



# Constitution

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Revised January 2014

Board of Elders

1/11/2014

## **Article I Name**

This organization shall be known as **SAN DIEGO COMMUNITY BIBLE CHURCH**.

## **Article II Purpose**

The purpose of this church shall be to glorify our Lord Jesus Christ through the making of disciples. We shall endeavor to do this by:

1. Preaching the Gospel of Christ at home and abroad. (*Acts 1:8*)
2. Providing for the spiritual growth of believers through Bible study, worship, prayer, fellowship, and service. (*Matthew 28:19, 20; Acts 2:42; Ephesians 3:21; 4:11, 12*)

## **Article III Statement of Faith**

### **1. The Holy Scriptures**

We believe the Holy Scriptures of the Old and New Testaments to be the plenary (complete) and verbally inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed. (*2 Timothy 3:16,17; 2 Peter 1:20-21; Matthew 5:18; John 16:12-13*)

### **2. The Godhead**

We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (*Deuteronomy 6:4; 2 Corinthians 13:14; Matthew 28:19*)

### **3. The Person and Work of God the Father**

A. We believe God the Father is an infinite personal spirit, perfect in holiness, wisdom, power and love. He is the Father of our Lord Jesus Christ. He is also the Father of those who have become His spiritual children through faith in Jesus Christ. (*Luke 3:38; John 1:12; 8:39-44; 14:2; 17:1; Romans 8:15-16*)

B. We believe that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, that He saves from sin and spiritual death all who come to Him through Jesus Christ. (*John 3:16, 17; 17:5-24; Titus 3:4-7*)

C. The Father is the proper recipient of our love, praise, adoration, prayers and petitions. According to His perfect will He answers our prayers. As the Sovereign of the universe He rules and overrules in nature and the affairs of men, guiding all things to their end. (*Psalms 103:19; 145:1-21; Matthew 6:6-11; 7:11; Romans 8:28; 1 John 5:14-15*)

#### **4. The Person and Work of Christ**

A. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men. *(John 1:1-2, 14; Luke 1:35)*

B. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. *(Romans 3:24, 25; 1 Peter 2:24; Ephesians 1:7; 1 Peter 1:3-5)*

C. We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. *(Acts 1:9-10; Hebrews 9:24; Hebrews 7:25; Romans 8:34; 1 John 2:1-2)*

#### **5. The Person and Work of the Holy Spirit**

A. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. *(John 16:8-11; 2 Corinthians 3:6; 1 Corinthians 12:12-14; Romans 8:9; Ephesians 1:13, 14)*

B. We believe that He is the Divine Teacher who guides believers into all truth; and, that it is the privilege and duty of all the saved to be filled with the Spirit. *(John 16:13; 1 John 2:20, 27; Ephesians 5:18)*

#### **6. The Total Depravity of Man**

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and, that man is totally depraved, and, of himself, utterly unable to remedy his lost condition. *(Genesis 1:26-27; Romans 3:22-23; 5:12; Ephesians 2:1-3; Ephesians 2:12)*

#### **7. The Personality of Satan**

We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire. *(Job 1:6, 7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:10)*

#### **8. Salvation**

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. *(Ephesians 2:8-10; John 1:12; Ephesians 1:7; 1 Peter 1:18-19)*

## **9. The Eternal Security and Assurance of Believers**

A. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (*John 6:37-40; 10:27-30; Romans 8:1, 38, 39; 1 Corinthians 1:4-8; 1 Peter 1:5*)

B. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which however, clearly forbids the use of Christian liberty as an occasion to the flesh. (*Romans 13:13, 14; Galatians 5:13; Titus 2:11-15*)

## **10. The Two Natures of the Believer**

We believe that every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; and, that all claims to the eradication of the old nature in this life are unscriptural. (*Romans 6:13; 8:12, 13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; 1 Peter 1:14-16; 1 John 3:5-9*)

## **11. Separation**

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasure, practices and associations is commanded of God. (*2 Timothy 3:1-5; Romans 12:1-2; 14:13; 1 John 2:15-17; 2 John 1:9-11; 2 Corinthians 6:14; 7:1*)

## **12. Missions**

We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind. (*Mark 16:15; Acts 1:8; 2 Corinthians 5:19-20*)

