



Constitution – Containing the Statement of Faith and By-Laws of San Diego Community Bible Church

Constitution and By-Laws of Community Bible Church  
Operating procedures Manual for Community Bible Church

Purpose of the document

This volume consists of the two documents that govern the day-to-day operation of Community Bible Church.

The Operating and Procedures are, and must be, “in accordance and subordinate to the Constitution” (C&BL V1.5).

Each Elder Board Member, Staff Member and employee of CBC must be familiar with the contents of both documents to function effectively. The Elder Board is to review the “Manual and its contents annually.” (C7BL V1.5)

## **Constitution and By-laws of Community Bible Church**

*Revised May 2019*

### **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**

Community Bible Church adheres to the historic Christian faith and proclaims the life-transforming Gospel of Jesus Christ.

“Let us hold fast the confession of our hope without wavering, for He who promised is faithful.” – [Hebrews 10:23](#)

We are reformed in our theology and in our understanding of the character and attributes of God, the sinful condition of man, the resulting judgment of man, the Gospel of Jesus Christ, the Christian’s salvation, the coming of the Lord Jesus Christ and the eternal state based on the unshakeable foundation of God’s Word. These biblical teachings are called the doctrines of grace. Read more about them here: <https://www.monergism.com/thethreshold/articles/onsite/gracelist.html>

### **Scripture**

The Bible teaches that while God has revealed Himself in His creation, He has spoken to us most clearly in His Word. The Scriptures of the Old and New Testaments are breathed out by God, holy, complete, and entirely without error in the original manuscripts. The Bible is our final authority in life, doctrine, and godliness.

[Ps. 19:1-6](#), [Rom. 1:18-20](#), [John 14:25-26](#), [Deut. 6:6-7](#), [2 Tim. 3:16](#), [John 10:35](#), [2 Pet. 1:20-21](#), [Matt. 4:4](#), [2 Pet. 1:3-4](#)

Sola Scriptura – The Bible is the sole written divine revelation, our only infallible rule for faith and life, and alone can bind the conscience of believers absolutely.

## God

The Bible teaches one, eternal, knowable, sovereign God. He knows all things, and providentially oversees all things. He is merciful, righteous, loving, holy, great in power, and good in purpose. His glory is our, and His, chief concern.

Deut. 6:4, Isa. 45:5-6, 1 Tim. 1:17, Heb. 1:1-2, Ps. 103:19, Dan. 4:34-35, Ps. 139:1-4, Matt. 10:29-31, Exod. 34:6, Acts 17:31, 1 John 4:8, Rev. 4:8, Ps. 147:5, Rom. 8:28, 1 Cor. 10:31

Soli Deo Gloria – Salvation is of God and has been accomplished by God, and therefore to God alone belongs the glory.

## Trinity

The Bible teaches one God who exists in three Persons: Father, Son, and Holy Spirit. All three are uncreated, coeternal, and equal in power, glory, and honor. Each Person is distinct from the other and is capable of individual action. They are rightly worshiped as the one true God—three in one, and one in three.

Matt. 28:19, Rev. 22:13, Acts 5:3-4 2

## God the Father

The Bible teaches that God the Father is an infinite personal spirit, perfect in holiness, wisdom, power and love. He does not possess, nor has He ever possessed, a body nor is He bound by any physical existence. He is transcendent and can only be known by self-revelation. 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.

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 appointed end.

The Father's work in salvation compared to the other Persons of the Godhead:

- Foreknowledge, election, power and love pertain to the Father.
- Reconciliation, mediation and redemption pertain to the Son.
- Regeneration, sanctification and communion pertain to the Holy Spirit.

The Father creates, yet by and through the Son. The Son redeems, yet commissioned by the Father. The Spirit convicts and sanctifies, yet as sent by the Father and the Son.

[Luke 3:38](#); [John 1:12](#); [8:39-44](#); [14:2](#); [17:1](#); [Rom. 8:15-16](#), [Matt. 11:27](#), [Ps. 103:19](#); [145:1-21](#); [Matt. 6:6-11](#); [7:11](#); [Rom. 8:28](#); [1 John 5:14-15](#)

### **Person of Jesus Christ**

The Bible teaches that Jesus of Nazareth was and is the Christ, the Messiah, the Anointed One. He is, and has always been, the eternal Son of the Living God. He is fully man and fully God. He was born of the Virgin Mary, lived a perfect life, taught the way of God's kingdom, worked miracles, suffered, died, and bodily rose again.

