

***SOUND BEACH  
COMMUNITY  
CHURCH  
  
BYLAWS***

06/03/2019

# **Sound Beach Community Church Bylaws**

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## **ARTICLE I. CHURCH MEMBERSHIP**

### **Section 1: Membership**

A member is allowed to vote on any matter brought before the congregation during semi-annual or any special congregation meetings. A member must satisfy all requirements outlined in Article I.2.A.

### **Section 2: Requirements for Membership**

The following criteria shall be met to become a member:

1. Must be at least 16 years of age.
  2. Must be a born again believer.
  3. A public profession of faith, both written and verbal must be shared with the Elder Board.
  4. Must agree with the Sound Beach Community Church Statement of Faith, Constitution, and Bylaws.
  5. Must have attended Sound Beach Community Church for six months prior to completing a membership class.
  6. Applicant must be presented to the membership for approval into the fellowship after the membership class.
  7. Must attend weekly worship services at least four out of every eight weeks. The Elder Board may waive this requirement in case of illness, family crisis, or job related issues.
  8. Must relinquish former church memberships.
- While not a “requirement” for membership, service is highly encouraged. Ephesians 4: 7-10. Just as Jesus came not to be served but to serve (Matthew 20:28), members are expected to serve both in the church and in outreach ministry opportunities as they present themselves.

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## **Section 3. Withdrawal of Membership**

Any member who wishes to withdraw from church membership is requested to submit a written request to the Pastor stating the reasons for their intent to withdraw. The request will then be reviewed by the Elder Board. The Elder Board will provide a letter of release.

## **Section 4. Discipline/Restoration**

The overall purpose of discipline is to lovingly correct and restore the individual to fellowship with God and His people. If any member shall conduct themselves in a manner which is not in harmony with Scriptural principles, is living ungodly

(1 Corinthians: 5), is in denial of the Statement of Faith (Article IV of the Sound Beach Community Church Constitution), is involved in false teaching (2 John 7-11) or divisiveness (Titus 3:10), for which they show no evidence of repentance, disciplinary action shall be taken.

A. **Motivation:** Church discipline shall be motivated not by vindictiveness but by positive spiritual concerns for:

1. **The Glory of God:** God is not glorified when His people live in sin or promote heresy.
2. **Obedience to Christ:** The Lord Jesus, who is Head of the Church, has instructed us to confront sin in fellow believers (Matthew 18:15-20). Not to do so is disobedience and must be acknowledged as such. It should be realized that Church discipline is not our idea but our Lord's. Discipline shall be done carefully and in love.
3. **The Purity of the Church:** Sin at any point affects the whole. The Apostle Paul points this out as he addresses sin in the Corinthian Church. "A little yeast leavens the whole lump" (1 Corinthians 5:6).
4. This concerns the whole body because only a pure church can have a significant impact on the world.

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5. **Love for the Saints:** While discipline may appear on the surface to be a lack of love, genuine love will care enough to confront disobedience (Proverbs 13:24, Hebrews 12:4-13, James 5:19-20).
- B. **Authority:** Church discipline has been authorized and commanded by its Head – the Lord Jesus Christ, who states that whatever the Church binds on earth shall be bound in heaven and whatever the Church loose on earth shall be loosed in heaven (Matthew 18:18). Further, the members of this congregation collectively give authority to the Elder Board to administer discipline when needed.
- C. **Purpose:** Church discipline is intended to be remedial not terminal, aiming to bring a sinning brother or sister to repentance. If he repents, he will be lovingly restored to fellowship. (Matthew 18: 15-18)
- D. **Procedure:** The procedure delineated in Matthew 18, shall be followed (looking to 1 Corinthians 5 and 2 Thessalonians 3 for clarification of the last step in Matthew 18).
  1. The person who knows about a congregant's sin shall go and reprove them in private. If the sinning congregant listens and repents, the discipline process is ended and the restoration process begins.
  2. If not, the confronting congregant shall take one or two members along, so that by the mouth of two or three witnesses every fact may be confirmed. If the sinning congregant listens and repents, the discipline process is ended and the restoration process begins.
  3. If there is not repentance, the confronting members shall bring the matter first to the Elder Board who will deal with the individual. If the sinning congregant listens and repents, the discipline process is ended and the restoration process begins.
  4. If the individual is still not repentant, the matter will be brought to the whole church at a special congregation meeting. At that time, the congregation will be informed about the congregant's sin. The

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congregation is encouraged to appeal to the congregant to turn from their sin. One month will be allowed for repentance. If the congregant repents, the discipline process is ended and the restoration process begins.

