

# **South Hills Church**

Kennewick, Washington

## **Statement of Faith and Bylaws**

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3700 W 27<sup>th</sup> Ave  
Kennewick, WA 99337  
(509) 586-6101  
[www.southhillschurch.cc](http://www.southhillschurch.cc)

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## Statement of Faith

### Section 1. The Scripture

We believe the sixty-six books of the Old and New Testaments are infallible, inerrant in the original writings, the authority for faith and practice, and verbally and entirely inspired by God. (II Samuel 23:2; Romans 15: 4; Isaiah 55:11; II Timothy 3:15-17; Matthew 4:4; 24:35; I John 1:1-3; I Corinthians 10:11, 14:36-37)

*Inerrant: Free from error; inerrant speaks of the reliability of the Scriptures as a guide.*

*Entirely: Full; entire; complete; absolute.*

*Inspired: God so directed the human authors of Scripture that using their individual interest and literary style; His desired thought was recorded without error in the words of the original manuscripts.*

### Section 2. The True God

We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (Genesis 1:1-26; Matthew 3:16-17; Isaiah 45:21-22; Matthew 28:19; Jeremiah 10:10; John 1:1-14)

### Section 3. Jesus Christ

We believe that Jesus Christ in His humanity was fathered by the Holy Spirit, was born of the Virgin Mary, is true God and true man, and is the only mediator between God and man. (Isaiah 7:14; Galatians 4: 4; Matthew 1:18-25; Colossians 1:15-20; Luke 1:26-38; I Timothy 2:5-6; John 1:1-14)

### Section 4. Man

We believe that man was created in the image of God to serve Him and glorify Him forever; that man sinned and thereby received the consequence of death both physical and spiritual. (Genesis 1:27, 31; 2:7; Colossians 1:16; Romans 3:23; 5:12; 6:23; Revelation 4:11; I Corinthians 15:21)

### Section 5. Satan

We believe that Satan is a fallen angel, the author of sin, and the tempter influencing the fall of man. He is presently the active enemy of God and man, and will suffer eternal conscious punishment in the lake of fire. (Genesis 3:1-6 ; I John 3:8; Isaiah 14:12-17; Revelation 12:9-11; Ezekiel 28:11-19 ; Revelation 20:10; John 8:44)

### Section 6. Atonement for Sin

We believe in the vicarious death of the Lord Jesus Christ as the only acceptable sacrifice for our sins and that all who believe in Him are justified by the shedding of His blood. (Ephesians 1:7; 2:13-14; I Peter 2:24; I Peter 1:18-19; Revelation 1:5; 12:11)

*Vicarious: Taking the place of another; substitute*

*Justified: Declared guiltless (i.e. just as if I had never sinned)*

### Section 7. The Born Again Believer

We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, and thereby become children of God. All such believers in Christ are baptized by Him into that spiritual body called the church of which Christ is the Head. Therefore, the Holy Spirit indwells every true believer. (John 1:12-13; 3:3-7; 14:16-17; 16:5-15; Acts 1:5; I Corinthians 12:12-13; Colossians 1:18, 24)

*Baptism of the Holy Spirit: The once-for-all identification with and indwelling of the Holy Spirit in each believer.*

## **Section 8. The Resurrection**

We believe in the literal resurrection of the crucified body of our Lord, and His ascension into Heaven, exalted to the right hand of God the Father. He is the Advocate for the believers and eternally appointed as High Priest. (Job 19:25-26; Acts 1:10-11; 2:22-36; Psalm 16:10; I Corinthians 15:12-57; Matthew 22:29-32; Philippians 2:9-10; Mark 16:19; Hebrews 5:1-10; 7:23-28; Luke 24:1-53; I John 2:1; John 20:1-31; 21:1-25)  
*Advocate: Defense attorney (i.e. one who stands on behalf of believers)*

## **Section 9. Eternal Security**

We believe in the eternal security of all who have truly received the Lord Jesus Christ as Savior. We believe our salvation is not of our own works, but a work of God, received by faith and held eternally by the Holy Spirit. (John 3:16, 36; 10:28-29; I Peter 1:3-5; Romans 8:31-39; II Timothy 1:12; Ephesians 1:13-14; Jude 1; Philippians 1:6)