[Matt. 16:16](#), [1 Tim. 2:5](#), [Titus 2:13](#), [1 Cor. 15:1-8](#)

### **Work of Jesus Christ**

The Bible teaches that Jesus Christ lived a perfect life and died a shameful death that we might be counted perfectly righteous and forgiven of our sins. He was our sacrificial substitute. He defeated the devil, removed our guilt, and became a curse for us, bearing the weight of God's wrath we deserved.

[2 Cor. 5:21](#), [1 Pet. 3:18](#), [Rev. 12:9-10](#), [Isa. 53:4-6](#), [Gal. 3:13](#), [1 John 1:8-2:2](#)

Solus Christus – Jesus Christ is the only Mediator through whose work we are redeemed ([John 14:6](#); [John 3:16](#)).

### **Holy Spirit**

The Bible teaches that the Holy Spirit, working through the Word of God, supernaturally converts (regenerates) the hearts of God's people by making alive what was spiritually dead. The Spirit convicts us of sin, leads us to repentance, causes us to grow in holiness, seals us for the day of redemption that we might be assured of our salvation, and equips the church with spiritual gifts for the building up of the body.

[Titus 3:5](#), [1 Pet. 1:23](#), [John 16:8-11](#), [Ezek. 36:26-27](#), [2 Cor. 3:18](#), [Eph. 1:13-14](#), [1 Cor. 12:4-11](#)

### **Creation**

The Bible teaches that God created the entire universe out of nothing. Man and woman were the crown of God's good creation, being created in His own image. As image bearers, we were created to worship God and reflect Him in true knowledge, righteousness, and holiness.

[Gen. 1:1, Heb. 11:3, Gen. 1:26-27, Eph. 4:22-24, Col. 3:9-10](#)

### **Fall**

The Bible teaches that Adam and Eve, our first parents, rebelled against God and plunged themselves and all their offspring into ruin. Because of Adam's sin, we are all guilty sinners. We come into the world with completely corrupt natures, unable to do good. We are spiritually dead until God makes us alive in Christ.

[Gen. 3:1-19, Rom. 5:12-21, Ps. 51:5, John 6:44, Rom. 3:10-18, Eph. 2:1-5](#)

### **Salvation**

The Bible teaches that we are justified – declared righteous before God – through faith alone, in Christ alone, by grace alone. The only way to be adopted into God's family is through union with His Son, Jesus Christ. Faith is the gift of God to a reprobate sinner; it is not produced by self.

[Gal. 2:16, John 14:6, Eph. 1:3-6, Eph. 2:8-9](#)

Sola Fide – Justification is by faith alone. By God's free grace, the righteousness of Jesus Christ is imputed to us by faith and is the sole ground of our acceptance by God, by which our sins are pardoned.

Sola Gratia – Our salvation rests solely on the work of God's grace for us ([Rom. 2:4; Eph. 2:8-10](#)).

### **Church**

The Bible teaches that the church is the communion of God's people drawn from every tribe, language, people, and nation. This body, of which Christ Jesus is the head, exists locally, and imperfectly, as the visible church. Jesus Christ has given His church two sacraments: Baptism and the Lord's Supper.

[Eph. 2:11-13, Rev. 5:9-10, Matt. 28:19-20, 1 Cor. 11:23-26](#)

### **Marks and Mission**

The Bible teaches that God's people should be marked by Christlikeness, prayerfulness, joyful obedience, love of God and love of neighbor. We believe the mission of the church is to make disciples by declaring the gospel of Jesus Christ in the power of the Spirit to the glory of God the Father. As salt and light, we seek to reach the lost, love others in word and deed, work for righteousness and justice, and care for the hurting and needy.

