spirit:

- To strive for advancement in God's knowledge (2 Pet. 3:18), holiness (1 Pet. 1:16), and spiritual growth (Eph. 5:14-21);
- To support the church in its worship, teaching, discipline, government, and observance of the ordinances, which are believer's baptism and the Lord's Supper (Heb. 10:25; 1 Cor. 11; Matt. 28:19);
- To submit to those who have oversight of the body (Heb. 13:17);
- To participate cheerfully and regularly in the financial support of the ministry and the obligations of the church (1 Cor. 9:13,14; 2 Chron. 31:1-6);
- To walk together and to watch over one another in Christian love (1 John 3:14);

- To uphold one another in prayer and to aid each other during sickness and distress (Eph. 6:18; James 2:15,16);
- To cultivate a fellowship of Christian sympathy, slowness in taking offense, and readiness in seeking reconciliation (Eph. 4:31, 32);
- To maintain family and private prayer and study in the Scripture and to train our children to revere and seek His will for their lives through instructing and encouraging them in the Scriptures (Eph. 6:1-4; Prov. 22:6);
- To seek the salvation of family, relatives, and acquaintances; and to actively participate in the church's ministry of spreading the Gospel to all the nations (Matt. 28:18-20);
- To walk uprightly within our world as a Christian example (Eph. 4:17-32);
- To seek to understand and to exercise our spiritual gifts and to participate actively as an important member of this local church (1 Cor. 12);
- To study the Scripture and seek to understand, support, and follow its teachings (Acts 17:11).

Attachment C: Discipline of Members

Members of this body shall be lovingly disciplined with restorative grace according to the following policies and procedures:

- 1) Foundation for discipline
 - a) It is vital to the testimony of this church and the glory of our Lord that true fellowship with Christ and with fellow members be maintained by all, that the wounded be restored to fellowship and usefulness, and that the purity of this church be preserved and its peace protected. With these ends in view, we accept the responsibility and authority for church discipline on the following basis:
 - i) Delegation: Christ has specifically charged the local church with the responsibility and authority for discipline in Matthew 18:18-20, which responsibility is mandated by the Apostle Paul in 1 Corinthians 5:12.
 - ii) Accountability: each member in the local church becomes accountable to the body in matters of discipline (1 Corinthians 5:3-5).
 - iii) Responsibility: each member in the local church becomes responsible for his or her fellow member, bearing his or her burdens and watching over him or her in humility and love (Gal. 6:1, 2).
 - iv) Reputation: Christ has placed the reputation, not only of the church, but of Himself in the hands of the local church, and it must be preserved blameless before the world (1 Corinthians 5:6, 7; 12:12; 2 Corinthians 5:20).
- 2) Occasions for Discipline
 - a) Inactivity: A member who absents himself or herself from corporate worship and fellowship.
 - b) Private Offenses: Matthew 18:15-17
 - c) Public Offenses:
 - i) Immorality: 1 Corinthians 5:1-5; 6:9; Galatians 5:19
 - ii) Disorderliness: 2 Thessalonians 3:6-15; 1 Corinthians 6:10; Galatians 5:20,21
 - iii) Sowing Discord in the Body: Romans 16:17,18; Galatians 5:20
 - iv) False Teaching: Titus 3:9-10.
- 3) Procedure in Discipline – It shall be the duty of the Elders to maintain and provide the clerk with a roll of the inactive and under discipline members.
 - a) Inactivity
 - i) An active member who absents himself or herself for six months from the church and fails to function as prescribed in Article A, Section 3 Responsibilities of Members, without indication of intent to remain active, and without extenuating circumstances such as illness or change of residence, shall be deemed inactive and, therefore, transferred from the active roll by the action of the Elders. The Elders shall inform persons prior to their being placed on the inactive roll. No inactive member shall be permitted to vote or hold office. The Elders may, in their judgment, restore any name to the active roll. Members who change residence such that it is no longer practical to attend worship shall be placed on the non-resident roll.
 - ii) Consistent efforts should be made to encourage a renewed involvement with and commitment to the body.
 - iii) If a renewed commitment is not achieved the person shall then, at the Elders' discretion, be placed under discipline or dropped from the membership roll.

