

BY-LAWS

GRACE BIBLE CHURCH OF BATTLE GROUND

Last modified at Church Business Meeting October 26, 2008

ARTICLE I—MEMBERSHIP OF THE CHURCH

SECTION ONE—QUALIFICATIONS FOR MEMBERSHIP

The qualifications for membership are as set forth in the Constitution, Article IV, “Membership”.

SECTION TWO—ADMISSION PROCEDURE FOR APPLICANTS

1. Application for Membership: All requests for membership shall be made to the Pastor or an Elder. Upon making such a request, the person shall be given an application for membership, along with a copy of the Constitution, By-Laws, and Expanded Statement of Faith. The Board of Elders shall meet with the applicant, following receipt of the application. Each applicant shall participate in the Membership Class to become familiar with what we believe. Each applicant shall subscribe to the Constitution, By-Laws, Statement of Faith, and shall sign without mental reservation the church membership commitment form. Upon completion of the above, the applicants name should be publicly posted for admission into the Church Body two (2) weeks prior to admission. During this two-week period, any church member not in agreement with the admission of a prospective candidate must inform the Pastor/Teacher or an Elder about their concerns. These concerns shall be considered, investigated, and/or resolved prior to final Elder approval of a candidate for membership.
2. Denial of Membership: If upon review of an application for membership or after a meeting with a prospective member the Board of Elders determines that the applicant does not comply with Section 1—Qualifications for Membership, or Section 2—Admission Procedure for Applicants, membership shall be denied.
3. Upon recommendation of the Elder Board, and after a two week review period, the prospective member’s admission will be voted on using a ballot signed by the members voting, either affirming or denying the applicants request.

4. Admission of applicants: Applicants admitted to membership shall present themselves at a worship service designated by the Pastor/Teacher or Board of Elders, and shall publicly affirm their Membership Commitment and be publicly acknowledged as members.

SECTION THREE – CHURCH DISCIPLINE

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (**1 Corinthians 5:6**), to edify believers by deterring sin (**1 Timothy 5:20**), and to promote the spiritual welfare of the offending believers by calling him or her to biblical standard of doctrine and conduct (**Galatians 6:1**). Members of this church and all professing Christians who regularly attend or fellowship with this church, who err in doctrine, or who engage in conduct that violates Scripture as determined by the Board of Elders, shall be subject to church discipline, including dismissal according to **Matthew 18:15-18**.

Dismissal procedures:

(A) It shall be the duty of any member of this church who has knowledge of the erring individual's heresy or misconduct to warn and correct such individual in private, seeking his or her repentance and restoration.

(B) If the erring individual does not heed this warning, the warning member shall go again to the erring individual, seeking his or her repentance, but accompanied by one or two individuals who shall confirm that sin has occurred or is continuing to occur, and/or that the erring individual has been appropriately confronted and has refused to repent.

(C) If the erring individual still refuses to heed these exhortations and repent, it shall be brought to the attention of the Board of Elders (or a duly appointed committee of the Board of Elders, per Article 11, Section one, paragraph I of these By-Laws, at the sole discretion of the Board of Elders). If the Board of Elders (or a duly appointed committee of the Board of Elders), after thorough investigation in accord with the procedure prescribed by a pertinent Scripture (Matthew 18:15-18; 1 Timothy 5:19; Titus 3:10) determines that there is collaborating evidence that the erring individual has sinned and/or is continuing to sin, that he or she has been appropriately confronted, and that he or she has refused to repent, the Board of Elders shall then inform the church and the congregation at a regularly scheduled worship service so that that the church may call the individual to repentance. If the erring individual demonstrates repentance, then notice to that effect shall be given at a regularly/scheduled worship service.

(D) If, however, the erring individual does not repent in response to the church in its collective call to repentance, he or she shall be publicly dismissed from the membership

and/or fellowship at the next scheduled worship service. If the erring individual, after such dismissal, heeds the warning, demonstrates repentance, and requests reinstatement before the Board of Elders (or a duly appointed committee of the Board of Elders) then he or she shall be publicly restored to all responsibilities of fellowship and/or membership.