[Eph. 5:1-2](#), [Rom. 12:12](#), [John 14:15](#), [Matt. 22:37-4](#), [Matt. 28:19-20](#), [Matt. 5:13-16](#), [1 Cor. 9:19-23](#), [1 Pet. 4:11](#), [1 John 3:16-18](#), [Amos 5:24](#)

### **Last Things**

The Bible teaches that Jesus Christ will return to earth personally, visibly, and bodily as King of Kings and Lord of Lords. At His appearing, the dead shall be raised and the living and the dead will be judged. The wicked and unbelieving will be consigned to eternal punishment. Those belonging to Jesus will have eternal life in the new heavens and the new earth and live in ever-increasing joy to the glory of God.

[Acts 1:11](#), [1 Cor. 15:20-28](#), [Rev. 20:10](#), [Rev. 14:15](#), [Matt. 25:21](#), [Rev. 21:1-5](#)

### **Leadership**

Community Bible Church adheres to the New Testament model of biblical leadership through the establishment of a plurality of elders, who oversee and shepherd the church, and through the appointing of deacons to minister to the physical needs of the church. The Pastor is the one responsible for casting the vision of the church.

All elders are equal in authority and fulfill their specific ministry/emphasis in the local church. Their role is to support the vision of the Pastor. Each elder is to habitually exemplify the qualities of an elder as laid out in 1 and 2 Timothy, Titus, 1 Peter, and the examples of other elders in Scripture.

All deacons, likewise, fulfill their respective ministries and must habitually demonstrate the qualifications of a deacon as taught in [1 Timothy 3:8-13](#).

These are the statements that distinguish us from other churches.

## **Article IV - Powers**

### **Section 1**

The powers of this church are vested in its members and not subject to any outside ecclesiastical authority. 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 voting membership constitutes the local authority in this church; it is the source of policy, government, and practice necessary to the total ministry of the church, both spiritual and secular. This authority includes the power to delegate such specific authority and functions as the voting membership may 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 not specifically delegated by this constitution is retained by the church membership, and all authority delegated may be exercised by the voting membership at its discretion.

## **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 new member orientation classes taught by a Pastor or Elder. They shall then be examined by the Board of Elders as to their Christian experience, scriptural baptism, and the basis of their salvation. Applicants should discuss any questions regarding the Statement of Faith with an Elder or Pastor prior to examination by the Board of Elders.

### **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](#)).

### **Section 3**

Those applicants whose examination is satisfactory will be presented to the Church membership at any Sunday service or other regular or special meeting of the voting membership. The Church Secretary or their 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**

Members aged 18 and over have the right to vote on any Church business. A minor may become a member at 16 if the parent or guardian agrees.

### **Section 5**

Members may 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.

Upon recommendation of the Board of Elders, the congregation may vote to remove a member for cause.

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

### **Section 1 Officers**

The governance of the Church shall be vested in a Pastor and Board of Elders, with final authority residing in the voting members of the congregation. Only such men shall be recommended for office as can and will conscientiously sign the Articles of Faith and the Constitution and By-laws without mental reservation.

#### **A. Pastor**

The Church shall be led by a Pastor. (If assisted by a pastoral staff he may be further designated as the Senior Pastor.) The Pastor shall be elected for an indefinite term, and the relationship is to continue as long as mutually agreeable

1. The Pastor shall serve as (CEO) executive of the church to implement the policies as established by himself, the Board of Elders, and the congregation. 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. He, or his appointee, shall be a non-voting, ex-officio member of all other Church boards and committees.

#### **B. Board of Elders**

The Elders shall determine each year whether they would still like to serve in this capacity. They must meet the scriptural requirements or they may be asked to step down.

#### **C. Qualifications**

The Pastor and Elders shall constantly meet the qualifications of [1 Timothy 3:1-7](#), [Titus 1:5-9](#), and [1 Peter 5:1-3](#).

#### **D. Duties**

It shall be the duty of the Pastor and Elders:

1. To care for the spiritual welfare of the members of the local Church. ([Hebrews 13:17](#))
2. To provide leadership and exercise authority over the local Church, all officers, boards, committees, and members shall be accountable to the Board. ([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 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.

7. To administer and assist in the administration of baptism and the Lord's Supper.
8. To interview and recommend to the congregation a new Pastor as needed.
9. 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. The Board of Directors is subject to the instruction of the church membership in accordance with the Charter under which the church is incorporated.