b) Private Offenses: Matthew 18:15-20

- i) When offense is given to one member of the church by the language or conduct of another, if the offense relates only to himself or herself and is known to no one else, the offended shall, without consulting or informing anyone else, seek to make an appointment privately with the offender with an honest view to reconciling the difficulty.
- ii) If the matter is not reconciled in private, the individual offended shall go with one or two witnesses (Pastor or Elders) for the purpose of reconciliation.
- iii) If the matter is not resolved by the above informal means, the offending person shall be placed on the under discipline roll. Then, the offense shall be presented in writing to a duly called business meeting. If the church body is unable to resolve the conflict, the services of the Christian Conciliation Service shall be sought. If the offending member refuses to repent and make restitution as appropriate he or she shall be excommunicated.
- iv) Repentance, a request for forgiveness in the presence of the largest group concerned with the offense, reconciliation and restitution at any point shall end disciplinary action in a private offense, except for a plan for restoration as needed under the direction of the Elders. Such a plan would include, but not be limited to, such things as resignation, if necessary, from offices held; professional counseling, if indicated; regular Bible study, and prayer with a mentor assigned by the Elders. **The purpose of such a plan would be to restore the individual to fellowship, godliness, and usefulness as soon as possible.** Progress would be monitored by the Elders every three months.

c) Public Offenses: Matthew 18:15-20, 1 Corinthians 5:1-13

- i) If a member has a personal knowledge of another member who has fallen into serious "public offense" or if common rumor charges such a serious offense against a member, it shall be the duty of the member hearing it to visit the accused and inform him or her of the reports (Gal. 6:1). As an alternate procedure, the member can disclose what he or she knows to the Pastor or to an Elder who would then visit the accused. If the accused member shall acknowledge the charges as true, and shall repent, no further action shall be taken except for a corrective plan under the direction of the Elders, to restore the individual to fellowship, holiness, and usefulness.
- ii) If the charges, after the most judicious investigation, are deemed correct, the accused will be asked to meet with the Pastor and Elders to address the charges against him or her and to speak in his or her own defense. If the accused fails to repent he or she shall be placed on the under discipline roll.
- iii) If repentance is not obtained through these informal proceedings, formal charges shall be preferred, in writing, before the body at a duly called business meeting. The charges shall be read in the hearing of the accused, and he or she shall have opportunity to give his or her defense. If the accused member fails to give satisfaction to the church in relation to the charges, or refuses to appear before the church when cited, he or she shall be excommunicated.
- iv) If the member shows true repentance at this point or any point in the proceedings, he or she shall be urged to remain in the body, to attend services, and shall be placed under a plan of restoration to be administered by the Elders. Such a plan would include, but not be limited to, such things as resignation, if necessary, from offices held; professional counseling, if indicated; regular Bible study, and prayer with a mentor assigned by the Elders. The purpose of such a plan would be to restore the individual to fellowship, godliness, and usefulness as soon as possible. Progress would be monitored by the Elders every three months.
- v) A member who has been excommunicated shall be excluded from church membership and from all acts of fellowship, individual and corporate (1 Cor. 5:9-11; 2 Thess. 3:14-15). Such

a person may be restored to fellowship when true repentance is evidenced, forgiveness is requested in the presence of the largest group concerned with the offense, and he or she is willing to accept a plan of restoration administered by the Elders. Former members who have been dropped from the roll due to inactivity are free to resume fellowship at any time.

d) General Controls:

- i) A person under discipline shall be encouraged to remain in the membership in order to allow the body to minister to and restore him or her.
- ii) No non member shall participate in any meeting called for the purpose of disciplinary action except as a witness when deemed necessary by the Elders.
- iii) If a charge is brought against an absent member, no disciplinary action shall be taken at the same meeting during which charges are preferred against him or her.
- iv) As per Matthew 18:15-20 when the final step of taking a disciplinary matter before the church is reached, the will of the church for the accused to repent shall be communicated by a consensus affirmation. If the accused refuses to repent he or she shall be excommunicated.
- v) Inactive members shall meet with the Elders prior to being restored to the active roll. Restoration to active status shall be at the discretion of the Elders.

