

**BYLAWS**  
**of**  
**FIRST BAPTIST CHURCH OF VENTURA**  
(Revised and Ratified September 27, 2015)

**Table of Contents**

**PREAMBLE**..... 1  
**STATEMENT OF FAITH** ..... 1

**ARTICLE I**  
**OFFICES**

1.01. **Principal Office**..... 2  
1.02. **Change of Address** ..... 2

**ARTICLE II**  
**MEMBERS**

2.01. **Classification and Qualification of Members** ..... 2  
2.02. **Eligibility for Membership** ..... 2  
2.03. **Admission to Membership** ..... 3  
2.04. **Application Fee**..... 3  
2.05. **Dues**..... 3  
2.06. **Assessments**..... 3  
2.07. **Number of Members**..... 3  
2.08. **Membership Book**..... 3  
2.09. **Inspection Rights of Members**..... 3  
2.10. **Certificates of Membership**..... 3  
2.11. **Nonliability of Members**..... 3  
2.12. **Transferability of Membership**..... 3  
2.13. **Termination of Membership**..... 3

**ARTICLE III**  
**MEETINGS OF MEMBERS**

3.01. **Place**..... 4  
3.02. **Regular Meetings** ..... 4  
3.03. **Special Meetings** ..... 4  
3.04. **Notice of Meetings** ..... 5  
3.05. **Contents of Notice** ..... 5  
3.06. **Quorum**..... 5  
3.07. **Loss of Quorum** ..... 5  
3.08. **Adjournment for Lack of Quorum**..... 5  
3.09. **Voting of Membership** ..... 5  
3.10. **Conduct of Meetings**..... 6

**ARTICLE IV**  
**BOARD OF ELDERS**

4.01. **Board of Elders**..... 6

|       |                               |   |
|-------|-------------------------------|---|
| 4.02. | Number of Elders.....         | 6 |
| 4.03. | Qualifications of Elders..... | 6 |
| 4.04. | Term of Office.....           | 7 |
| 4.05. | Nomination .....              | 7 |
| 4.06. | Election.....                 | 7 |
| 4.07. | Compensation.....             | 7 |
| 4.08. | Duties of Elders .....        | 7 |
| 4.09. | Meetings .....                | 8 |
| 4.10. | Action Without a Meeting..... | 8 |
| 4.11. | Removal of Elders .....       | 8 |
| 4.12. | Resignation.....              | 9 |
| 4.13. | Vacancies in the Board .....  | 9 |

**ARTICLE V  
PASTORAL AND CHURCH STAFF**

|       |   |    |
|-------|---|----|
| 5.01. | The Senior Pastor.....                            | 9  |
| 5.02. | Pastoral and Professional Lay Ministry Staff..... | 10 |
| 5.03. | Administrative Staff .....                        | 10 |
| 5.04. | Dismissal of Staff .....                          | 10 |

**ARTICLE VI  
OFFICERS**

|       |  |    |
|-------|--|----|
| 6.01. | Number and Titles .....                  | 11 |
| 6.02. | Appointment.....                         | 11 |
| 6.03. | Duties of Officers .....                 | 11 |
| 6.04. | Execution of Checks and Notes .....      | 12 |
| 6.05. | Resignation and Removal of Officers..... | 12 |

**ARTICLE VII  
COMMITTEES**

|       |                                       |    |
|-------|---------------------------------------|----|
| 7.01. | Committees .....                      | 12 |
| 7.02. | Committee Members .....               | 12 |
| 7.03. | Qualifications .....                  | 12 |
| 7.04. | Appointment.....                      | 13 |
| 7.05. | Term of Office; Successive Terms..... | 13 |
| 7.06. | Duties.....                           | 13 |
| 7.07. | Execution of Instruments.....         | 14 |

**ARTICLE VIII  
CORPORATE RECORDS, BYLAWS, AND SEAL**

|       |                                      |    |
|-------|--------------------------------------|----|
| 8.01. | Keeping Records.....                 | 15 |
| 8.02. | Amendment and Repeal of Bylaws ..... | 15 |
| 8.03. | Corporate Seal.....                  | 15 |

**ARTICLE IX  
FIRST BAPTIST DAY SCHOOL**

|       |                               |    |
|-------|-------------------------------|----|
| 9.01. | First Baptist Day School..... | 15 |
|-------|-------------------------------|----|

**Bylaws  
of  
FIRST BAPTIST CHURCH OF VENTURA**

**PREAMBLE**

Our church was duly incorporated in 1948 under the laws of the State of California as the **FIRST BAPTIST CHURCH OF VENTURA**, Ventura County, California and since September 15, 2008 has been doing business as Coastline Bible Church.