The members of this church, and all other professing Christians who regularly attend or fellowship with this church, agree that there shall be no appeal to any court because of the dismissal or because of public statements to the congregation at the third or fourth stages of church discipline. Members who are under discipline by the church, as defined in the previous paragraph, forfeit and waive the right to resign from this church. Resignation from membership is possible only by members who are in good standing and who are not under any disciplinary action.

SECTION FOUR—VOTING PRIVILEGES

Membership in this church shall not vest in any member any proprietary rights in the Corporation, but shall only entitle the member to vote at a meeting of the members on those matters that the Board of Elders choose to submit to the church membership. Voting privileges are restricted to members who have passed their sixteenth (16) birthday, are in good standing, and not under disciplinary action.

SECTION FIVE – REMOVAL OF MEMBERSHIP

The Board of Elders shall handle all matters, involving termination of membership.

(A) When removal is initiated by a member, membership shall be removed:

1. Upon receipt of a request from another church requesting a letter of membership transfer.
2. Upon written receipt of a request from the member that his/her name be removed from the church membership unless the person is under any disciplinary action at the time of the request.

(B) When removal is initiated by the Church, membership shall be removed when:

1. A member has been unjustifiably absent for a period of three (3) months, as long as an effort to restore the active member has occurred.

2. The Board of Elders has determined that a member's conduct or belief is contrary to Biblical principles and/or the constitution of this church. Such termination can be effective only after efforts of restoration have been rejected by the member as stated in Article 1, Section 3, Church Discipline.
3. Upon physical death of the member.

ARTICLE II—LEADERSHIP OF THE CHURCH

SECTION ONE—ELDERS

1. Authority/Duties:

The prime responsibility of the Board of Elders is the shepherding, edifying and spiritual oversight of the church. The Elders have the responsibility to preach, teach, pray (**Acts 6:4; 1 Timothy 5:17**), and to proclaim God's truths to the church. Elders are not to allow themselves to be consumed with business details, public relations, minor financial concerns, or other particulars of the day-to-day operation of the church. They are to select Deacons to handle such matters (**Acts 6:3-4**). The Elders are to seek other faithful men and mentor them as required so as to equip them through experience to become elders (**1 Timothy 2:2; Titus 1:5**). The Elders are to devote themselves first of all to prayer and to the ministry of the Word. To this end, Elders are to use their spiritual gifts individually and collectively for the equipping of God's people to worship God rightly for the work of service and the building up of the church (**Ephesians 4:11-12**).

Without prejudice to such a general authority, the Board of Elders shall have the following authority:

- A) To make policies, rules, and regulations consistent with the Articles of Incorporation, Constitution, and By-Laws. All rules and regulations will be made in accordance with Scripture.
- B) To select and/or remove all those persons filling offices of the church, corporate officers, agents, to prescribe their duties, and implement the term of their offices consistent with the Articles of Incorporation, Constitution and By-Laws.
- C) To select and remove all pastors, staff, employees of the corporation, to prescribe their duties, and confirm the terms of their offices and their compensation, consistent with the Articles of Incorporation, Constitution and By-Laws.

- D) To delegate such authority as is necessary to conduct, manage, and control everyday business and financial affairs to the Deacons and/or appointed offices and/or committees. Delegation of this authority does not supplant Elder authority.

- E) To appoint a committee to prepare the annual budget.

- F) To make or authorize disbursements from the funds and assets of the corporation as are required to fulfill the purposes, which are set out in the Articles of Incorporation.

- G) To incur indebtedness for the purpose of the corporation and to execute and deliver in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, or other evidences of debt and securities. Any indebtedness over ten thousand dollars (\$10,000.00) shall be affirmed by the membership.

- H) To adopt, make, and use a corporate seal.

- I) To handle matters of church discipline in love and patience following the directives of **Matthew 18:15-17; 11 Corinthians 2:6-8; Galatians 6: 1** as set forth in Article One, Section Three of these By-Laws.