Attachment D: Qualifications of Officers

Elder/Overseer

<i>1 Timothy 3:2-7 (overseer)</i>	<i>Titus 1:6-9 (elder/overseer)</i>	<i>1 Peter 5:1-3 (elder/overseer)</i>
above reproach	blameless (elder), blameless (overseer)	
the husband of but one wife	the husband of but one wife (elder)	
temperate	not quick-tempered	
self-controlled	self-controlled	
respectable		
hospitable	hospitable	
able to teach		
not given to drunkenness	not given to drunkenness	
not violent	not violent	
gentle	not overbearing	
not quarrelsome		
not a lover of money	not pursuing dishonest gain	not greedy for money
manage his own family well and see that his children obey him with proper respect.	a man whose children believe and are not open to the charge of being wild and disobedient (elder)	
not a recent convert		
A good reputation with outsiders		
	disciplined	
	upright	
	holy	
	one who loves what is good	
	hold firmly to the trustworthy message as it has been taught	
		willing to serve
		eager to serve

Deacon

Acts 6:3

A man full of the Spirit
A man full of wisdom
<i>1 Timothy 3:8-12</i>
Men worthy of respect
Sincere
Not indulging in much wine
Not pursuing dishonest gain
Holding the deep truths of the faith with a clear conscience
Their wives are to be women worthy of respect
Their wives are not malicious talkers
Their wives are temperate
Their wives are trustworthy in everything
The husband of but one wife
Manage his children and his household well