Our church exists for the purpose of glorifying God by being a disciple-producing church. We do this primarily through worship, prayer and praise, bringing others to a personal knowledge of Jesus Christ, discipling believers so that they may become mature in Christ, and serving those in the church and our fellow man in all their needs. (I Cor. 6:20, Ps. 95:6 and 100:4, Acts 1:8, Matt. 28:19, Matt. 25:31-45).

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains a relationship of mutual counsel and cooperation with Transformation Ministries.

**STATEMENT OF FAITH**

A. We believe in one God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. (Ps. 90:2, Jn. 1:1, Matt. 28:19).

B. We believe that God came in the flesh in Jesus Christ, lived a sinless life in perfect obedience to all the law of God, died on the cross to redeem man from the guilt and penalty of sin, and rose from the grave to guarantee eternal life to all believers. (Jn. 1:14, Matt 1:18-23, II Cor. 5:21, Lk. 24:36-42).

C. We believe that eternal salvation requires a personal acceptance of Jesus Christ as both Savior and Lord. On acceptance of Christ, the Holy Spirit enters the believer to become his guarantee of eternal life, his counsellor and guide, and the power by which he lives as a Christian. (Jn. 1:12, Eph. 2:8-9, I Cor. 12:13).

D. We believe in the Bible as the divinely inspired, inerrant, infallible Word of God and our absolute authority in matters of doctrine and Christian living.

E. We believe the Bible commands believers to participate in two ordinances:

1. Baptism by immersion into the Name of the Father, the Son and the Holy Spirit, upon confession of Jesus Christ as Lord and Savior;
2. Communion by the sharing of the bread and the cup regularly by all who have accepted Jesus Christ as Lord and Savior.

F. We believe the mission of the church is to proclaim the Gospel and to disciple believers in God's Word and in their commitment to Him.

G. We believe in the literal and bodily coming again of the Lord Jesus Christ at the end of this age, to take His people, the church, to be with Him for eternity.

H. We believe the Bible speaks clearly about marriage and human sexuality. Because we are all wounded and broken people in need of the healing power of God's grace in Christ Jesus, and being aware of the confusion of voices pertaining to these issues, the following statements are common understanding:

1. **Marriage:** Marriage has been instituted by God. Our church defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these bylaws.
2. **Human Sexuality:** Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia") including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teachings of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness. But, we affirm the biblical ethic of compassion and availability of God's grace to all who repent.

## **ARTICLE I OFFICES**

1.01. **Principal Office.** The principal office of the church for its transaction of business is located in the County of Ventura at 426 South Mills Road, San Buenaventura, California.

1.02. **Change of Address.** The Board of Elders (the Board) is hereby granted full power and authority to change the principal office of the church from one location to another in the County of Ventura, California. Any such change shall be noted by the church Clerk in these Bylaws, but shall not be considered an amendment of these Bylaws.

## **ARTICLE II MEMBERS**

2.01. **Classification and Qualification of Members.** The church shall have two (2) classes of members as follows:

(a) **Adult Members.** Adult members are those persons over the age of eighteen (18) years who have applied and been received into membership by:

- (1) A statement of Christian experience, having been previously baptized by immersion as a believer;
- (2) A profession of faith and baptism by immersion; or
- (3) Reinstatement.

(b) **Youth Members.** Youth members are those persons under the age of eighteen (18) years who have applied and been received into membership by:

- (1) A statement of Christian experience, having been previously baptized by immersion as a believer;
- (2) A profession of faith and baptism by immersion; or
- (3) Reinstatement.

2.02. **Eligibility for Membership.** Membership in this church shall be open to any natural person (e.g. corporations cannot be members), regardless of age, who has accepted Jesus Christ as their personal Lord and Savior, has been baptized as a believer and desires to commit themselves to this local body of Christ's Church. Every member shall affirm their agreement with the Statement of Faith and behave in a manner that is consistent therewith. This shall be a prerequisite, and a continual condition for membership.

2.03. **Admission to Membership.** Any person qualified for membership under Section 2.01 of these Bylaws and eligible for membership under Section 2.02 of these Bylaws, shall be admitted to membership on the approval of the Senior Pastor of an application by such person in such form and such manner as determined by the Board of Elders.

2.04. **Application Fee.** There shall be no fee for making application for membership in the church.

2.05. **Dues.** There shall be no dues payable to the church by members.

2.06. **Assessments.** Memberships shall be non-assessable.

2.07. **Number of Members.** There shall be no limit on the number of members the church may admit.

2.08. **Membership Book.** The church shall keep, in any form capable of being converted into written form, a membership book containing the name, address, and classification of each member. The book shall also contain the fact of termination and the date on which such membership ceased. Such book shall be kept at the principal office of the church and shall be subject to the rights of inspection required by law as set forth in Section 2.09 of these Bylaws.