## **13. The Ministry and Spiritual Gifts**

A. We believe that God is sovereign in the bestowment of all His gifts; and, that the gifts of evangelists, pastors, and teachers are sufficient for the perfecting of the saints today; and, that speaking in tongues and the working of sign miracles gradually ceased as the New Testament Scriptures were completed and their authority became established. (*1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12*)

B. We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted. (*John 15:7; 1 John 5:14, 15*)

## **14. The Church**

A. We believe that the Church, which is the body and the espoused bride of Christ, is a spiritual organism made up of all born-again persons of this present age. (*Ephesians 1:22-23; 5:25-27; 1 Corinthians 12:12-14; 2 Corinthians 11:2*)

B. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (*Acts 14:27; 20:17, 28-32; 1 Timothy 3:1-13; Titus 1:5-11*)

C. We believe that the New Testament ideal of a local church is a congregation of baptized believers associated in faith and fellowship of the Word of God and observing the two ordinances commanded by Christ. We believe the true mission of the church is to bear a faithful witness for Christ. We believe that, recognizing Christ as its head, the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. The one and only superintendent is Christ, through the Holy Spirit. However, it is scriptural for true local churches to co-operate with each other for the preservation and propagation of the faith. Each local church is the sole judge of the measure and method of its co-operation with other local churches and on all matters of membership, policy, discipline, benevolence and government in general. (*Acts 13:1-4; 15:19-31; 20:28; Romans 16:1, 4; 1 Corinthians 3:9,16; 5:4-7,13; 1 Peter 5:1-4*)

D. We believe that Christ has commanded us to observe two New Testament ordinances of water baptism and the Lord's Supper. These two ordinances are observed in obedience to our Lord Jesus Christ as acts of love and devotion, and are not set forth in Scripture as a condition of salvation. We teach and practice immersion as the form of baptism for believers. We view the Lord's Supper as a memorial of our Lord's death, and the elements as symbols of His body and blood. (*Matthew 28:19; Acts 10:47,48; 1 Corinthians 11:23-26*)

E. We believe that it is the responsibility of the local church to keep itself morally and doctrinally pure. Prospective members should be examined as to their salvation. Grievances between members should be resolved by (1) a private entreaty for reconciliation, (2) an entreaty before witnesses, (3) an entreaty before the church and, if necessary, (4) withdrawal of fellowship. In matters of church discipline the same steps should be followed. (*1 Corinthians 5:6-7; 1 Timothy 5:20, Matthew 18:15-17; 1 Corinthians 5:11; Galatians 6:1-2; 2 Thessalonians 3:6-15.*)

F. We believe the church must both obey civil law and be a witness to the community. In matters of civil law which are not in consonance with the Bible, the church should be guided by the Scriptures. (*Romans 13:1-7; 1 Peter 2:13-15; Titus 3:1; 1 Timothy 2:1; Acts 4:19, 20; 5:29*)

## **15. Stewardship**

We believe that good stewardship, the systematic and proportionate giving of our time, talent, and material possessions to the work of God, is the inevitable result of a heart which is thankful to God for the grace he has imparted to us. The matter of financial giving should be a personal matter between the believer and his Lord. In accordance with Scriptural principles and precepts, each believer should give a portion of his income as he has decided in his heart. He should not give reluctantly or under compulsion, for God loves a cheerful giver. (*Romans 12:1, 3-8; 1 Corinthians 4:1,2; 16:2; 2 Corinthians 8:1-12; 9:6-11; Galatians 6:10; Hebrews 13:16; 1 Peter 4:10*)

## **16 Dispensationalism**

We believe that the Scriptures, interpreted in their natural, literal sense, reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather divinely ordered stewardships by which God directs man according to His purpose. Three of these—the age of law, the age of the Church, and the age of the millennial kingdom—are the subject of detailed revelation in Scripture. (*John 1:17; 1 Corinthians 9:14; 2 Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10; 3:2-10; Colossians 1:24, 25; Hebrews 7:19; Revelation 20:2-6*)

## **17. The Rapture**

We believe that, according to the Word of God, the next great event in the fulfillment of prophecy will be the coming of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming, and also all who have fallen asleep in Jesus, and that this event is the blessed hope set before us in the Scripture, and for this we should be constantly looking (*John 14:1-3; 1 Corinthians 15:51-52; Philippians 3:20; 1 Thessalonians 4:13-18; Titus 2:11-14*).