End Notes

- ¹ 2 Samuel 7:28; Psalm 25:10; 33:4; 119:160; John 17:17; Titus 1:2-3
- ² John 10:35; 2 Timothy 3:16
- ³ Matthew 5:18; John 10:35; 2 Timothy 3:16; 2 Peter 1:21
- ⁴ 1 Corinthians 2:12-13; 2 Peter 1:20-21
- ⁵ Deuteronomy 4:2; 12:32; 1 Corinthians 14:37; Galatians 1:11-12; Revelation 22:18-19
- ⁶ Isaiah 8:20; Matthew 5:17-19; Acts 17:11; 1 Corinthians 14:17, 37; 2 Timothy 3:15-17
- ⁷ 1 Corinthians 2:10-16; 2 Corinthians 3:14-16; 2 Peter 1:20
- ⁸ Deuteronomy 6:4; Psalm 83:18; 139:1, 7-10; Isaiah 6:1; 33:10; 40:22; Jeremiah 10:10; Matthew 28:18-20; Hebrews 3:4; James 2:19
- ⁹ Genesis 1:1; Exodus 3:14; Numbers 23:19; Psalm 19:1; 33:9-10; 102:26-27; Psalm 104; Isaiah 14:24; Malachi 3:6; Romans 8:28; Ephesians 1:11; James 1:17
- ¹⁰ Romans 8:29-30; Psalm 139:1-6, 13-17; 147:5; John 6:64; Isaiah 40:13
- ¹¹ Matthew 28:19; John 15:26; 1 Corinthians 3:16; 8:6; 2 Corinthians 13:14; Philippians 2:5-6
- ¹² Genesis 1:1-2; Job 26:13; Psalm 104; Matthew 28:19; Luke 3:22; John 1:3; 5:17; 1 Corinthians 12:4-6; Ephesians 2:18; Colossians 1:16-17
- ¹³ John 10:30; 14:23; 17:5, 10; Acts 5:3-4; 1 Corinthians 2:10-11; Phil. 2:5-6
- ¹⁴ Isaiah 6:3; Jeremiah 2:12-13; Mark 12:30; Revelation 4:11
- ¹⁵ Matthew 28:19; John 15:26; 1 Corinthians 3:16, 8:6
- ¹⁶ Exodus 3:14; John 4:24; 14:7
- ¹⁷ Genesis 1:1; Psalm 19:1; Psalm 104; Acts 17:28; Colossians 1:17
- ¹⁸ Psalm 8:4-6; Matthew 5:45; 6:26-32; 10:29-31
- ¹⁹ Matthew 6:1, 4; 10:20; John 20:17, 21; 17:1; Ephesians 1:2-3; Colossians 1:2-3
- ²⁰ Romans 1:18-20; 8:29; Colossians 1:10
- ²¹ John 6:44; Romans 8:23; Ephesians 1:5
- ²² Matthew 28:19; John 15:26; 1 Corinthians 8:6; 2 Corinthians 13:14
- ²³ John 1:1; 8:58; Philippians 2:5-6; Revelation 1:8
- ²⁴ Matthew 1:23; Philippians 2:6-7
- ²⁵ Matthew 1:20; 9:2; 12:8; Luke 1:35; John 1:1, 14; 8:58; 10:30; 14:7; Romans 9:5; 2 Corinthians 5:19; Philippians 2:5-8; Colossians 1:15-16; Hebrews 1:3
- ²⁶ Luke 19:10; Hebrews 4:15
- ²⁷ Acts 1:9; Colossians 3:1; Hebrews 1:3; 8:1
- ²⁸ Isaiah 53:4-12; Matthew 20:28; Romans 4:25; 1 Corinthians 15:1-3; Hebrews 9:13-15; 1 John 2:2; 4:10
- ²⁹ John 1:1-14; Hebrews 4:14; 12:24, 1 Timothy 2:5
- ³⁰ Psalm 2:6; Acts 3:22-23; Romans 10:9-11; Hebrews 1:3, 8; 4:14; 8:2-5
- ³¹ Psalm 2:6; Zechariah 14:4, 16; 1 Thessalonians 4:14-17; Revelation 11:15; 20:4
- ³² John 15:26; Acts 5:3-4; 1 Corinthians 3:16-17
- ³³ John 16:8-11
- ³⁴ John 3:5; 16:14; Acts 1:5; Romans 8:2-16; 1 Corinthians 12:13
- ³⁵ John 3:5; 14:17; Acts 19:5-6; Romans 11:29; 1 Corinthians 3:16; 6:19; 12:4-31; Ephesians 1:13; 4:30; Philippians 1:6; 2:12-13; Hebrews 13:5; Jude 24-25
- ³⁶ Exodus 31:3; 1 Samuel 16:13; Joel 2:28-29; John 14:26; 16:13; Acts 2:17-18; 4:31; 6:5; 9:31; Romans 8:26; Ephesians 5:18
- ³⁷ Romans 5:5; 2 Corinthians 3:18; Galatians 5:22-25; Ephesians 2:22; 3:14-21; 1 John 5:4
- ³⁸ Genesis 1:26-31; 2:7, 22; 5:1-2; 9:6; Psalm 100:3; 119:73; Isaiah 43:7; 45:12; Acts 17:26; 1 Corinthians 11:7; James 3:9
- ³⁹ Ecclesiastes 3:17; 12:14; Jeremiah 17:10; Romans 1:20; 3:19; Hebrews 4:13; 9:27; Revelation 20:11-13
- ⁴⁰ Genesis 5:1; 9:6; Ecclesiastes 7:20; Romans 3:10-18, 23; 1 Corinthians 11:7; James 3:9
- ⁴¹ Deuteronomy 6:5; Leviticus 19:18; Mark 12:30-31; Romans 13:8-10
- ⁴² Psalm 51:5; 139:13-16; Jeremiah 1:5; Matthew 1:18; Luke 1:31, 34-36, 41, 44
- ⁴³ Genesis 2:23-24; Matthew 19:4-6; 1 Timothy 3:2
- ⁴⁴ Genesis 1:27-28; 9:1
- ⁴⁵ Ephesians 5:22-32
- ⁴⁶ Leviticus 4:27; Matthew 5:28; James 4:17
- ⁴⁷ Romans 5:12, 17-19; 1 Corinthians 15:21-22
- ⁴⁸ Psalm 51:5; Romans 3:23; 5:12-21; 6:23; 1 Corinthians 15:22
- ⁴⁹ Acts 15:11; Romans 3:24, 28; 1 Corinthians 3:5-7; Galatians 2:16; Ephesians 2:5, 8
- ⁵⁰ John 6:44; Acts 13:48; Romans 4:4-5; 6:23; 8:29-30; 11:5-6; Galatians 1:15; Ephesians 1:3-6; 2:8-9; Philippians 3:7-9; 2 Timothy 1:8-9; James 1:18; 1 Peter 1:1-2; 1 John 4:10