2.09. **Inspection Rights of Members.**

(a) **Members' Names, Addresses, and Voting Rights.** Subject to the limitation set forth in subparagraph 2.09(c), any Active Member may inspect and copy the record of all the members' names, addresses, and voting rights, at reasonable times, on twenty (20) business days' prior written demand on the church, which demand shall state the purpose for which the inspection rights are requested.

(b) **Books, Records, Documents.** Subject to the limitation set forth in subparagraph 2.09(c), any Active Member may inspect the accounting books and records and minutes of proceedings of the members and the Board and Standing Committees of the Board, at reasonable times, upon twenty (20) business days' prior written demand upon the church, which demand shall state the purpose for which the inspection rights are requested. The inspection rights of any member excludes all records of individual giving.

(c) **Members Permitted to Exercise the Rights of Inspection.** The rights of inspection set forth in Section 2.09(a) and 2.09(b) of these Bylaws may be exercised by any member, but only for a purpose reasonably related to such person's interest as a member. The sole determination whether the purpose is reasonably related to the person's interest as a member shall be made by the Board of Elders and its determination shall not be open to question by anyone.

2.10. **Certificates of Membership.** The church may issue membership certificates.

2.11. **Non-liability of Members.** A member of the church shall not solely because of such membership be personally liable for the debts, obligations, or liabilities of the church.

2.12. **Transferability of Membership.** Neither the membership in the church nor any rights in the membership may be transferred for value or otherwise.

2.13. **Termination of Membership.**

(a) **Causes.** The membership and all rights of membership shall automatically terminate on the occurrence of any of the following causes:

- (1) The voluntary resignation of a member with notice as prescribed by Section 2.13(b) of these bylaws;
- (2) The dismissal of a member to the fellowship of another church by letter of recommendation or statement of past active membership;
- (3) Clear violation of Scriptural ethics, as determined in accordance with Subparagraph 2.13(d); or
- (4) The death of a member.

(b) **Resignation by Giving Notice.** The membership of any member of the church shall automatically terminate on such member's written request for such termination delivered to the Senior Pastor, church President, church Moderator, church Clerk or any Elder personally or deposited in United States first-class mail, postage prepaid.

(c) **Resignation by Inactivity; Leave of Absence.** If a member fails to participate in the life of the church in any way for one (1) year, the Board of Elders may determine that he or she has effectively resigned and may remove that member's name from the membership book. Any member may advise the Board of Elders that he or she is taking a leave of absence (for example, because of military service, school attendance, job commitments, etc.). The name of any member taking a leave of absence shall remain in the membership but annotated accordingly.

(d) **Termination for Violation of Scriptural Ethics.** Prior to termination of the membership of any member pursuant to subparagraph 2.13(a)(3), the following steps shall be taken (Matt. 18:15-17, Deut. 19:15):

(1) Whoever first becomes aware of such a violation should approach the violating member individually to resolve it.

(2) If the matter is not resolved between the two, it should be brought before the Board of Elders to resolve it. The alleged violation of scriptural ethics must be confirmed by two or three witnesses.

(3) If the matter is not resolved before the Board of Elders, it should be brought before the church membership.

(4) If the matter is not resolved in discussion with the church membership, the membership present at the meeting should vote whether to terminate the violating member's membership.

(e) **Effect of Termination.** All rights of a member in the church and in its property shall cease on the termination of such member's membership. Termination shall not relieve the member from any obligation for charges incurred, for services or benefits actually rendered, for fees, or arising from contract or otherwise. The church shall retain the right to enforce any such obligation or obtain damages for its breach.

### ARTICLE III MEETINGS OF MEMBERS

3.01. **Place.** Meetings of members shall be held in the church sanctuary at 426 South Mills Road, Ventura, California or elsewhere on the church grounds as may be designated from time to time by resolution of the Board of Elders.

3.02. **Regular Meetings.** The members shall meet at least annually in conjunction with the beginning of the fiscal year, or at such time as may be fixed by the Board of Elders, each year for the purpose of transacting such proper business as may come before the meeting, including the election of Elders and including ratification of the budget approved by the Board of Elders. If the election of Elders or approval of the budget shall not occur at any such meeting of the members, the Board shall, or five (5) percent of the members may, cause the election of Elders or approval of the budget to be held at a special meeting of members called and held as soon as it is reasonably possible after the adjournment of the regular meeting of the members.

3.03. **Special Meetings.** Special meetings of members shall be called by the Board of Elders and held at such times and places on the church grounds as may be ordered by resolution of the Board of Elders or by five (5) percent of the members of the church. Five (5) percent or more of the members of the church may call special meetings for any lawful purpose; such meetings must be held not less than thirty-five (35) days nor more than ninety (90) days after receipt of a written request presented to the church Moderator, church Clerk or the Chairman of the Board of Elders.