## **18. The Tribulation**

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week during which the church, the body of Christ, will be in heaven. The whole period of Israel's seventieth week will be a time of judgment on the whole earth, at the end of which the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble which our Lord called the great tribulation. We believe that universal righteousness will not be realized previous to the second coming of Christ, but that the world is day by day ripening for judgment and that the age will end with a fearful apostasy. (*Daniel 9:27; Revelation 6:1-19:21; Jeremiah 30:7; Matthew 24:15-21*)

## **19. The Second Coming of Christ**

We believe that the period of great tribulation in the earth will be climaxed by the return of the Lord Jesus Christ to the earth as He went, in person on the clouds of heaven, and with power and great glory to introduce the millennial age, to bind Satan and place him in the abyss, to lift the curse which now rests upon the whole creation, to restore Israel to her own land and to give her the realization of God's covenant promises, and to bring the whole world to the knowledge of God. (*Deuteronomy 30:1-10; Isaiah 11:9; Ezekiel 37:21-28; Matthew 24:15-25:46; Acts 15:16-17; Romans 8:19-23; 11:25-27; 1 Timothy 1:1-3; 2 Timothy 3:1-5; Revelation 20:1-3*)

## **20. The Eternal State**

A. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (*Matthew 25:24; John 5:28-29; 11:25-26; Revelation 20:5-6, 12-13*)

B. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord. *(Luke 23:43; Revelation 20:4-6; 2 Corinthians 5:8; Philippians 1:23; 3:21; 1 Thessalonians 4:16, 17)*

C. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment. *(Luke 16:19-26; Matthew 25:41-46; 2 Thessalonians 1:7-9; Jude 1:6-7; Mark 9:43-48; Revelation 20:11-15)*

## **Article IV Powers**

### **Section 1**

The powers of this church are vested in its members and not subject to any outside ecclesiastical authority. These powers are exercised by the members through the Elders. This church is organized and shall be operated exclusively for Christian purposes as stated in Article II of this constitution, and for no other purpose.

The powers of this church body include, but are not limited to the following:

- A. To receive and administer funds for the church and to that end to take and hold by bequest, devise, gift, purchase, or lease, either absolutely or in trust, any property, real, personal, or mixed, without limitation, except as may be imposed by law;
- B. To sell, convey and dispose of any such property, and to reinvest the principal thereof and to deal with and expend the income thereof;
- C. To receive any property, real, personal, or mixed, in trust under the terms of any will, deed of trust, or other trust instrument and in administering the same to carry out the directions and exercise the powers contained in the trust instrument under which the property is received, including the expenditure of the principal as well as the income.
- D. To receive, take title to, hold and use the proceeds and income to stocks, bonds, obligations, or other securities of any corporation or corporations, domestic or foreign.

No property shall be received or administered on terms in any way inconsistent with or conflicting with the organization's nature as a Christian institution operated for the benefit of the public, or in any other way inconsistent with or in conflict with this purpose, or in any manner contravening any provision of state or federal law placing limitations upon activities of tax-exempt church institutions. (The church retains its right to renounce tax exempt status if state or federal law denies our freedom to operate in accord with our Statement of Faith.)

## **Section 2**

Recognizing that God and His Word are the Supreme Authority with respect to the local church, the Elders have the responsibility for policy, government, and practice necessary to the total ministry of the church, both spiritual and secular. This responsibility includes the power to delegate such specific authority and functions as the Elders deem appropriate for the achievement of the objectives of this church as declared in this constitution and for the glory of God and His Son, Jesus Christ. All authority and responsibility not specifically delegated by this constitution is retained by the Elders.

## **Section 3**

This church conceives only its purpose sacred. The form of government defined herein is only for the orderly advancement of the church purpose. It has no sacred implications.

## **Article V Membership**

### **Section 1**

Applicants for membership shall attend a new member orientation course taught by one or more of the Elders. The orientation class shall include a full discussion of the statement of faith, a general discussion of the organization of this Church as presented in this constitution and the obligations of members as indicated in the Covenant of Membership. Each applicant shall then be examined, either orally or in writing, by one or more of the Elders as to their Christian experience, scriptural baptism, and the basis of their salvation.

### **Section 2**

Applicants for membership shall be in agreement with the Statement of Faith and shall sign the following Covenant of Membership.

#### **Covenant of Membership**

In applying for membership in Community Bible Church, my purpose is to cooperate fully with the other members to advance the cause of our Lord Jesus Christ.