2. Qualifications:

To be an Elder a man must be an active member in this church, aspire to the office, and have the habit of life as set forth below:

- A) Above reproach as a steward of God (blameless) **1 Timothy 3:2; Titus 1:6-7**
- B) The husband of one wife (not divorced unless biblical grounds are provided) **1 Timothy 3:2; Titus 1:6; Matthew 19:1-12; 1 Corinthians 7:10-16).**
- C) Temperate (calm, vigilant) (**1 Timothy 3:2).**
- D) Prudent (sensible, earnest) (**1 Timothy 3:2; Titus 1:8).**
- E) Respectable (orderly, of good behavior) (**1 Timothy 3:2).**
- F) Hospitable (warm toward strangers) (**1 Timothy 3:2; Titus 1:8).**

- G) Able to teach the Word (to exhort believers and refute false teaching) (**1 Timothy 3:2 Titus 1:9**).
- H) Not addicted to wine (never drunk or dependent upon it) (**1 Timothy 3:3; Titus 1:7**).
- I) Not pugnacious (violent) (**1 Timothy 3:3; Titus 1:7**).
- J) Gentle (patience, forbearing, yielding) (**1 Timothy 3:3**).
- K) Uncontentious (not quick-tempered) (**1 Timothy 3:3; Titus 1:7**).
- L) Free from the love of money (not fond of sordid gain) (**1 Timothy 3:3; Titus 1:7**).
- M) One who manages his own household well (children who profess the Christian faith and are not accused of rebellion) (**1 Timothy 3:4-5; Titus 1: 6**).
- N) Not a new convert (not a novice) (**1 Timothy 3:6**).
- O) Having a good reputation with those outside the church (with the unbelieving community) (**1 Timothy 3:7**).
- P) Not self-willed (self-pleasing) (**Titus 1:7**).
- Q) Loving what is good (**Titus 1:8**).
- R) Devout (dedicated to God, holy) (**Titus 1:8**).
- S) Self-controlled (restrained, held in check) (**Titus 1:8**).

3. Nomination, Selection, and Tenure of Office:

Recommendations to fill office of the Elder shall be requested once a year from all church members. A Nomination Committee consisting of not less than five (5) active church members (a majority of which shall not be Elders) and one Elder, shall be appointed by the Board of Elders. The chairman shall be chosen from among the non-Elders of the committee. This committee shall review all nominations and determine each nominee's qualification. Members of the Nomination Committee may be nominees, but no committee member shall nominate himself. A proposed slate of nominees prepared by the Nominating Committee shall be then submitted to the Pastor/Teacher and other staff members designated by the Board of Elder for their review and comment. Upon receiving these comments, the Nominating Committee will submit the slate of nominees (which may be revised) to the Board of Elders, along with any relevant comments. The Board of Elders shall then approve, disapprove, and may add to or

remove from the list of nominees. The secretary shall publicly post the slate of nominees (approved by the Elders) in alphabetical order, at least six (6) weeks prior to the annual meeting of the church members. During the first three (3) weeks of this period any church member not in agreement with the nomination of the nominee or nominees, as posted, must inform the Pastor/Teacher, an Elder, or member of the Nominating Committee to voice their concerns for possible reassessment of the slate. At the annual meeting the final slate of nominees will be presented to the members for affirmation. This affirmation is to be taken by written ballot. All non-affirming votes require a signature and written explanation. If the slate of nominees is affirmed, the newly elected Elders shall assume office immediately.

4---Vacancies:

- A) When a vacancy exists, an interim successor may be selected by the Board of Elders to serve until the next annual meeting.
- B) Any Elder may resign, effective upon giving written notice to the Chairman of the Board of Elders or the Secretary of the Board of Elders, unless the notice specifies a later time for the effectiveness of such resignation.
- C) Any Elder has the opportunity annually to remove himself from the slate of nominees given to the Nominating Committee. This may be for a sabbatical for personal reasons.
- D) A vacancy or vacancies on the Elder Board shall be deemed to exist in case of the death, resignation, or removal of any Elder, or if a need exists.