#### E. Termination of Office

1. Elders and the Pastor shall be subject to a vote of confidence by the Church membership at any time by written request to the Board of Elders of five percent of the Church membership or by recommendation of two-thirds of the Elders. Termination will be by church members voting at a Special Business Meeting called for that purpose. Termination of Elders shall be considered immediate. The Pastor shall be given a ninety (90) day notice (or a shorter period if mutually agreed) unless termination is for turpitude, in which case termination shall be immediate. No meeting shall be called to discuss such a vote of confidence without prior notice to the individual of the nature and substance of the charge(s) against him. Such charge(s) shall not be discussed by the Board apart from the presence of the Pastor or a representative of his choosing.
2. The Pastor may resign the pastorate with a ninety (90) day written notice or within a shorter period if mutually agreed.
3. An Elder may retain his office only so long as he continues his commitment to the Covenant of Membership and Statement of Faith

#### F. Organization and Meetings

1. At the first meeting after the annual congregational business meeting the Elders shall elect from among their members a vice-chairman, a secretary and a treasurer.
2. The Pastor, or his designated substitute, shall moderate meetings of the Board.
3. Regular meetings of the Board shall be scheduled monthly. Special meetings may be called at the request of the Pastor or a majority of the Elders.
4. A quorum for the conduct of normal business shall consist of the Pastor (or his representative) and a majority of the Elders. When considering pastoral remunerations, a quorum 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.

5. 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, 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 Board, it shall be the goal of the board to achieve unanimity. When required, matters of special significance shall then be submitted to the voting membership for a vote.
6. 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 to the board for its administration.

#### G. Church Clerk

The Secretary of the Elder Board shall function as Church Clerk. The clerk shall keep a record of all business transacted at any meetings of the Church membership. The Clerk will maintain an accurate record of the Church membership roll and perform any other duty usually devolving upon such an officer. The Clerk may be assisted in these duties.

#### H. Church Treasurer

The treasurer of the Board of Elders shall serve as Church Treasurer. They serve for a period of two years and must be reappointed to the position by the recommendation of the Elders by 2/3 majority vote. The duties of the Treasurer are as follows:

1. They shall arrange for the counting of all offerings of the church. They shall keep a record of the amount received for each fund, and make a weekly deposit of all funds as designated by the Board of Elders.
2. They 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. They shall keep an accurate account of all monies received and disbursed and make a detailed monthly report to the Board of Elders.
4. They shall make an annual report to the Church
5. They shall disburse funds only by check.
6. They shall disperse monies from the General Fund for supplies and materials on the basis of a purchase order signed by one authorized by the Board of Elders for the category of purchase. All disbursements not included in the church budget must be approved by the Board of Elders before such payment is made.

7. They shall disperse missionary and benevolent funds as designated by the Elder Board. Questionable designations shall be referred to the Elder Board for a decision to disperse as designated or return to the donor.

8. They shall submit the books for audit in such manner and at such times as determined by the annual audit firm.

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

I. Corporation Officers

The Corporation Officers shall be:

1. Corporation President and Chief Executive Officer - Pastor
2. Corporation Second Vice President - Vice-Chairman of Elder Board
3. Corporate Secretary - Church Clerk
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 Elder Board 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 congregation on the recommendation of the Elder Board. This recommendation shall include a job description, qualification requirements and the anticipated salary package.
3. The Pastor may implement search procedures for the current budgeted vacant positions. He shall interview and hire applicants to fill current open positions.
4. The Pastor 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 for such office.

3. The Pastor, shall be responsible for selecting Assistant Pastors to fill budgeted positions. The salaries of these positions are determined by the Pastor and approved by the Board. 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 the Senior Pastor or a two-thirds vote of the Elders. Unless termination is for turpitude, a ninety (90) day notice (or a shorter period if mutually agreed) shall be given. No meeting shall be called to discuss such termination without prior notice for the Assistant Pastor of the nature and substance of the charge(s) against him. Such charge(s) shall not be discussed by the Board apart from the presence of the Pastor or a representative of his choosing.
5. An Assistant Pastor may resign his position with a 90-day notice or within a shorter period if mutually agreed.

#### C. Vocational Staff

The church 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 supervise all staff. The staff works for him alone. They report to him and not to the Elder Board. He is responsible for their reviews and pay scales. Supervisory authority for individual tasks may be delegated to Elders, Assistant Pastors or members of the Vocational Staff if the Pastor determines it necessary.