## **Section 10. The Rapture**

We believe in the imminent rapture of the church and the personal and visible return of our Lord Jesus Christ to the earth to establish His literal millennial kingdom. (Psalm 24:7-10; I Thessalonians 4:13-18; Isaiah 9:6-7; 24:22-23; Jude 14, 15; Zechariah 14:4-11; Titus 2:11-13; John 14:1-3; Revelation 19:11-16; 20:1-15; Acts 1:10-11)

## **Section 11. Judgment Seat**

We believe in the bodily resurrection of the believer and non-believer. The believer shall appear in heaven at the Judgment Seat of Christ to receive rewards and to dwell with Him for all eternity. The non-believer shall be judged at the Great White Throne and be cast into the Lake of Fire to suffer eternal conscious punishment. (John 5:28-29; I Corinthians 15:35-58; Luke 16:19-31; 24:36-44; I Thessalonians 4:13-18; I Corinthians 3:11-15; Revelation 20:11-15)

## **Section 12. The Local Church**

We believe the local New Testament church is a body of baptized believers whose Head and Lord is Christ. These believers voluntarily meet together regularly to pray, worship, fellowship, serve, edify one another, teach the Word of God, and proclaim the gospel to the world. (Matthew 28:16-20; Ephesians 4:11-16; I Corinthians 1:2; Philippians 1:1; Acts 1:8; 2:41-42, 47; Colossians 1:2; Hebrews 10:25)

## **Section 13. Church Ordinances**

We believe that baptism is the immersion of the believer in water in the name of the Father, Son, and Holy Spirit. The Lord's Supper is a commemoration of the Lord's death until He returns. We believe that ordinances are acts of obedience which are not requirements for salvation. (Matthew 26:26-29; 28:19-20; Romans 6:1-11; I Corinthians 11:20-34; Acts 8:34-39; 16:30-33)

## **Section 14. Spiritual Gifts**

We believe the baptism of the Holy Spirit occurs at the moment of salvation for every believer whereby they receive a special ability to build up the Body of Christ. We encourage each believer to discover and exercise his/her personal, divinely-bestowed spiritual gifts. (John 7:37-39; I Corinthians 12:1-11; Romans 8:1; Ephesians 1:13-14; 4:1-16, 30; Romans 12:1-8; I Peter 4:7-11)

## **Section 15. Civil Government**

We believe that the local New Testament Church, as a self-governing body, should be free from interference by any other ecclesiastical or political authority. Therefore, the church and state each have different functions. (Matthew 22:15-21; Acts 5:29; 6:3-6)

# Bylaws

## **Preamble**

These Bylaws establish the framework and guiding principles of this church’s organization, government, and ministries.

## **Article 1: Name**

The name of this organization, a corporation, shall be the “South Hills Church”, located in Kennewick, Washington (“this church”). This organization was formerly known as First Baptist Church of Kennewick, Washington.

## **Article 2: Purpose**

- A. The purpose of this church shall be to make disciples of the Lord Jesus Christ and encourage their service to Him by:
  - i. Offering regular worship to the Triune God;
  - ii. Promoting the preaching of the gospel and teaching of the Word of God for the maturing of the saints;
  - iii. 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;
  - iv. Seeking the salvation of the lost by equipping members to share the gospel and participate in local and world-wide biblical missions; and
  - v. 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.
- B. The purpose is expressed through the vision, mission, values, and ministries of the church.

## **Article 3: Authority and Government**

### **Section 1: Authority and Government**

- A. This church is a self governing body, autonomous from all other church bodies.
- B. The form of government for this church shall be “Elder led, congregationally affirmed”.
  - i. The congregationally-affirmed Elders have biblically granted authority, responsibility, and accountability.
  - ii. The congregation, as the Body of Christ and temple of the Holy Spirit, affirms the leadership of the elders.
- C. There are decisions in which the members contribute in helping the elders discern the mind of Christ; according to the Privileges of the Members (Article 6, Section 4) and according to the policies and procedures of this church.

## **Section 2: Policies and Procedures**

- A. Policies and Procedures shall be developed for the purpose of implementing these Bylaws.
- B. No policy or procedure may contradict or exceed the authority of these Bylaws.
- C. The Elders are responsible to approve and oversee the policies and procedures.