3.04. **Notice of Meetings.** Notice of every meeting of members shall be published in the church bulletin and announced from the pulpit, two weeks in advance.

(a) **Special Meetings.** In the case of a specially called meeting of members, notice that a meeting will be held at a time requested by the person or persons calling the meeting shall be published in the church bulletin and announced from the pulpit as soon as practical and in no event later than twenty (20) days after the request was received.

(b) **Adjourned Meetings.** No meeting of members may be adjourned more than 45 days. If a meeting is adjourned to another time or place, and thereafter a new record date is filed for notice or voting, a notice of the adjourned meeting shall be given to those who, on the record date for notice of the meeting, are entitled to vote at the meeting.

3.05. **Contents of Notice.** The notice shall state the place, date, and time of the meeting. The notice shall also state those matters, which, at the time the notice is given, are to be presented for action by the members. The notice of any meeting at which Elders are to be elected shall include the names of all those who are nominees at the time the notice is given to the members.

3.06. **Quorum.** A quorum at a meeting of members shall consist of ten percent (10%) of the adult members, represented in person, by proxy or by absentee ballot. However, a quorum at a meeting of members to call a pastor shall consist of twenty percent (20%) of the active members, represented in person, by proxy or by absentee ballot.

3.07. **Loss of Quorum.** The members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough adult members to leave less than a quorum, if such action taken, other than adjournment, is approved by at least a majority of the adult members required to constitute a quorum.

3.08. **Adjournment for Lack of Quorum.** In the absence of a quorum, any meeting of members may be adjourned from time to time by the vote of a majority of the votes represented either in person or by proxy, but no other business may be transacted except as provided in Section 3.07 of these Bylaws.

### 3.09. **Voting of Membership.**

(a) **Entitlement.** Each adult member is entitled to one vote on each matter submitted to a vote of the members. Youth Members shall not be entitled to vote on any matter submitted to a vote of the members; however, this shall not limit their right to comment on any matter to be submitted to a vote.

(b) **Record Date of Membership.** Those who are adult members on the date of a meeting at which a vote is to be taken are eligible to vote. The church Clerk will make available a valid, current list of church members.

(c) **Cumulative Voting.** Cumulative voting shall not be allowed.

(d) **Proxy Voting.** Members entitled to vote, as set forth in Section 3.09(a) of these Bylaws, shall have the right to vote either in person or by a written proxy executed by such person or his or her duly authorized agent and filed with the church Clerk, except as otherwise expressly provided in the Articles of Incorporation of this church or in these bylaws. A proxy shall not be valid unless it sets forth the general nature of the matter(s) to be voted on. No proxy shall be irrevocable, and every proxy shall be effective only during the meeting for which it was executed, including any continuation of that meeting at a later time.

(e) **Absentee Voting.** The Board of Elders may establish a method for casting an absentee ballot. When such a method is established members entitled to vote, as set forth in Section 3.09(a) of these Bylaws, shall have the right to vote either in person or by the method established. No absentee ballot shall be irrevocable, and every absentee ballot shall be effective only during the meeting for which it was executed, including any continuation of that meeting at a later time. Pursuant to Article 3.06 of these bylaws, all absentee ballots cast shall be counted towards the quorum of the meeting of members for which the ballot was created.

(f) **Effect of Vote.** If a quorum of adult members is present pursuant to Article 3.06 of these bylaws, the affirmative vote of two-thirds of the adult voting members at the meeting shall be required for any act of the membership, except as otherwise provided in these bylaws.

(g) **Election of Elders.** The election of Elders will be by ballot at the regular annual church meeting as prescribed by Section 3.02 of these Bylaws. In any election of Elders where the number of Elders to be elected is equal to the number of candidates, the number of candidates receiving a 51% vote of acceptance are elected. In any election of Elders where the number of Elders to be elected is less than the number of candidates the number of candidates receiving the highest number of votes up to the number of Elders to be elected are elected. An election need not be by ballot unless an eligible voting member demands it at the meeting before voting begins.

### 3.10. **Conduct of Meetings.**

(a) **Chairman.** The church Moderator or, in his absence, any other person chosen by the Board of Elders shall be Chairman of and shall preside over the meetings of the members.

(b) **Secretary of Meetings.** The church Clerk or, in his or her absence, any other person chosen by the Chairman or the Board of Elders, shall act as the secretary of the meetings of members.

(c) **Rules of Order.** Meetings may be conducted informally, but in the church Moderator's sole discretion, the current edition of Robert's Rules of Order, Newly Revised, may be used to govern the meetings of members in so far as such rules are not inconsistent with or in conflict with these Bylaws, the Articles of Incorporation of this church, or the law.