5. If there is no repentance, the sinning congregant will no longer be allowed to serve in any ministry capacity, their name will be removed from the membership roll and they will be excluded from fellowship. (Matthew 18:17; 1 Corinthians. 5:2, 11, 13; 2 Thessalonians 3:6, 14-15).

E. **Restoration:** A member, under the discipline of the church, may be restored to fellowship when they have repented and shared their repentance with the church membership. When the sinning congregant repents of their sin, their membership status is restored and they shall be welcomed back into fellowship with open arms (2 Corinthians 2:6-8).

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## **ARTICLE II. CHURCH GOVERNMENT**

### **Section 1. Requirement for Public Service**

To serve in a public ministry, a person must be born again, give a verbal testimony to the elders and be in agreement with the Sound Beach Community Church Statement of Faith, Constitution, and Bylaws. Public service would include church bus driver, ministry helpers/servants, praise team members, greeters/ushers, nursery workers, etc.- anyone representing the church in the public eye.

Anyone dealing with finances or any other intimate church affairs must be a member.

Any ministry team leader or teacher must be a member. Before anyone is placed into a leadership position, they must have had six months of service to the ministry.

### **Section 2. Pastoral Staff**

The pastoral staff shall include the Senior Pastor and all other pastors, full-time or part-time.

- A. **Senior Pastor Qualifications:** The Senior Pastor must be a man who has experienced the saving grace of God and be of established and irreproachable character (1 Timothy 3:1-7). He must be in agreement with the Sound Beach Community Church Statement of Faith, Constitution, and Bylaws. He must be licensed or ordained by a recognized church or church organization or be in the process of obtaining such a license or ordination. He must have the ability to perform the duties specified in the job description approved by the Elder Board.
- B. **Board and Committee Membership:** The Senior Pastor shall be a member of the Elder Board and shall be an exofficio member of each committee and ministry team.

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- C. Additional Pastoral Staff Positions:** Additional pastoral staff positions shall be voted on and approved at a semi-annual or special congregation meeting. To do so, the congregation must approve the budget for financial compensation. The additional pastoral staff member must be a man who has experienced the saving grace of God and be of established and irreproachable character (1 Timothy 3: 1-7). He must be licensed or ordained by a recognized church or church organization or be in the process of obtaining such a license or ordination. He must be in agreement with the Sound Beach Community Church Statement of Faith, Constitution, and Bylaws. He must have the ability to perform the duties as specified in the job description approved by the Elder Board.
- D. Job Description:** The duties of all pastoral staff positions shall be determined by the Elder Board and outlined in a job description approved by the Elder Board.
- E. Pastoral Candidate Call:** A quorum is required for the congregation meeting to consider calling an individual for a pastoral staff position. The individual's call requires at least a 90% vote approving the call by ballot of members present or voting by absentee ballot.
- F. Additional Candidates:** After a call is made to a pastoral candidate additional calls shall not be placed until the prior call is either accepted or rejected.
- G. Church Membership:** Upon appointment of the individual to a pastoral position, that person and spouse shall become members of the church. Other immediate family members may immediately begin the process of becoming members.
- H. Resignation:** Six months written notice shall be given in case of resignation of the Senior Pastor, except when a shorter notice has been approved by the Elder Board. In case of the resignation of another member of the pastoral staff, four months written notice shall be given, except when a shorter notice has been approved by the Senior Pastor and the Elder Board.