## **Section 3: Affiliations**

- A. This church is affiliated, through an active covenant relationship, with the organization currently known as Northwest Conservative Baptist Association (aka “CB Northwest”).
- B. In addition, this church will seek to cooperate with other churches of like faith and practice.

## **Article 4: Elders**

The “Elders” of this church shall be the “directors” of this organization.

### **Section 1: Number of Elders**

- A. The minimum number of Elders will be four Elders, with at least two of those Elders being Non-Vocational Elders.
- B. There is no set maximum number of Elders but may be as many as are qualified and willing to serve.

### **Section 2: Qualifications of Elders**

- A. Elders must be men who meet the biblical qualifications described in 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:1-6.
- B. Elders must be active members of this church.
- C. The Elders may set additional qualifications for “Vocational Elders”.
- D. The qualifications of potential Elders shall be confirmed by the existing Elders and affirmed by the Active Members, according to the policies and procedures of the church.

### **Section 3: Election, Terms, and Succession of Elders**

- A. A man nominated for Eldership shall be presented to the congregation by the existing Elders according to the policies and procedures of this church.
- B. Non-Vocational Elders shall be affirmed by the Active Members.
  - i. They will be affirmed for a three year term and may serve two successive terms.
  - ii. If they serve two successive terms, they are not to serve as an active Elder for one year. This year is to function as a Sabbath year.
  - iii. In order to make the action valid, it shall be required to have a quorum of one fourth of the Active Membership and a three-fourths majority of members voting.
- C. Vocational Elders shall be affirmed by the Active Members.
  - i. They shall serve for an indefinite period of time, based on their terms of employment.
  - ii. In order to make an action valid, it shall be required to have a quorum of one fourth of the Active Membership and a three-fourths majority of members voting.
- D. The hiring of a Vocational Elder in the position of “Senior (Lead) Pastor” or “Executive Pastor” shall be by action of the Elders and require the affirmation of the Active Members, according to the policies and procedures of this church.

## Section 4: Removal of Elders

- A. Elders may only be removed, according to the policies and procedures of this church, under these conditions:
  - i. By resignation.
  - ii. When he no longer meets the qualifications of an elder.
  - iii. In the process of church discipline.
  - iv. For gross moral, civil, or criminal misconduct.
- B. Removal of Elders for good and sufficient cause shall be by action of the Elders, and reported to the congregation. No Elder shall be removed from office until positive effort has been made to assist that Elder in correcting the problem, except in the case of gross moral, civil or criminal misconduct, in which case removal will be immediate.
- C. The removal of a Vocational Elder in the position of “Senior (Lead) Pastor” or “Executive Pastor” for good and sufficient cause shall be by action of the Elders and require the affirmation of the Active Members, according to the policies and procedures of this church.
  - i. In the case of gross moral, civil or criminal misconduct, the Elders may immediately suspend or remove the Vocational Elder.
- D. Removal of other Vocational Elders for good and sufficient cause shall be by action of the Elders, and reported to the congregation.
  - i. In the case of gross moral, civil or criminal misconduct, the Elders may immediately suspend or remove the Vocational Elder.
- E. Resignations of Elders shall be in writing to the chairman of the Elders, effective on the date determined by the Board of Elders.

## Section 5: Elders Meetings

- A. The Elders shall hold regular meetings.
- B. Special meetings may be called by the chairman of the Elders or by a majority of the Elders.
- C. Any Elder failing to consistently attend meetings without sufficient cause may be removed from office.
- D. A quorum shall consist of a majority of the Elders, with a minimum of 2.

## Section 6: Roles and Responsibilities of Elders

- A. The Elders of the church are to intentionally and responsibly fulfill the biblical roles and responsibilities of eldership. These roles and responsibilities include the following:
  - i. Intercessory Role
    - a) Pray for the overall ministry of the church and the spiritual growth of the people of the church.
    - b) Pray with the people of church.
  - ii. Doctrinal Role
    - a) Declare the whole counsel of God
    - b) Guard against falsehood
    - c) Model biblical truth by serving as examples of godliness to the people of the church and the community at large.
  - iii. Shepherding Role
    - a) Oversee the spiritual life and development of the congregation.