## **ARTICLE IV BOARD OF ELDERS**

4.01. **Board of Elders.** Christ is the true head of the church, our Authority and the One we look to for counsel and direction. The Bible is His Word and the final authority for the church and every believer. Pursuant to California Corporations Code section 5210, and subject to any limitations in the Articles of Incorporation, these bylaws, and federal or state law, the activities and affairs of the church shall be conducted and all corporate powers exercised by or under the direction of the Elders. Collectively, the Elders shall be known as the Board of Elders. The Board of Elders shall exercise authority on behalf of Christ, establishing and maintaining the policies and practices of the church, to the glory of God. (Matt. 28:18, Jn. 17:1-2, Rom. 13:1-3, Eph. 1:20-23, Col. 2:9-10, I Pet. 3:22)

4.02. **Number of Elders.** The church shall have not less than seven (7) or more than twenty-one (21) members of the Board of Elders. The exact number shall be fixed, within the limits specified, by approval of the Board. The Senior Pastor shall be a member of the Board of Elders, pursuant to Article V, below.

4.03. **Qualifications of Elders.** The members of the Board of Elders should be recognized as men who have demonstrated exemplary Christian maturity within the life of the congregation. Each one shall meet the following qualifications:

(a) **Residency.** They shall be residents of the State of California.

(b) **Church Membership.** They shall have been members of the church for a minimum of two (2) years.

(c) **Scripture.** In accordance with I Timothy 3:2-7 and Titus 1:6-9, each Elder shall be:

- (1) Above reproach and blameless;
- (2) The husband of one wife;
- (3) Temperate and moderate;
- (4) Prudent, self-controlled, and sensible;
- (5) Respectable;
- (6) Hospitable;
- (7) Able to teach and able to exhort sound doctrine;
- (8) Managing his household well, having children who are believers, who obey him with respect and who are not accused of dissipation or being insubordinate;
- (9) One who loves what is good;
- (10) Upright;

- (11) Holy; and
- (12) Able to refute those who contradict sound doctrine.

Further, each Elder must not be:

- (13) Given to substance abuse;
- (14) Violent, rather he should be gentle;
- (15) Quarrelsome;
- (16) A lover of money;
- (17) A recent convert;
- (18) Self-willed or overbearing;
- (19) Quick-tempered;
- (20) Desiring dishonest profit;

And, finally, each Elder must have a good reputation with outsiders.

4.04. **Term of Office.** Each member of the Board of Elders shall hold office for the term of one year and until a successor has been elected. After six consecutive terms an Elder shall take one year of rest and shall not serve as an Elder during that year.

4.05. **Nomination.** Any person qualified to be a member of the Board of Elders under Section 4.03 of these Bylaws may be nominated by the method of nomination authorized by the Board or by any other method authorized by law.

4.06. **Election.** The election of Elders will be held pursuant to Section 3.09(g) of these Bylaws. Members of the Board of Elders shall be eligible for reelection, provided they continue to meet the qualifications required by Section 4.03 of these Bylaws.

4.07. **Compensation.** The Elders shall serve without compensation. This provision shall not be construed to limit the compensation to be paid to the Senior Pastor.

4.08. **Duties of Elders.**

(a) **Shepherd the Flock.** The Elders shall guide, direct, encourage, and assist the members of the church with all humility, supporting them in prayer for the building up of the Body of Christ, that we might all become mature disciples of Jesus Christ. (Mk. 10:45, Lk. 22:24-27, Jn. 21:15-17, Acts 20:28, I Peter 5:1-2).

(b) **Be an Example.** Elders shall serve as a godly example to the church, inspiring others to right conduct by both their words and deeds. (I Pet. 5:3).

(c) **Teach the Word.** Elders shall assist in the accurate teaching of the Word of God so that the flock may be fed and edified. (I Tim. 3:2).

(d) **Protect the Flock.** The Elders shall confront those who teach what is contrary to Scripture in order that members will not be misled or deceived. They shall also exhort and admonish those who continue in behavior contrary to Biblical truth and oversee the proper disciplinary procedure when necessary. (Tit. 1:9, Matt. 18:15-17).

(e) **Govern the Church.** The Elders shall oversee all aspects of the life of the church with humility, as servants of Christ. (Acts 20:28, Rom. 13: 1-3, I Thes. 5:12-13, I Tim. 5:17, Heb. 13:7 & 17, I Pet. 5:5.) The Board of Elders shall author, maintain and amend as needed a set of "Guiding Principles" which contain but are not limited to Mission Principles, Boundary Principles, and Accountability Principles which outline the interaction of the Board of Elders, the Senior Pastor and the Church Staff. The "Guiding Principles" shall not conflict with these bylaws. Once each year, the Board of Elders shall review for approval the church budget for the next fiscal year.

(f) **Pray for the Sick.** The Elders shall be available to pray for any sick member who is sick, as well as those who have spiritual needs. (James 1:14-15).