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**I. Removal:** Any concerns or complaints against the pastor or a member of the pastoral staff shall be dealt with according to 1 Timothy 5:19 that reads: “Do not receive an accusation against an elder except on the basis of two or three witnesses” (NASB). After following the procedure for discipline in Article I.4, should the Elder Board conclude that the person has gone astray either in doctrine or conduct, the Elder Board will admonish him in brotherly love. Should the admonition not have the desired result, the Elder Board may request a resignation. Lacking this, the Elder Board, in a majority decision, may recommend to the congregation the removal from the position according to 1 Timothy 5:20, “Those who continue in sin, rebuke in the presence of all, so that the rest may also be fearful of sinning.” (NASB) This recommendation would be presented at a semi-annual or special congregation meeting. At least 66% of the members must indicate by ballot or absentee ballot that the pastor should be dismissed. For the vote to occur a quorum must be voting. If the voting is less than 66% the pastor will be retained. In the event of dismissal, the Elder Board may, but is not required, to provide the outgoing pastor with housing for up to three months.

## Section 3. Non-Pastoral Staff

- A. **Definition:** The non-pastoral staff shall include, but is not limited to the administrative staff, secretarial staff, custodial staff, interns and paid ministry assistants.
- B. **Duties:** Duties of non-pastoral staff, to whom they are accountable, and terms if applicable, shall be determined by the Elder Board as outlined in the Elder Board approved job description which may be modified at any time to meet the changing needs of the congregation.
- C. **Termination:** The Senior Pastor alone, or Elder Board retains the right to terminate any non-pastoral staff member with or without cause or notice.

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## Section 4. Elders

- A. **Qualifications:** They shall be a man of such character as outlined in the scriptures relative to the role of an elder (I Tim. 3:1-7, Titus 1:5-9). He must be a member of the church.
- B. **Duties:** An elder shall assist the pastor/pastoral staff in the provision of spiritual direction for the total ministries of the church, in the pastoral care of the congregation (visitation, counsel, discipline) and assist in the administration of the ordinances.
- C. **Elder Board:** The Elder Board consisting of all elders and the senior pastor shall be the governing body, which conducts the affairs of the church between the semi-annual congregation meetings. The Elder Board shall have authority in all matters except those that are reserved for congregational action.
- D. **Election:** The Elder Board shall nominate the candidate for the position of elder. The elder shall be elected for each term by ballot and absentee ballot and must receive a 90% majority vote of the members provided a quorum is met. The election may occur at a semi-annual or special congregational meeting.
- E. **Term:** The elder term shall be for three years. Elders may serve two consecutive terms with a one-year sabbatical, after the second term. An elder may serve further terms after said sabbatical, with the same rotation. In situations where there are no available elders, a current elder's sabbatical may be waived with a 90% majority vote from the congregation.
- F. **Dismissal:** An elder may resign his position, or may be dismissed upon a majority recommendation of the Elder Board and a 66% majority vote of members provided a quorum is met at a semi-annual or special congregation meeting. However, with regard to disciplinary issues, the Elder Board reserves the right to dismiss an elder without a congregational vote as outlined in 1 Timothy 5:19.

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## Section 5. Deacon/Deaconess

- A. **Qualifications:** A deacon or deaconess shall be a man or woman of such character as outlined in the scriptures relative to the role of a deacon (Acts 6:2-3, 1 Timothy 3:8-13). They must be a member of the church.
- B. **Duties:** The deacon/deaconess shall exercise their responsibilities by:
1. Assisting the pastor in administration of church ordinances
  2. Visiting the sick and distressed members of the church and when necessary, relieve their needs by appropriations from the Servant Funds and otherwise promote the spiritual welfare of the church
  3. Maintaining close contact with the members assigned to them and through friendship and fellowship, make themselves aware of the needs and spiritual status of their charges
  4. Keeping the pastor, elders, and fellow deacon/deaconess' informed of such needs that come to their attention
- C. **Election:** The Elder Board shall nominate the candidates for the position of deacon/deaconess. The deacon/deaconess shall be elected for each term by ballot and absentee ballot and must receive 90% majority vote of the members provided a quorum is met. The election may occur at a semi-annual or special congregation meeting.
- D. **Term:** The deacon/deaconess term shall be for three years. A deacon/deaconess may serve two consecutive terms with a one-year sabbatical after the second term. A deacon/deaconess may serve further terms after said sabbatical, with the same rotation.
- E. **Dismissal:** A deacon/deaconess may resign the position, or may be dismissed upon a majority recommendation of the Elder Board and a 66% majority vote of members provided a quorum is met at a semi-annual or special congregation meeting. The Elder Board reserves the right to dismiss a deacon/deaconess without a congregational vote as outlined in 1 Timothy 5:19.