- b) Provide for the pastoral care of the church.
- c) Supervise the church membership; this includes the admission of new members and the discipline, removal, and restoration of members.
- d) Steward the church finances and property using generally accepted accounting practices.
- iv. Development Role
  - a) Equip the saints for the work of the ministry.
  - b) Entrust to faithful men the work of eldership.
- v. Missional Role
  - a) Lead the church in professing the Great Confession
  - b) Lead the church in obeying the Great Commandment
  - c) Lead the church in pursuing the Great Commission
- B. The Elders shall designate one of their number to serve as a Registered Agent of the corporation.
- C. The Elders are responsible for the hiring of Vocational Elders, according to the policies and procedures of this church, including:
  - i. identifying and calling qualified men
  - ii. designating conditions of employment
  - iii. designating specific roles and responsibilities
- D. Additional Elder responsibilities include, but are not limited to, the following:
  - i. Reviewing, evaluating, developing, and approving policies and procedures as needed.
  - ii. Reviewing, evaluating and encouraging the ministry of the Vocational Elders and other employees.
  - iii. Reviewing, evaluating and encouraging the ministry of the Non-Vocational Elders.
  - iv. Reviewing, evaluating and encouraging the ministry of the Deacons and Deaconesses.
  - v. Developing strategies, training, and deploying of ministry teams to assist the church to fulfill its purpose.
  - vi. Reviewing periodically the church's bylaws for any needed improvements and changes.

## **Section 7: Loans to Elders**

- A. Loans cannot be made to Elders (directors) and officers.
- B. All Elders who vote or assent to make a loan to a director or officers and any officers participating in such action are jointly liable to the corporation for the amount of the loan until repayment.

## **Article 5: Officers**

### **Section 1: Listing of Officers**

- A. The Elders shall designate the following state-required officers:
  - i. The Elders shall select a "Chairman" from their number who will serve as the "president" of the corporation.
  - ii. The Elders shall select a "Vice Chairman" from their number one will serve as the "vice president" of the corporation.

- iii. The Elders shall select the “Secretary” of the corporation from the active church membership.
- iv. The Elders shall select the “Treasurer” of the corporation from the active church membership.
- B. The Elders may designate:
  - i. Deacons
  - ii. Deaconesses
- C. The Elders may designate other officers, including but not limited to:
  - i. Financial Secretary
  - ii. Assistant Financial Secretary

## **Section 2: Qualifications of Officers**

- A. The Chairman and Vice Chairman shall be Elders.
- B. The Secretary, Treasurer, and any other designated officers, shall be Active Members of the church but do not have to be Elders.
- C. The Deacons and Deaconesses shall meet the biblical qualifications of Acts 6:3 and 1 Timothy 3:8-13, and shall be active members of the church.

## **Section 3: Appointment, Terms, and Succession of Office**

- A. The Elders shall appoint state-required officers for a term of one year. There is no limit on their succession.
- B. State-required officers shall immediately deliver to their successor all books and records in their possession.
- C. Upon appointment, the state-required officers shall be insured by the church’s insurance agency.
- D. The Elders shall appoint Deacons and Deaconess for a three year term and they may serve successive terms.
- E. The Elders shall appoint other officers, according to the policies and procedures of this church.

## **Section 4: Removal of Officers**

- A. 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. (The resignation of the chairman of the Elders shall be in writing to the vice chairman of the Elders.)

## **Section 5: Roles of Officers**

- A. All officers are to function according to applicable policies and procedures of the church.
- B. The Chairman presides at member meetings and gives an annual report on the activities of the church.
- C. The Vice Chairman fulfills the duties of the Chairman in the absence of the Chairman.
- D. The Secretary records minutes for the member business meetings.
- E. The Treasurer gives an annual report of the financial state of the church to the membership.
- F. The Deacons and Deaconesses serve as described by the policies and procedures of the church.

G. Other officers are to function according to applicable policies and procedures of the church.

## **Section 6: Loans to Officers**

- A. Loans cannot be made to Elders (directors) and officers.
- B. All Elders who vote or assent to make a loan to a director or officers and any officers participating in such action are jointly liable to the corporation for the amount of the loan until repayment.

## **Article 6: Membership**

### **Section 1: Qualification of Members**

The following qualifications are required for a person to become a member of this church: They must have:

- A. publicly confessed Jesus Christ as Savior and Lord;
- B. been baptized by immersion, either by South Hills Church or another church of like faith and practice;
- C. acknowledged their agreement with the Doctrinal Statement and Responsibilities of Members (Church Covenant).