(g) **Elect a Chairman of the Board.** The Elders shall elect a chairman and pursuant to Article 6.02(a) the Chairman of the Board will be the church President.

#### 4.09. Meetings.

(a) **Call of Meetings.** The meetings of the Board may be called by the Chairman of the Board, the Moderator, the church Clerk or any two (2) members of the Board.

(b) **Place of Meetings.** Meetings of the Board shall be held at the principal office of the church as specified in Section 1.01 of these Bylaws or may be changed from time to time to a location determined by the Board.

(c) **Date and Time of Meetings.** Regular meetings of the Board of Elders shall be held each month, without notice, on a day and at a time determined by the Board of Elders. If any day fixed for the regular meetings of the Board of Elders falls on a legal holiday, the meeting scheduled for that day shall be held at the same hour on the next succeeding day which is not a legal holiday. The Chairman of the Board may reschedule regular meetings as needed.

(d) **Special Meetings.** Special meetings of the Board may be called by the Chairman of the Board, the church Moderator, the church Clerk or any two (2) members of the Board of Elders. Special meetings shall be held on four (4) days' notice by first-class mail, postage prepaid, or on forty-eight (48) hours notice delivered personally, by telephone or any other appropriate form of electronic communication

(e) **Quorum.** A majority of the current number of Elders on the board shall constitute a quorum of the Board of Elders for the transaction of business, except as hereinafter provided.

(f) **Transactions of the Board.** Except as otherwise provided in the Articles, in these Bylaws, or by law, every act or decision done or made by a majority of the Elders present at a meeting duly held at which a quorum is present shall be the act of the Board of Elders, provided, however, that any meeting at which a quorum was initially present may continue to transact business notwithstanding the withdrawal of Elders, if any action taken shall be approved by at least a majority of the required quorum for such meeting, or such greater number as is required by law, the Articles, or these Bylaws.

(g) **Conduct of Meetings.** The Chairman of the Board or, in his absence, any Elder selected by the Elders present shall preside at meetings of the Board. The church Clerk or, in the Clerk's absence, any person appointed by the presiding officer shall act as Secretary of the Board. Members of the Board of Elders may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another. Such participation shall constitute personal presence at the meeting.

(h) **Adjournment.** A majority of the Elders present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of the adjournment to another time or place shall be given, prior to the time of the reconvening of the adjourned meeting, to the Elders who were not present at the time of the adjournment.

4.10. **Action Without a Meeting.** Any action required or permitted to be taken by the Board of Elders may be taken without a meeting, if all members of the Board of Elders individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Elders. Such action by written consent shall have the same force and effect as the unanimous vote of such Elders.

#### 4.11. Removal of Elders.

(a) **Removal for Cause.** The Board of Elders may declare vacant the office of an Elder on the occurrence of any of the following events:

- (1) The Elder has been declared of unsound mind by a final order of court; or
- (2) The Elder has been convicted of a felony.
- (3) The Elder's membership in the church has been terminated pursuant to Article 2.13 of these bylaws.
- (4) The Elder has missed 3 (three) regularly scheduled meetings without an excuse acceptable to the Chairman of the Board.

(b) **Removal Without Cause.** Any Elder may be removed without cause if such removal is approved by a majority of the church members voting at a duly held meeting of the members at which a quorum is present.

4.12. **Resignation.** Any Elder may resign effective on giving written notice to the Chairman of the Board of Elders, the church Moderator, or the church Clerk, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be elected to take office when the resignation becomes effective. An Elder shall not resign where the church would then be left without a duly elected Elder or Board of Elders in charge of its affairs.

4.13. **Vacancies in the Board.**

(a) **Causes.** Vacancies on the Board of Elders shall exist on the death, resignation, or removal of any Elder; whenever the number of Elders authorized is increased; and on the failure of the members in any election to elect the full number of Elders authorized.

(b) **Filling Vacancies.** Except for a vacancy created by the removal of an Elder pursuant to Section 4.11 of these Bylaws, vacancies on the Board of Elders may be filled by approval of the Board of Elders, or, if the number of Elders then in office is less than a quorum, by (1) the unanimous written consent of the Elders then in office; (2) the affirmative vote of a majority of the Elders then in office at a meeting held pursuant to notice or waivers of notice as provided in Section 4.09(d) of these Bylaws; or (3) a sole remaining Elder.

## ARTICLE V PASTORAL AND CHURCH STAFF

5.01. **The Senior Pastor.**

(a) **Qualifications.** The Senior Pastor shall:

- (1) Be of the character of a man described in 1 Timothy 3:1-7.
- (2) Be a seminary graduate with a Masters of Divinity degree.
- (3) Have a minimum of ten (10) years experience in Christian ministry.
- (4) Have displayed the spiritual gifts of teaching and leadership.