I sincerely affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin. I also affirm that I have read the Statement of Faith and the By-laws of the Church. In anticipation of membership, I gladly covenant with God that by His enabling grace I will endeavor to conduct my life in accordance with the following Scriptural principles.

1. I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of this Church. (*2 Thessalonians 3:1*)
2. I will endeavor to live in a way that consistently honors Jesus Christ, whom I acknowledge as the Lord of my life (*Ephesians 4:1*).



3. I will participate as regularly as possible in worship and fellowship with this congregation. (*Hebrews 10:25*)
4. I will seek to discover my spiritual gifts and to use them in Christian service within this Church. (*Ephesians 4:11-13*)
5. I will endeavor to participate faithfully in the financial support of the ministries of this Church. (*2 Corinthians 9:6-11*)
6. I will refrain from propagating any Scriptural interpretations that differ from those set forth in the Statement of Faith. (*1 Corinthians 1:10*)
7. I will submit to the loving rule of the Elders. (*Hebrews 13:17*)

### **Section 3**

The Secretary or his designee shall enroll the new member upon a favorable vote of the Elders. Candidates awaiting scriptural baptism may receive membership approval but they will not be entered upon the membership roll until they rise from the waters of baptism.

### **Section 4**

Applicants admitted to membership shall, if possible, present themselves at a worship service designated by the Elders, at which time applicants shall publicly affirm their membership commitment and be publicly acknowledged as members.

### **Section 5**

If, upon review of an application for membership or after meeting with a prospective member, the Elders determine that the applicant does not confess Jesus Christ as his or her Lord and Savior, or that there is a lack of evidence of a godly lifestyle, membership shall be denied. The decision made by the Elders shall be final and there shall be no appeal to any court from that decision.

### **Section 6**

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 Elders chose to submit to the church membership for affirmation or otherwise called for in this constitution. In such cases, voting privileges are restricted to members who are in good standing, who are not under any disciplinary action, and who have passed their eighteenth (18<sup>th</sup>) birthday.

### **Section 7**

In matters of church discipline, the Elders will follow the Biblical precepts enumerated in the Statement of Faith listed in Article III section 14(E) of this Constitution.

### **Section 8**

Members, who are in good standing, shall be released from membership upon their own request.

Implicit resignation will be assumed if a member fails, for a period of one year, to either record his presence at a service or business meeting., or make a written request to retain his membership while unavoidably unable to attend.

## **Article VI Church Organization and Administration**

### **Section 1 Elders**

The governance of the Church shall be vested in Elders. Only such men shall be recommended for office as are Biblically qualified, and can and will conscientiously sign the Articles of Faith and the Constitution and By-laws without mental reservation.

Elders are made up of all pastors and those lay members who are called by God, meet all of the requirements of Scripture, and have completed the Elder Selection Process. Elders shall be selected for an indefinite term.

The Church shall be led by a Pastor. (If assisted by a pastoral staff he may be further designated as the Senior Pastor.)

1. The Pastor shall serve as executive of the church to implement the policies as established by the Elders. He shall have the general oversight of all Church ministries, implementing the various programs through pastoral, paid and volunteer staff. He will provide the leadership necessary to assure effective management and administration of the total Church program.
2. The Pastor shall have primary responsibility for the public pulpit ministry.
3. The Pastor or his appointee shall be an ex-officio member of all other Church boards and committees.

#### **A. Qualifications**

The Elders shall meet the qualifications of 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3.

#### **B. Duties**

It shall be the duty of the Elders:

1. to care for the spiritual welfare of the members of the local Church. (*Hebrews 13:17*)
2. to provide leadership to the local Church. (*1 Timothy 3:4,5; 5:17*)
3. to guard the truth of the Scriptures and apply them to life situations. (*1 Timothy 3:2; Titus 1:9*)
4. to shepherd the members of the Church. To pray for the sick, and to minister the Word of God. (*Acts 20:28; James 5:14,15*)
5. to discipline the members. (*Titus 1:13*)

6. to control the choice of all pulpit speakers in the absence of the Pastor, of all special pulpit presentations, and of all outside speakers for groups within the Church.
7. to examine all applicants for membership, accepting only those who give personal testimony of their salvation in Christ of a good spiritual attitude, and of their agreement with the Statement of Faith of the Church.
8. to administer and assist in the administration of baptism and the Lord's Supper.
9. to interview and recommend to the congregation a new Pastor as needed.
10. to appoint Elders
11. To manage the temporal affairs of the Church and to constitute a Board of Directors responsible for assuring compliance with the legal requirements of the State of California for the holding of property and for the other secular activities of the Church.