5---Removal of Elders:

Any Elder may be removed from office if:

- A) He becomes physically or mentally incapacitated as established by the Board of Elders.
- B) He becomes spiritually unqualified (as outlined in an Article 11, Section One, paragraph two A-T of these By-Laws).
- C) His becomes unable to serve in the best interest of the church body as established by the Board of Elders

6. Place of Elder Meetings:

Notwithstanding anything to the contrary provided in these By-Laws, any meeting

of the Board of Elders may be held at any place within or without the state Washington.

7. Elder Meeting:

Meetings of the Board of Elders shall be held monthly, unless otherwise modified by the Board of Elders. Regular meetings may be open to the church membership at the discretion of the Board of Elders.

8. Special Elder Meeting:

Notice of special meetings will be given in writing (with the exception of an emergency meeting) to each Elder two (2) weeks prior to the meeting date and shall include location, date, time, specific agenda and identification of person (s) that called the special meeting. In the case of an emergency situation every effort shall be made to notify each Elder of the specially called emergency meeting.

9. Participation in Elder Meetings by Telephone:

Members of the Board of Elders may participate in a meeting pertaining to day-to-day ministry through use of telephones or similar communications equipment, so long as all members participate in such meetings satisfy the quorum requirement.

10. Action without Meeting:

Any action required or permitted to be taken by the Board of Elders may be taken without a meeting if all members of the Board of Elders shall individually or collectively consent in writing to a duly prepared resolution to such action. Such consent(s) shall be documented by attaching the signed resolution with the minutes of the proceedings of the Board of Elders.

11. Right of Inspection:

The Board of Elders shall have the right, at any reasonable time, to inspect and copy all books, records, and documents of every kind, and to inspect the physical properties of this non-profit corporation.

12. Board of Elders Decisions:

Decisions shall be reached only after careful consideration and by majority vote in a spirit of humility, with each Elder regarding one another before himself.

SECTION TWO – PASTOR/TEACHER

1. Authority/Duties:

The Pastor/Teacher is recognized as an undershepherd of Christ. He shall have charge over all regular services of the church, shall preach and teach the Word of God. He shall be responsible for the general oversight of the spiritual welfare of the Church Body. He shall lead the church in the fulfillment of its purpose, and to the end that people are brought to a biblical, spiritual maturity and fruitfulness. **(Ephesians 3:14-21;4:11-16; 1 Thessalonians 2:10-11;1 Peter 5:1-4)**

2. Qualifications:

The Pastor/Teacher shall be one who is convinced of his call to the ministry as an undershepherd. He shall be capable of providing spiritual leadership, training in understanding and applying the Word of God to the ministry of the Lord Jesus Christ. He shall exemplify the qualities of an Elder. (By-Laws, Article 11, Section one, Paragraph Two A-T).

3. Nomination and Selection:

The Board of the Elders shall appoint a Search Committee consisting of Elders and other church members. The chairperson of this committee shall be appointed by the Board of Elders. This Search Committee will have the responsibility to search for and recommend a Pastor/Teacher candidate for this church body. Confirmation of the candidate shall be by the members of the church at a special business meeting. Such confirmation by the members of the church shall be not less than eighty-five percent (85%) of all votes cast. The meeting shall be subject to a quorum of at least 50 percent (50%) of the active voting membership.

4. Salary:

The Board of Elders shall determine the Pastors/Teacher's salary at the time of call. As set forth in **1 Timothy 5:17-18**, Pastor/Teachers who do their work well should be paid well and should be highly appreciated, especially those who work hard at both preaching and teaching.

5. Annual Salary Review:

As set forth in **1 Timothy 5:17-18**, Pastor/Teachers who do their work well should be paid well. They also should be highly appreciated, especially those who work hard at both preaching and teaching. Therefore, a meeting is to be held before the Budget Committee to assess the annual budget for the next church year. This meeting will consist of an Elder or person(s) designated by the Elder to meet with the Pastor/Teacher annually to discuss his salary and to see that his needs are generously met.