(b) **Duties.**

(1) **Visionary Leader.** Seeking to discern God's vision and assuring that the church holds to biblical truth, the Senior Pastor shall be the visionary leader of the church.

(2) **Teacher/Preacher.** The Senior Pastor shall provide the primary pulpit ministry of the church and give leadership to the various teaching ministries of the church.

(3) **Pastor/Shepherd.** The Senior Pastor shall guide, direct, encourage and assist the members of the church with all humility, guarding them against false doctrine of any kind and supporting them in prayer for the building up of the Body of Christ, that we might all become mature disciples of Jesus Christ.

(4) **Team Leader.** The Senior Pastor shall supervise, encourage and empower the pastoral, professional lay ministry staff and administrative church staff. Furthermore, he will provide guidance and motivational leadership to the lay leaders of the church.

(5) **Member of the Board of Elders.** The Senior Pastor shall be a full member of the Board of Elders, with his term continuing for his entire tenure at the church.

(c) **Calling a Senior Pastor.** Upon the resignation, removal, or death of the Senior Pastor (pursuant to Section 5.05, below), the Board of Elders shall appoint a special search committee to undertake the selection of a new Senior Pastor. The search committee shall coordinate with the Stewardship Committee on the matter of compensation to be paid. The evaluation of prospective candidates shall include, but not be limited to, review of resumes, background checks, interviews of references and interviews of the candidates. When a desirable candidate is found and approved by the Board of Elders, his name shall be placed before the congregation for their ratification. A two-thirds vote at a duly held meeting of the members shall be necessary to ratify the call.

#### 5.02. **Pastoral and Professional Lay Ministry Staff.**

(a) **Calling of Staff.** When the need to replace or add additional pastoral or professional lay ministry staff is determined necessary by the Senior Pastor a request will be presented to the Board of Elders. The request shall include, but not be limited to, a job description of the proposed position and a budget impact evaluation by the Stewardship Committee that includes an estimated salary and benefit package. Upon approval by the Board of Elders the process may proceed by either of the following:

(1) **Senior Pastor's Recommendation.** If a candidate is recommended by the Senior Pastor, the Board of Elders will appoint a review committee to conduct an evaluation of the recommended candidate. Their evaluation shall include, but not be limited to, a review of the candidate's resume, a background check, interviews of references and an interview(s) with the candidate. If the recommended candidate is found to be unsuitable or lacking in skills pertinent to the position the Board of Elders may proceed with an **"Open Search."**

(2) **Open Search.** The Board of Elders will appoint a search committee to conduct a search for the proposed staff member. The search committee will evaluate candidates based on, but not limited to, a review of resumes, background checks, interviews of references and interviews of the candidates.

In either procedure outlined above the review committee or search committee will coordinate with the Stewardship Committee on the matter of compensation to be paid and the preparation of an employment contract. When a desirable candidate is found, the name of the candidate and the proposed contract and compensation package shall be brought before the Board of Elders for approval. A two-thirds vote at a duly held Elder's meeting shall be required to ratify the call. Only then shall an offer of employment be made by the church President, the church Moderator or in their absence, a designate of the Board of Elders.

(b) **Eligibility for Board of Elders.** With the exception of the Senior Pastor (pursuant to Section 5.01(a), a staff member shall not be eligible to serve on the Board of Elders.

5.03. **Administrative Staff.** When it is deemed appropriate by the Senior Pastor to employ administrative staff, he shall ensure that the appropriate job description has been prepared and shall coordinate with the Stewardship Committee on the matter of compensation to be paid. Upon the Senior Pastor's finding a qualified candidate and approval by the Board of Elders an offer of employment shall be made by the Senior Pastor, the church President or the church Moderator.

5.04. **Dismissal of Staff.** The Board of Elders shall have the *sole* authority to dismiss any staff member, excluding the Senior Pastor, without having to bring the matter before the congregation.

#### (a) **Hiring and Dismissal of Full or Part-time Ministry**

**Employees.** Staff members who desire to hire or dismiss either full or part-time employees as a part of their ministry will make the recommendation to both the Senior Pastor and the Board of Elders for approval. A two-thirds vote of the Board and the concurrence of the Senior Pastor or his designate will be necessary before either hiring or dismissing such staff. No ministry may create a new position or increase their budget for salaries without the approval of both the Stewards and the Board of Elders.

(c) **Dismissal of Senior Pastor.** The dismissal of the Senior Pastor must be brought before the membership and will require a two-thirds (2/3) vote of the members present and voting.

## ARTICLE VI OFFICERS

6.01. **Number and Titles.** The corporate officers of the church shall be the church President, the church Moderator, the church Clerk, the church Treasurer, the church Financial Secretary and such other officers with such titles and duties as shall be determined by the Board and as may be necessary to enable it to sign instruments. The church President is the general manager and chief executive officer of the corporation. No person may serve in more than one of these offices concurrently.