### **Section 2: Reception of Members**

- A. Requests for membership shall be made to the Elders. Upon satisfaction that the individual meets the qualifications for membership, the Elders shall recommend his/her reception by one of the following:
  - i. confession of faith
  - ii. letter from another church of like faith and practice of Christian experience
  - iii. restoration to fellowship according to the procedures of this church.
- B. The Elders will receive people as members according to the policies and procedures of this church.
- C. Elders shall establish a “Membership Class” for the instruction and alignment of the member candidates to the faith and practices of this church.

### **Section 3: Responsibilities of Members (The Church Covenant)**

- A. To worship the Triune God through the work of Christ and make His kingdom and His glory first priority in all that they do.
- B. To support the doctrines of the church as defined in the Statement of Faith.
- C. To submit to the leadership of the Elders of the church with respect, cooperation, and encouragement.
- D. To promote the ministries of the church by means of the gifts of the Spirit, faithful participation, mutual encouragement, and sacrificial giving.
- E. To speak with kindness, listen carefully, and diligently preserve the unity of the Spirit.
- F. To refrain from gossip, slander, malice, and outbursts of anger against one another.
- G. To pursue reconciliation and church discipline according to the instruction of Christ.
- H. To keep each other accountable in personal holiness and conduct that is in step with the gospel of Jesus Christ.

- I. To actively build Christ-centered marriages and families.
- J. To seek to do everything in Christian love.
- K. To faithfully read and obey God's Word.
- L. To be people of prayer at all times for all things.
- M. To reach out to the needy with compassion and care as God directs.
- N. To seek to fulfill the Great Commission by using our time, energy and finances as we reach out to a lost world, realizing that all Christians are ambassadors for Christ.

#### **Section 4: Privileges of the Members**

- A. Active Members have the privilege to:
  - i. participate in affirming God's direction for the church
  - ii. participate in and support the ministries of the church
- B. Active Members may hold an office with the following exceptions:
  - i. Members under sixteen years of age are ineligible to vote on corporate matters
  - ii. Members under sixteen years of age are ineligible to hold an elective office.
- C. Active Members are to affirm, according to the policies and procedures of this church, the following:
  - i. New Vocational Elders and new Non-Vocational Elders
  - ii. Non-Vocational Elders serving a successive term
  - iii. The annual budget
  - iv. The purchase or sale of land
  - v. Any indebtedness outside the approved annual budget
  - vi. Any new construction or major renovation beyond the approved annual budget

#### **Section 5: Classification of Members**

Members shall be classified as:

- A. "Active Members" are people who regularly and consistently attend, participate in, and support the mission and ministries of this church.
  - i. An annual affirmation of commitment is expected to be retained as an active member.
  - ii. Persons declining to or failing to complete the annual affirmation of commitment will be removed as active members.
- B. "Nonresident Members" are people who are unable to participate in the ministry of the church, including worship services, because their current residence is too distant from the church.
- C. "Inactive Members" are people who are unable to participate in the ministry of the church, including worship services, because their specific circumstances, such as poor health, prohibit them from doing so.
- D. "Under Discipline" are people who are under the discipline of the church according to the procedures of this church.

#### **Section 6: Conflict Resolution**

- A. Resolution to interpersonal conflicts will be sought according to biblical guidelines, such as 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 concern 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).
- C. Vocational Elders and all other employees of the church shall also be subject to the policies and procedures of the Employee Manual.

### **Section 7: Discipline of Members**

- A. Members whose conduct or beliefs are contrary to biblical principles or disruptive to this church will be dealt with according to the scriptural procedures of discipline for this church for the sake of restoration.
- B. A member may be restored to full fellowship by the elders 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 8: Removal of Members**

Members may only be removed from this body, according to the policies and procedures of this church, under these conditions:

- A. By his/her own request.
- B. By declining to or failing to complete the annual affirmation of commitment
- C. By letter of transfer to a church of like faith and practice.
- D. By death.
- E. By excommunication, an unwillingness to repent of sin and submit to church discipline.
- F. 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.

### **Section 9: Restoration of Members**

Former members and inactive members may be restored to active membership, according to the procedures of this church, under these conditions:

- A. Confirmation of meeting the Qualification for Membership (Section 1, of this Article).
- B. According to the Reception of Members (Section 2, of this Article).