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- ⁵¹ John 1:13; 3:3, 5-8; Acts 11:18; Romans 5:5; 1 Corinthians 1:30; 2 Corinthians 5:17; 7:10-11; Ephesians 2:8; Philippians 2:13; Titus 3:5-7; James 1:18; 1 Peter 1:1-2; 1 John 4:7
- ⁵² Acts 10:43; 13:39; Romans 1:15-17; 3:24-26; 4:23-25; 5:1-2, 9, 11, 17, 19, 21; 8:1; 10:9; 1 Corinthians 1:30-31; Ephesians 4:32; Colossians 2:13-14; Titus 3:5-7
- ⁵³ Acts 11:29; 2 Corinthians 3:18; 5:21; 7:1; Galatians 2:20; Ephesians 5:26-27; Philippians 2:12-13; 3:12-16; Colossians 1:28-29; 3:5-17; 1 Thessalonians 5:23; 2 Thessalonians 1:3; Hebrews 12:7-11, 14; 2 Peter 1:3, 5-8; 3:18
- ⁵⁴ John 5:25-29; Acts 24:14-15; Romans 8:17; 1 Corinthians 6:14; Ephesians 1:13; 4:30; Philippians 3:20-21; Colossians 3:4; 1 Thessalonians 4:13-17; 1 John 2:25; Revelation 20:5-6
- ⁵⁵ 1 Thessalonians 4:17; Revelation 21:6-7; 22:3-5
- ⁵⁶ Acts 2; 1 Corinthians 12:27; 2 Corinthians 6:16
- ⁵⁷ 1 Corinthians 12:27; Colossians 1:18
- ⁵⁸ 1 Corinthians 12:27
- ⁵⁹ Matthew 18:15-17; 28:19-20; Mark 16:16; John 3:22; 4:1-2; Acts 2:38, 41-42, 47; 8:12, 36-39; 16:32-34; 18:8; 1 Corinthians 11:23-25; Ephesians 4:11-13
- ⁶⁰ Matthew 20:25-28; 1 Timothy 3:1-13; Titus 1:7-9
- ⁶¹ Titus 1:5-6; 1 Peter 5:1-3
- ⁶² Acts 6:3-6; 15:22; Hebrews 13:17
- ⁶³ Deuteronomy 6:13; 10:20; Matthew 4:10
- ⁶⁴ Ezekiel 28:13-16; Luke 10:18; 2 Corinthians 11:14; Revelation 12:7-9
- ⁶⁵ Job 1:6-7, 12; John 14:30; 16:11
- ⁶⁶ Genesis 3:1-7; Matthew 4:1-11; 2 Corinthians 12:7; 1 Thessalonians 2:18
- ⁶⁷ Philippians 2:10; James 4:7; 1 Peter 3:22; 2 Peter 2:4; 1 John 2:12-14; 5:18; Revelation 20:10
- ⁶⁸ John 12:31; 14:30; 16:11; Romans 16:20
- ⁶⁹ Revelation 20:10
- ⁷⁰ Mark 13:32-37; Titus 2:13; Revelation 20:2-6
- ⁷¹ Matthew 24:30, 36; 25:31; Mark 13:32-37; John 14:3; Titus 2:13
- ⁷² John 10:28; Romans 8:38-39; 2 Corinthians 5:8; Hebrews 9:27
- ⁷³ Isaiah 26:19; Daniel 12:2; John 5:25-29; Acts 24:14-15; 1 Corinthians 6:14; Philippians 3:21; 1 Thessalonians 4:13-17; Revelation 20:5-6; 21:6-7
- ⁷⁴ 1 Thessalonians 4:17; Hebrews 12:22-24; Revelation 22:3-5
- ⁷⁵ Hebrews 9:27
- ⁷⁶ Daniel 12:2; Matthew 25:31-46; John 5:25-29; Acts 24:14-15; Revelation 14:10-11; 20:10; 21:8
- ⁷⁷ Matthew 24:42-44; 25:13; Mark 13:33-37; Hebrews 10:25