6. Term:

The Pastor/Teacher will remain in his position for an indefinite period of time subject to reservations stated in Article 11, Section two, paragraph 8, Termination.

7. Eldership:

The Pastor/Teacher shall be an Elder and shall be an ex-officio member of all committees. He shall be accountable to the Board of Elders.

8. Termination:

The Pastor/Teacher may be removed from office if he becomes physically incapacitated or spiritually unqualified, (Article 11, Section one, paragraph one A-I and Article 11, Section one, paragraph two A-T). Secondly his inability to serve in the best interest of the church body is established by the Board of Elders. In the event the church initiates such action, the Board of Elders will arrange a meeting with the Pastor/Teacher to discuss the reasons for such action. The Board of Elders may then terminate the Pastor/Teacher giving him thirty (30) days prior written notice of such termination. Shorter notice is acceptable if agreed to by mutual consent of the Board of Elders and the Pastor/Teacher. Notice of the Pastor/Teacher termination shall be given to the church membership promptly.

9. Resignation:

The Pastor/Teacher may resign upon giving thirty (30) days written notice to the Chairman or Vice Chairman of the Board of Elders. Upon receiving written notice, the Board of Elders will call a special meeting to discuss with the Pastor/Teacher the reasons for his resignation. Notice of the Pastor/Teacher's resignation shall be given to the church membership promptly.

SECTION THREE – PASTORAL STAFF

Pastoral Staff shall consist of such assistant(s) to the Pastor/Teacher as the Board of Elders determines are justified based on the needs of this local Church Body. Pastoral staff shall be accountable to the Pastor/Teacher. The selection, salary and termination of the Pastoral staff are as follows:

1. The Pastor/Teacher and the Board of Elders shall prepare a job description.
2. The Pastor/Teacher shall recommend to the Board of Elders the potential candidate.
3. The Board of Elders shall interview the recommended candidate.
4. The final decision to hire shall be made by the Board of Elders.
5. Salary for additional paid staff shall be determined at the time of call by the Board of Elders and will be reviewed annually. (Article 11, Section One Paragraph C)
6. Termination shall be at the discretion of the Pastor/Teacher and the Board of Elders.

SECTION FOUR – DEACONS (SERVANT)

1. Qualifications :

The qualifications for the office are set forth in **1 Timothy 3:8-13**. They shall be members of this church in good and regular standing.

2. Authority/Duties:

The Deacons shall assist the Elders in the care of the Church Body, and perform other duties as assigned by the Board of Elders. The Deacons still have the delegated authority from the Elders to accomplish the management and control of day-to-day business, and financial affairs of the church (**Acts 6:1-6; Romans 16:1**).

3. Nomination, Selection, and Tenure of Office:

The Office of Deacons shall be the same as outlined in Article II, Section One, Paragraph Three, for Elders.

4. Vacancies:

Same as outlined in Article II, Section One, Paragraph D.

5. Removal:

Any Deacon may be removed from office if he becomes physically, mentally incapacitated, spiritually unqualified as set forth in **1 Timothy 3:8-13**, or if he is unable to serve in the best interest of the Church body is established by the Board of Elders.

ARTICLE III – CHURCH OFFICES

SECTION ONE—FINANCIAL SECRETARY

1. Authority/Duties:

- a) To safeguard, receive, count, and deposit all monies.
- b) To keep accurate records of all monies given.
- c) To expeditiously give a weekly receipt of monies received to the treasure.
- d) To all contributors at the end of each calendar year and/or upon request of individual members.

2. Qualifications:

The Financial Secretary shall be selected for his/her spirituality, the ability to know and keep to themselves the knowledge of the giving patterns of the church members in a non judgmental attitude of love, demonstrated business ability, and desire to participate in the work of the church.

Shall demonstrate deacon qualifications as set forth in **1 Timothy 3:8-13**. They shall be members of this church in good and regular standing.

3. Selection and Tenure of Office:

The Financial Secretary is to be appointed by the Elders for a one-year term and may be re-appointed.