## **Article 7: Member Meetings**

### **Section 1: For Worship**

- A. This church 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 November.
- B. The annual meeting shall include, but not be limited to:
  - i. Affirmation of the annual budget
  - ii. Affirmation of Elders

- C. Annual Reports for the previous fiscal (calendar) year shall be made available to the congregation in February.
- D. 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 members of the church.
- E. Notice of all business meetings must include the place, date, and time. Notice of special meetings must include the purpose or purposes of the meeting. Notice must be by tangible means, either by personal delivery or first class mail, or by electronic delivery. Notice must be delivered to all active members no less than 10 days and not more than 50 days before the date of the meeting.
- F. 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 may make a recommendation to the business meeting after consideration and prayer.

### **Section 3: Quorum and Voting**

- A. A quorum of two thirds of the active membership is required and a three-fourths majority of members voting shall be necessary to amend the Doctrinal Statement and Bylaws.
- B. A quorum of one fourth of the active membership is required for the conduct of all other business.
- C. Unless otherwise specified, a majority of those voting shall be necessary to enact business.
- D. Active Members may vote at a business meeting in person or by absentee ballots, according to the policies and procedures of this church. Proxy<sup>1</sup> voting will not be allowed.

### **Section 4: Rules of Order**

- A. The Elders 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.
- B. The business items of the church which require a recognized congregational affirmation shall be conducted in a manner of decency and order. The policies and procedures of this church shall establish the rules of order for church business meetings.

## **Article 8: Books and Records**

### **Section 1: Records to Keep**

- A. Articles of Incorporation
- B. Bylaws
- C. A list of members including names, address and status of members.
- D. A list of elders and officers including names and addresses.
- E. Correct and adequate financial books and records of account.
- F. Legal Documents.
- G. Minutes of:
  - a. Member meetings
  - b. Elder meetings
  - c. Committee meetings having the authority of the elders

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<sup>1</sup> To do anything by the act or agency of another.  
*SHC\_Bylaws.05.23.11.Final*

## **Section 2: Location of Records**

- A. Records shall be kept at the church’s principal office.
- B. A backup set of records may be kept at another site as designated by the Elders.

## **Section 3: Length of Retention**

- A. Articles of Incorporation and Bylaws shall be kept indefinitely.
- B. Lists of members, Elders, and officers shall be kept current.
- C. All minutes shall be kept for a minimum of 3 years.

## **Section 4: Rights of Inspection**

- A. The Elders shall designate corporate records available for inspection, according to state law and the policies and procedures of this church.
- B. Designated records shall be available to be inspected by any active member at the church’s principal office, according to the policies and procedures of this church.
- C. Requests to inspect the records shall be made to the Elders.

## **Article 9: Committees**

### **Section 1: Establishment**

- A. The establishment, purpose, functions, and termination of any committee shall be by the Elders as they determine to be necessary.
- B. Each committee shall have Elder representation.

### **Section 2: Functioning**

- C. Each committee shall hold meetings as required for the discharge of its duties. Special meetings may be called by the Elders.
- D. All committees shall function according to the policies and procedures of this church.

## **Article 10: Auxiliary Organizations**

[Note – “auxiliary organizations” include, but are not limited to: schools, daycares, and ministries or services developed by other churches or organizations.]

### **Section 1: Authority**

The Elders have authority over all auxiliary organizations and the officers of those organizations.

### **Section 2: Approval**

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

### **Section 3: Officers**

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

### **Section 4: Bylaws**

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

## **Section 5: Meetings**

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

## **Article 11: Licensure and Ordination**

### **Section 1: Licensure**

Any male member, who in the judgment of the Elders, by fulfilling the requirements of an Elder and being called of God to the work of ministry, whether vocational or non-vocational, may be granted permission for licensing according to the terms of Benton County, State of Washington. The Elders, following the CB Northwest Licensing Guidelines, shall present the licensed person to the congregation.

### **Section 2: Ordination**

If the elders of the church decide that a male member possesses the calling, 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 12: Finances**

- A. Finances are under the authority of the Elders, according to the policies and procedures of this church using generally accepted accounting practices.
- B. The church fiscal year shall be January 1 through December 31.

## **Article 13: Amendments**

This Doctrinal Statement and Bylaws may be amended by a three-fourths vote of active members present and voting at any business meeting provided:

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