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## Section 6. Treasurer

- A. **Qualifications:** The treasurer shall be a man or woman of such character as outlined in the scriptures relative to the role of a deacon (Acts 6:2-3, 1 Timothy 3:8-13). They must be a member of the church.
- B. **Duties:** Shall be responsible for the maintenance of all funds, deposits, records, disbursement and provision of financial statements for distribution to membership. The treasurer shall produce financial records whenever the congregation desires them and shall give a report at each board meeting. The treasurer shall give a written report at each semi-annual or special congregation meeting.
- C. **Election:** The Elder Board shall nominate the candidate for the position of Treasurer. The treasurer shall be elected for each term by ballot and absentee ballot and must receive a 90% majority vote of the members provided a quorum is met. The election may occur at a semi-annual or special congregation meeting.
- D. **Term:** The treasurer term shall be for three years. A treasurer may serve two consecutive terms with a one-year sabbatical, after the second term. A treasurer may serve further terms after said sabbatical, with the same rotation.
- E. **Dismissal:** The treasurer may resign the position, or may be dismissed upon a majority recommendation of the Elder Board and a 66% majority vote of members provided a quorum is met at a semi-annual or special congregation meeting. The Elder Board reserves the right to dismiss the treasurer without a congregational vote as outlined in 1 Timothy 5:19.

## Section 7. Financial Secretary

- A. **Qualifications:** The financial secretary shall be a man or a woman of such character as outlined in the scriptures relative to the role of a deacon (Acts 6:2-3, 1 Timothy 3:8-13). They must be a member of the church.

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- B. Duties:** The financial secretary will document an accurate count of weekly receipts from personal membership giving. The financial secretary will submit a written report of all receipts on a regular basis to the board, as well as keep appropriate journals and ledgers. They will provide a receipt to donors who gave contributions to Sound Beach Community Church during each calendar year. These receipts will be distributed in January.
- C. Election:** The Elder Board shall nominate the candidate for the position of financial secretary. The financial secretary shall be elected for each term by ballot and absentee ballot and must receive a 90% majority vote of the members provided a quorum is met. The election may occur at a semi-annual or special congregation meeting.
- D. Term:** The financial secretary's term shall be for three years. A financial secretary may serve two consecutive terms with a one-year sabbatical, after the second term. A financial secretary may serve further terms after said sabbatical, with the same rotation.
- E. Dismissal:** The financial secretary may resign the position, or may be dismissed upon a majority recommendation of the Elder Board and a 66% majority vote of members provided a quorum is met at a semi-annual or special congregation meeting. The Elder Board reserves the right to dismiss the financial secretary without a congregational vote as outlined in 1 Timothy 5:19.

## Section 8. Recording Secretary

- A. Qualifications:** The recording secretary shall be a man or a woman of such character as outlined in the scriptures relative to the role of a deacon (Acts 6:2-3, 1 Timothy 3:8-13). They must be a member of the church.