C. Termination of Office

1. Any Elder may resign effective upon giving written notice to the Chairman. If the resignation is to take effect at some future time, a successor may be selected before that time.
2. Any Elder may be removed from office at any regular or special meeting of the Elders if he is found to be physically or mentally incapacitated, he ceases to hold to any part of the Statement of Faith, or spiritually disqualified (according to pertinent Scriptures, including 1 Timothy 3:1-7 and Titus 1:5-9), after thorough corroborating investigation by the Elders, in accord with the procedures prescribed by pertinent Scripture, including Matthew 18:15-18 and 1 Timothy 5:19. When an Elder is removed because of sin that is deemed sufficient to disqualify him from shepherding, and if he refuses to repent from that sin, the removal shall be accompanied by a public rebuke, and notice shall be made before the church and the congregation thereof at a regularly-scheduled worship service as prescribed in 1 Timothy 5:20.
3. An Elder or Pastor may retain his office only so long as he continues his commitment to the Covenant of Membership and Statement of Faith

D. Organization and Meetings

1. At the first meeting after the annual congregational business meeting the Elders shall elect from among their members a chairman, a vice-chairman, a secretary and a treasurer.
2. The Pastor shall moderate meetings of the Elders in the absence of the chairman and vice-chairman.
3. Regular meetings of the Elders shall be scheduled monthly. Special meetings may be called at the request of the Pastor, the Chairman, or a majority of the Elders. For time sensitive items which have previously been

discussed or which do not require extensive discussion, the Elders may conduct business by email. All correspondence associated with such business must be addressed to the Pastor and all Elders. Result of any decisions shall be recorded in the minutes of the next meeting of the Elders.

4. The Elders may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meetings can hear one another.

5. A quorum for the conduct of normal business shall consist of a majority of the Elders. Although consensus will be sought on all issues, a majority vote of the Elders shall be sufficient to decide any issue not expressly requiring a greater majority.

6. Approval or disapproval of matters of special significance shall require a two-thirds vote of the Elders. These matters shall include, but not be limited to, revision of the Church Constitution, changing of established and previously approved Church positions and policies, implementation of new programs or ministries that have a budgetary impact, selection of new members of the pastoral staff, matters of a personal nature to the pastoral staff in which a conflict of interest may be apparent, and pastoral requests for time away from pastoral duties for preaching missions and other ministerial activities. Additionally, any matter may be deemed of special significance at the request of any three Elders. While the vote of the two-thirds majority of the Elders shall be considered the will of the Elders, it shall be the goal of the Elders to achieve unanimity.

7. The Chairman shall assign an Elder to each specific church function as soon as practical after the annual election of officers to provide counsel, encouragement, prayer support, and other assistance to those responsible for the function. When the function does not fall under the administration of a pastor, the Elder shall be responsible for its administration.

#### E. Secretary

The Secretary shall take accurate minutes of all official Elder meetings. Approved minutes will be signed and dated by the secretary and stored in a locked repository indefinitely. In the absence of the Secretary, another Elder can record minutes but the repository responsibility remains with the Secretary. The Secretary shall keep a permanent record of all business transacted at any meetings of the Church membership and shall also secure, after each annual meeting, the signature of each Church officer, teacher, and ministry leader to the Statement of Faith. The Secretary will maintain an accurate record of the Church membership, including mailing address and email address, and perform any other duty usually devolving upon such an officer. The Secretary will make all filings required by the State of California and keep the record of corporate officers filed with the state up to date. The Secretary may be assisted in these duties by a Church staff administrator. The Secretary shall keep two back-up copies of all permanent records, either paper or electronic, in two offsite locations, real or virtual.