#### D. Volunteer Staff

The majority of the teaching ministry of the church is performed by the volunteer staff. Each teaching ministry is the responsibility of a Pastor or Elder. Each teacher shall annually subscribe to the Statement of Faith.

### **Section 3 Other Committees and Positions**

The Board of 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. Composition of committees, terms of office, and duties shall be as determined by the Board and included in the Manual.

### **Section 4 Operating Procedures Manual**

The Church Board shall establish and maintain an Operating Procedures Manual, which shall be in accordance with the subordinate to this Church Constitution. Changes may be proposed at any Board 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. The Church Board shall review this Manual and its contents annually. 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.
- Other policies and procedures deemed necessary by the Church Board.

### **Section 5 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 congregation 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 Elder Board or upon the written petition of five percent or more of the total voting membership. Such meetings shall be held following notice given at the regular weekly meeting of the Church on at least two consecutive Sundays immediately prior to the special business meeting.
- 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 of the following year.
- E. The term of office for all elected positions shall coincide with the Annual Meeting.
- F. 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 special business meeting.

### **Section 6 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. The call of the Senior Pastor shall require a three-fourths affirmative vote in a single candidate referendum. The candidate shall be nominated by the Elder Board after prayerful consideration. Initial candidate screening shall be performed by a selection committee. The Elder Board shall select up to one-half their number of representatives from the congregation to serve with them on the selection committee.
  2. 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 Elder Board, the Nominating Committee, and all the other committees and subcommittees reporting to the Elder Board. The Church Clerk 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 Elder Board 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 Board 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 Church Clerk.
2. Records of regular and special meetings of the Church congregation maintained by the Church Clerk.
3. Minutes of the regular and special meetings of the Elder Board and Nominating Committee.
4. The original or a copy of the Operating Procedures Manual as amended to date and certified by the Chairman of the Elder Board.

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



***Article VIII License for Ministerial Duties  
and Ordination to the Gospel Ministry***

**Section 1 License for Ministerial Duties**

A license to serve as a Pastor for the time period to be limited by the Elder Board may be granted an applicant after the following requirements have been met:

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 Elder Board or shall have had the acceptable equivalent of such training.
3. The applicant shall have made written request to the Pastor, setting forth its intended use of such a license.

The Elder Board, after approving the request, shall advise the Church membership at the next regular business meeting that the license has been granted.

**Section 2 Ordination to the Gospel Ministry**

The Elder Board shall seek out and encourage those individuals who have given evidence of God's call to be ordained to the Gospel ministry. The Church may publicly ordain such candidates and may present them with a certificate thereof after they have met the following requirements:

1. The applicant must be in agreement with the Church Statement of Faith.
2. He must submit a written request for ordination to the Elder Board.
3. The candidate must pass an examination by the Elder Board.

***Article IX Dissolution***

**Section 1 Financial Consideration**

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 Assets**

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 the voting membership at any regular or special meeting for

business. Such amendments must be submitted to the Church membership by the Elder Board four weeks prior to the meeting, and public and written announcements must be made at least three Sundays preceding the meeting. All changes to the Constitution must be thoroughly explained to the congregation, in the light of Scripture, by the Pastor and Chairman of the Elder Board.

## **Section 2**

Proposed amendments shall be prepared by a Constitution Committee and recommended by the Church Board to the Church congregation.

## **Section 3**

Upon presentation to the Elder Board of a petition signed by at least five percent of the Church membership, proposing a constitutional amendment, the Chairman of the Elder Board shall call a special business meeting to discuss and vote on the proposed amendment.

## **Article XI Miscellaneous**

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

The Elder Board, serving as Corporate Directors, may authorize any officer or officers, agent or agents 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; and, unless so authorized by the Elder Board 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.

### **Section 3 Rules of Order**

The rules contained in *Robert's Rules of Order/The Modern Edition*<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>*Robert's Rules of Order/The Modern Edition*, Copyright 1989 by Darwin Patnode, Berkley Books, New York.

Constitution and By-Laws of Community Bible Church  
Operating procedures Manual for Community Bible Church