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- B. **Duties:** Document and keep accurate permanent records and minutes of all proceedings and decisions at board meetings and semi-annual or special congregation meetings. Maintain and publish written reports of all elected church positions and terms. Document and maintain the official church membership roster. Prepare the necessary meeting notices. Compile semi-annual or special congregation meeting reports.
- C. **Election:** The Elder Board shall nominate the candidate for the position of recording secretary. The recording secretary shall be elected for each term by ballot and absentee ballot and must receive a 90% majority vote of the members provided a quorum is met. The election may occur at a semi-annual or special congregational meeting.
- D. **Term:** The recording secretary term shall be for three years. A recording secretary may serve two consecutive terms with a one-year sabbatical, after the second term. A recording secretary may serve further terms after said sabbatical, with the same rotation.
- E. **Dismissal:** The recording secretary may resign the position, or may be dismissed upon a majority recommendation of the Elder Board and a 66% majority vote of members provided a quorum is met at a semi-annual or special congregation meeting. The Elder Board reserves the right to dismiss the recording secretary without a congregational vote as outlined in 1 Timothy 5:19.

## Section 9. Committees

- A. **Definition:** Committees may comprise, but are not limited to, the following: Youth, Music, Sunday School, Children's Church, Missions, Outreach, Financial, Fellowship, and Pastor Search Committees.
- B. **Qualifications:** Must be a member of the church to serve on a committee.
- C. **Duties and Structure:** The Elder Board will define the duties and structure of any committee.

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- D. **Formation:** All committees of the church shall be staffed with a designated chairperson and others who are approved for the committee by the Elder Board.
- E. **Pastor Search Committee Structure and Formation:** The Pastor Search Committee shall include but not be limited to one or more elders, one or more deacons, the music leader, and one or more at-large members. The maximum allowed on this committee is 7. The Elder Board will make the appointments to this committee when it is necessary to search for a pastoral candidate.

## **ARTICLE III. MEETINGS**

### **Section 1: Semi-Annual Business Meeting**

There shall be two church semi-annual business meetings each year in April and October. The October meeting will include the fiscal year end review. (Fiscal year begins October 1 and ends September 30). All reports to be included must be submitted two weeks prior to the meeting to the recording secretary. The meeting will be conducted in the following format:

- A. Scripture reading and prayer
- B. Reading and approval of previous meeting minutes
- C. Reports
- D. Unfinished business
- E. New business
- F. Adjournment and prayer

Meetings will follow the essence of Philippians 1:27, “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in the one Spirit, striving together as one for the faith of the gospel” and Robert’s Rules of Orders. The meeting will be conducted by a moderator who shall be a member. Items requiring a vote must pass by a 66% majority. except for voting on Pastoral Staff

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and officers, which requires a 90% majority. (See Article II, sections 2,4,5,6,7,8).

## **Section 2: Special Congregation Meetings**

A special congregation meeting addresses the needs of specific issues of church business between the scheduled semi-annual meetings. A written request to hold such a meeting must be submitted to the Elder Board for approval. Once approved, a special congregation meeting will be scheduled, following at least a two-week congregational notification. Special congregation meetings may also be called without notification whenever necessary for disciplinary matters at the discretion of the Elder Board.

## **Section 3: Quorum**

At any semi-annual or special congregation meeting 33% of members shall constitute a quorum. Included in this total percentage are members present at the meeting and those voting by written absentee ballots. A quorum is required for any voting to be made official.

## **Section 4: Voting Procedure**

Voting to approve or disapprove minutes, financial secretary reports, treasurer reports, and new member approval may be accomplished by a show of hands by members.

To assure confidentiality on other matters, voting will be done by written ballot. Ballots will be distributed to members during a member roll call. A member will be allowed to cast only one vote per issue. Casting a spouse's or other family member's vote is not allowed.

Absentee ballot voting is allowed. An absentee ballot must be submitted to an elder prior to the meeting. The ballot must be in a sealed envelope with the member's signature on the outside of the envelope. An elder will submit the ballot, minus the signed envelope, when the member's name is called during roll call.

## **ARTICLE IV. AMENDMENTS**

The Bylaws may be amended or altered by a 66% majority vote of the membership present at a semi-annual or congregation meeting provided a membership quorum is



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present. A member shall present the amendment to the Elder Board at least four weeks in advance of a semi-annual or special congregation meeting. The Elder Board shall present the amendment to the church membership at least two weeks prior to the aforementioned meeting.