F. Church Treasurer

An Elder shall serve as Church Treasurer. His duties are as follows:

1. He shall arrange for people who are in good standing and approved by the elders to count all offerings of the church. He shall keep a record of the amount received for each fund, and ensure a weekly deposit of all funds is made in a manner approved by the Elders.
2. He shall keep a confidential record of the contributions made by each contributor and prepare an annual giving report by February for the previous calendar year.
3. He shall keep an accurate account of all monies received and disbursed and make a detailed monthly report to the Elders.
4. He shall make quarterly and annual written reports to the Church. The Annual report of receipts and disbursements shall be distributed to each member at the annual meeting.
5. He shall disburse funds only by traceable means (checks, credit cards, e-bank transfers, etc.) approved by the Elders.
6. He shall disburse monies from the General Fund for supplies and materials on the basis of a purchase order or reimbursement request signed by the person authorized by the Elders for the category of purchase. All disbursements not included in the church budget must be approved by the Elders before such payment is made.
7. He shall disburse missionary and benevolent funds as designated by the donor, or, as in the instance of undesignated funds, as directed by the Elders. Questionable designations shall be referred to the Elders for a decision to disburse as designated or be returned to the donor.
8. He shall submit the financial records for external review in such manner and at such times as determined by the Elders.

The Treasurer may be assisted in his duties by the church bookkeeper(s) or accountant(s).

G. Chairman

The Chairman shall prepare an agenda for and chair all Elder meetings. The Chairman or his designated representative shall make all public pronouncements on behalf of the Elders. He shall insure that all actions of the Elders are in accordance with the stated purpose of this church as expressed in Article II of this constitution.

H. Vice Chairman

In addition to chairing the Elder meetings in the absence of the Chairman, the Vice-Chairman will act as parliamentarian for all business meetings as well as Elder meetings. Without relieving the responsibility of any other

Elder, he shall make sure that all Elder and church actions are in accord with this constitution.

I. Corporation Officers

The Corporation Officers shall be:

1. Corporation President and Chief Executive Officer – Pastor
2. Corporation Vice President – Chairman of the Elders or, if the Pastor is serving as Chairman, then the Vice-Chairman of the Elders.
3. Corporate Secretary - Secretary
4. Corporate Treasurer and Chief Financial Officer - Church Treasurer

**Section 2 Staff**

The church requires many kinds of workers to fulfill its purpose. Most of the work of the church is performed by volunteers but some functions require the expertise or diligence of paid staff. Most workers approaching full-time status will need compensation. Other workers may be able to perform similar functions without compensation.

A. Staff positions

1. The Elders shall establish the need for staff, both paid and unpaid.
2. New positions or vacant positions which are not in the approved budget, and for which compensation is sought, shall be approved by the Elders. 3. The Elders may implement search procedures for the budgeted vacant positions.
4. The Elders shall establish procedures for maintaining a salary schedule to provide for equitable review and adjustment of compensation appropriate to each position.

B. Pastoral Staff

1. The church may employ pastors and pastors-in-training to assist the Pastor in his pastoral duties. Members of the pastoral staff may be given descriptive titles which designate particular gifts, responsibilities and duties but for the purposes of this document shall be termed Assistant Pastors.
2. Assistant Pastors shall meet the qualifications (Article VI Section 1A) and have a share in the duties (Article VI Section 1B) of the Pastor and Elders.
3. The Elders shall be responsible for selecting Assistant Pastors to fill budgeted positions. Upon recommendation of the Pastor, new Assistant Pastors will be approved by a two-thirds majority vote of the Elders. The Pastor shall be responsible for assigning specific duties to Assistant Pastors and listing these in appropriate position descriptions.
4. Assistant Pastors may be terminated by a two-thirds vote of the Elders or by his Supervisor. 5. An Assistant Pastor may resign his position with a 90-day notice or within a shorter period if mutually agreed.

C. Vocational Staff

Upon recommendation of the Pastor, the Elders shall employ persons to fill budgeted positions in administrative, secretarial, clerical and custodial staff. Staff may be employed on a full-time or part-time basis. A budgeted position shall not be required if an individual volunteers to serve in a staff position on an unpaid basis.

The Pastor shall directly or indirectly supervise the vocational staff. Supervisory authority for individual tasks may be delegated to Elders, Assistant Pastors or members of the Vocational Staff.

D. Volunteer Staff

Most of the teaching ministry of the church is performed by the volunteer staff. Each teaching ministry is the responsibility of an Elder. Each teacher shall annually subscribe to the Statement of Faith.

**Section 3 Appointment of Elders**

A. Membership

When required, an Elder Nominating Committee shall be appointed. The Committee shall consist of five members of the Church, who are in good standing, i.e. those members who are following the Covenant of Membership. The Elders shall appoint two Elders to this Committee, designating one of them as Chairman. The two Elders will select three members of the church at large to serve on this Committee.