SECTION TWO—TREASURER

1. Authority/Duties:

- a) To pay from church monies all budgeted obligations.
- b) To maintain an accurate record of monies received and disbursed by the church.
- c) To provide quarterly a written financial statement to the Board of Elders and the congregation.
- d) To provide financial information to the Board of Elders upon their request.
- e) To pay budget expenditures which exceed their item allocation upon approval of the Board of Elders.
- f) To pay unbudgeted expenditures upon unanimous approval of the Board of Elders not to exceed ten thousand dollars(\$10,000.00).
- g) To pay church monies for special expenditures in excess of ten million dollars(\$10,000,000.00) (such as to purchase property) upon unanimous approval of the Board of Elders and the affirmation of the body.

2. Qualifications:

- a) The treasure shall be selected for his/her spirituality, demonstrated business ability, and desire to participate in the work of the church.
- b) He/she shall demonstrate Deacon qualifications as set forth in **1 Timothy 3:8-13**. They shall be members of the church in good and regular standing.

3. Selection and Tenure of Office:

The Treasurer is to be appointed by the Elders for a one-year term and may be re-appointed.

SECTION THREE—ADDITIONAL OFFICES

Other offices may be added and responsibilities set forth as determined by the Board of Elders.

ARTICLE IV—OFFICERS OF THE CORPORATION

The officers of the Corporation shall be Chairman, Treasurer, and Secretary. The officers shall be appointed annually by and from the Board of Elders. The Board of Elders shall oversee all activities and affairs of the Corporation.

ARTICLE V—FINANCES

SECTION ONE—AUDIT

1. An external audit of the Corporation shall be performed annually or as directed by the Board of Elders.
2. The Board of Elders shall direct an in-house audit of the Corporation as deemed necessary.
3. The books and records must be audited any time there is a change in the position of Treasurer.

ARTICLE VI—MEETINGS

SECTION ONE—WORSHIP

1. A weekly meeting shall be held for public worship.
2. Meetings for worship other than normal weekly meetings may be held after being

approved by the Board of Elders.

SECTION TWO—ANNUAL MEETING

An annual meeting of the church members shall be held on the date and at the location designated by the Board of Elders. At the annual meeting, the member shall consider reports of the affairs of the Corporation, and affirm such other business as the Elders determine shall be brought before the membership. Initial notice of the meeting will be given three (3) weeks prior to the meeting date and will specify the location, date, time, and general agenda.

SECTION THREE—SPECIAL MEETINGS

Special meetings may be called at any time upon request of the Pastor/Teacher, the Chairman or Vice Chairman of the Board of Elders by a quorum of the Board of Elders. A written petition to the Pastor/Teacher or an Elder Board member by a majority of active church members, may also call a special meeting. Notice of a special meeting will be sent to the membership in writing not less than two (2) weeks prior to the meeting date. It shall include location, date, time, specific agenda, and identification of person (s) that called the special meeting.

SECTION FOUR—OTHER MEETINGS

Other meetings (daily, weekly, monthly, and yearly) necessary to carry out ministry of the church are to be held as approved by the Board of Elders.

ARTICLE VII—QUORUM

At all regular or special meetings of the church body, those present and voting shall strive for unity on matters being considered. The vote of the membership is a demonstration of affirmation to confirm the decisions and direction of the leadership of this church body. Fifty percent (50%) of the active membership being present shall constitute a quorum. Those issues which are required by the Board of Elders to have a quorum present need eighty-five percent (85%) of all votes cast to be affirmative to pass an issue.

SECTION ONE – REGULAR & SPECIAL MEETINGS

Unless otherwise stated a quorum shall not be necessary at all regular or special called meetings of this church body. Confirmation by the membership to carry a motion shall be obtained by a majority of all votes cast by the active members present and voting.

SECTION TWO – SENIOR PASTORAL CALL

The numbers for quorum shall be fifty percent (50%) of the active voting membership. Confirmation shall not be less than eighty-five percent (85%) of all votes cast by the active voting membership to carry a motion.

ARTICLE VIII – PARLIAMENTARY RULES

Robert's Rule of Order shall be the standard in deciding questions of parliamentary practice.