B. Meetings

The Committee shall meet at the call of the Chairman as often as required to fulfill its duties. A quorum shall consist of a minimum of four members. At least three-fourths majority vote of those present shall be required to approve actions of the Committee.

C. Duties

1. The Committee shall receive and consider all suggestions for nominations received from any Church member. The Committee shall provide a minimum of six weeks for member input. The Committee shall consider the scriptural qualifications for the office and prepare a list of suggested nominees and submit this list to the Elders for their consideration.

2. Elders shall review the list of suggested nominees and verify that the nominees meet the requirements set forth in Article VI, section 1 of this Constitution. They shall announce the approved nominees to the Church on the two consecutive Sundays immediately preceding the ratification.

The tenure of an Elder continues until he decides to step down, he is removed, or is unable to fulfill the duties of an Elder for any reason. Upon leaving the church for any reason, his standing as an Elder of Community Bible Church will immediately cease.

#### **Section 4 Other Committees and Positions**

The Elders shall appoint Deacons and Deaconesses and others as necessary to assure effective operation of all Church services and ministries. Deacons shall meet the requirements of 1 Timothy 3:8-13. Deaconesses must meet the equivalent criteria. Composition of committees' terms of office, and duties shall be as determined by the Elders and included in the Operating Procedures Manual.

#### **Section 5 Operating Procedures Manual**

The Elders shall establish and maintain an Operating Procedures Manual which shall be in accordance with and subordinate to this Church Constitution. Changes may be proposed at any Elder meeting. However, any proposed change shall be approved by a majority vote at two successive monthly meetings before it is adopted as part of the Operating Procedures Manual. This Manual and its contents shall be reviewed annually by the Church Board. This Manual will establish:

- rules and procedures governing Church business
- membership procedures, duties and discipline
- operating procedures for committees
- policies governing auxiliary bodies of the church
- job descriptions and conditions of employment for staff
- other policies and procedures deemed necessary by the Elders.

#### **Section 6 Business Meetings and Fiscal Matters**

A. An annual Congregational Business Meeting shall be called by the Elder Chairman as close in date to January 15th each year as is conveniently possible. At the Annual Meeting the voting membership shall approve the annual Church budget and conduct other business of the church.

B. Special business meetings of the church shall be called by the Elder Chairman whenever required by the Elders.

C. The Annual Business Meeting and Special Business Meetings shall be held following notice given at the regular weekly meeting of the Church on at least two consecutive weekends immediately prior to the weekend of the Special Business Meeting. Such meetings are termed duly called business meetings in the remainder of this document.

C. For all congregational business meetings, the members present shall constitute a quorum for conducting business.

D. The Fiscal Year of the Church shall be from January 1 through December 31.

E. If a new budget is not adopted at the annual meeting, necessary expenditures may be made as though the previous year's budget had been



extended until such time as a new budget is adopted at a duly called business meeting.

### **Section 7 Voting**

A. A two-thirds majority vote of ballots cast shall be required to resolve all matters brought to a vote at a duly constituted congregational business meeting with the following exceptions:

1. Changes to the Statement of Faith and changes to this voting requirement shall require a nine-tenths majority of votes cast at an Annual Meeting and for which the proposed changes shall have been issued in writing monthly to all members the six months preceding the vote.

B. A written ballot shall be required for all matters submitted to a congregational vote.

## **Article VII Church Records**

### **Section 1 Maintenance of Records**

A. General Records

An accurate, complete, and permanent record shall be kept of the procedures and decisions of all regular and special business meetings of the Church Congregation, the Elders, the Nominating Committee, and all the other committees and subcommittees reporting to the Elders. The Secretary shall be responsible for the official Church records, and the respective secretaries shall be responsible for the records of other Church activities.

B. Confidential Records

Discussions by the Elders of items of a personal nature which do not result in a recommendation to the Church membership will not be entered in the minutes of the Elder meetings. Such matters may be included as attachments to the minutes and may include but not be limited to:

1. pastoral and staff counseling of individuals.
2. discussion of proposed disciplinary actions that do not result in recommendation to the membership.
3. other items of a personal nature, revelation of which would result in unnecessary embarrassment to the parties involved.

### **Section 2 Inspection of Records**

A. The following records shall be open to inspection by the members at all reasonable times during office hours:

1. the original or a copy of this Constitution and By-laws, as amended to date and certified by the Secretary.

2. records of regular and special meetings of the Church congregation maintained by the Secretary.
3. minutes of the regular and special meetings of the Elders and Search Committee.
4. the original or a copy of the Operating Procedures Manual as amended to date and certified by the Chairman of the Elders.

Confidential records as described above shall not be open to inspection by the Church members other than the Pastor or Elders.

## **Article VIII Licensing, Commissioning and Ordination**

### **Section 1 Licensing for Ministerial Duties**

A license to serve as a pastor will be granted by the Elders to non-ordained Pastors and Assistant Pastors for the duration of their employment by the Church. In addition, the Elders may license Lay-Pastors for a term of up to one year, with the license renewable annually.

1. The applicant must be in agreement with the Church Statement of Faith.
2. The applicant shall have had at least one year of Bible training in some school approved by the Elders or shall have had the acceptable equivalent of such training as determined by the Elders.
3. The applicant shall meet the qualifications of a Pastor given in Article VI, Section 1A.
4. In the case of a Lay-Pastor, the applicant shall have made written request to the Elders, setting forth his intended use of the license.
5. Licenses are issued only to members of Community Bible Church.

The Elders, after approving the request, shall advise the Church membership at a subsequent weekend's services meetings that the license has been granted.

### **Section 2 Commissioning of Missionaries and Chaplains**

The Elders may Commission Missionaries and Chaplains for an indefinite term for service in specific ministries. Candidates must meet all the qualifications of a licensed lay pastor.

### **Section 3 Ordination to the Gospel Ministry**

The Elders shall seek out and encourage the ordination of those men who have demonstrated that they are called by the Holy Spirit to a life-committed ministry of the Gospel of Jesus Christ and are, at the time of ordination, involved in the ministry of Leading, Teaching, Preaching, Counseling, and/or Shepherding people in a Godly and successful manner. The Church may publicly ordain such men and present them with a certificate of ordination, indicating their calling. The applicant must be a member of this Church in full agreement with the Church

Statement of Faith, meet the biblical qualifications stated in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3, and has successfully completed the ordination procedure.

The Church reserves the right to revoke the ordination of any person who brings disgrace upon the Name of Jesus Christ, upon recommendation of the Elders.

## **Article IX Dissolution**

### **Section 1**

No part of the net earnings of the Corporation shall ever inure to the benefit of any donor, member, director, officer of the Corporation, or any private individual; and no donor, member, officer of the Corporation, or any private individual shall be entitled to share in the distribution of any of the Corporation assets.

### **Section 2**

Upon dissolution, any assets of the corporation must be distributed to one or more organizations to be named by the then governing Board of the Church. These organizations must be recognized by the Internal Revenue Service as being organized exclusively for religious purposes and must have a Statement of Faith and purposes similar to those of this Church.

## **Article X Amendments**

### **Section 1**

With the exception of the Statement of Faith, this Constitution may be amended, modified, or replaced by Elders. All changes to the Constitution must be thoroughly explained to the congregation, in the light of Scripture, by the Pastor and Chairman of the Elders and presented to the congregation for a vote of affirmation at a duly called business meeting.

## **Article XI Miscellaneous**

### **Section 1 Execution of Documents**

The Elders, serving as Corporate Directors, may authorize any officer or officers to enter into any contract or execute any instrument in the name of and on behalf of the Church, and such authority may be general or confined to specific instances. Such authorization, if given, shall be in writing and signed by the Secretary. The authorization must reference the Elder meeting minutes at which

approval was given and a copy of the authorization must be filed with the Elder meeting minutes. One officer may be authorized to execute instruments valued at \$10,000 or less but two officers are required to execute instruments creating indebtedness. Unless so authorized by the Elders no officer, agent, or other person shall have any power or authority to bind the Church by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

## **Section 2 Construction and Definitions**

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California General Nonprofit Corporation Law shall govern the construction of these By-laws.

Unless otherwise indicated in this document “majority” indicates a simple majority.

## **Section 3 Rules of Order**

The rules contained in *Robert’s Rules of Order*<sup>\*</sup> shall govern all meetings of the Church congregation and the Elder Board except in instances of conflict between said Rules of Order and the Constitution and By-laws of the Church or provision of law.

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<sup>\*</sup> The Parliamentarian may consistently use any recent edition.