### 6.02. **Appointment.**

(a) **Church President.** The Chairman of the Board of Elders shall be the church President and as such shall be elected by the Board. A majority vote of the members of the Board will be necessary to elect a Chairman of the Board.

(b) **Church Financial Secretary.** The church Financial Secretary shall be a member of the administrative staff of the church and as such will be offered employment pursuant to Article 5.03 of these Bylaws.

(c) **Other Officers.** All other officers of the church shall be chosen by and shall serve at the pleasure of the Board of Elders.

### 6.03. **Duties of Officers.**

(a) **Church President.** The church President shall be the general manager and chief executive of the corporation and shall, subject to the control of the Board of Elders, have supervision, direction, and control of the business and affairs of the church. The President shall perform all duties incident to the office of corporate chief executive officer and such other duties as may be required by law, by the Articles of Incorporation of the church, or by these Bylaws, or which may be prescribed from time to time by the Board of Elders. The church President is hereby authorized to exercise any right to vote or execute a proxy to vote any shares of stock, bonds, debentures, or other evidences of indebtedness of any other corporation or corporations owned or possessed by the church.

(b) **Church Moderator.** The Moderator shall meet the same qualifications set forth in Section 4.03 for members of the Board of Elders. Pursuant to Article 3.10(a) of these bylaws the Moderator shall preside over the meetings of the members. Pursuant to Articles 5.02 and 5.03 the Moderator may be called upon to make offers of employment.

(c) **Church Clerk.** The church Clerk shall keep or cause to be kept at the principal office of the church, or such other place as the Board of Elders may order, a book of minutes of all meetings of the Board of Elders and a record of the church membership (with names and addresses). The Clerk shall perform such other and further duties as may be required by law for a corporate secretary or as may be prescribed or required from time to time by the Board of Elders or these Bylaws.

(d) **Church Treasurer.** The church Treasurer shall serve as the Chairman of the Stewardship Committee. The church Treasurer, in conjunction with the church Financial Secretary, shall keep and maintain, or shall cause to be kept and maintained, in written form, or in any other form capable of being converted into written form, adequate and correct books and records of account of the properties and business transactions of the church, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and records of account, excluding the records of individual giving, shall at all reasonable times be open to inspection by any member of the Board of Elders. The Treasurer shall deposit, or cause to be deposited, all moneys and other valuables in the name of and to the credit of the church with such depositories as may be designated by the Board of Elders. The Treasurer shall disburse the funds of the church as ordered by the Board of Elders, and shall render to the church President and the Board of Elders, on request, an account of all such officer's transaction as Treasurer, and of the financial condition of the church. The Treasurer shall perform such other and further duties as may be required by law of a Chief Financial Officer or as may be prescribed or required from time to time by the Board of Elders or these Bylaws.

(e) **Church Financial Secretary.** The church Financial Secretary is an officer and a member of the administrative staff of the church. As an officer of the church the Financial Secretary works in conjunction with the church Treasurer and the Stewardship Committee to provide financial advice to the Board of Elders and to keep and maintain adequate and correct

books and records of account of the properties and business transactions of the church including accounts of the church's assets, liabilities, receipts, disbursements, gains and losses. As a member of the church's administrative staff the Financial Secretary works with the Senior Pastor and other church staff to provide financial advice and to accomplish the daily monetary requirements of the church.

6.04. **Execution of Checks and Notes.** Except as otherwise specifically determined by resolution of the Stewardship Committee, as provided in Section 7.07 of these bylaws, or as otherwise required by law, by the Articles of Incorporation, or by these bylaws, checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of this church shall be signed by two persons authorized by the Stewardship Committee.

6.05. **Resignation and Removal of Officers.** Any officer may resign at any time on written notice to the church without prejudice to the rights, if any, of the church under any contract to which the officer is a party. Officers may be removed with or without cause at any meeting of the Board of Elders by the affirmative vote of a majority of all of the Elders.

## **ARTICLE VII COMMITTEES**

### **7.01. Committees.**

(a) **Standing Committees.** Two standing committees and one standing sub-committee shall assist in the implementation of the governing policies and decisions of the Board of Elders and the Senior Pastor. The two standing committees shall be: the Stewardship Committee and the Missions Committee. The standing sub-committee shall be the Property Management Sub-Committee.

(b) **Audit Committee.** On calendar years ending in "0" and "5" the Board of Elders will cause to be formed an independent audit committee for the purpose of performing an audit of the church finances. Furthermore, an independent audit committee may be formed at anytime by the Board for special audits as deemed necessary by the Board or requested in writing by the Stewardship Committee or five percent (5%) of the church membership.

7.02. **Committee Members.** The Board of Elders shall set the number of members for each committee. The Missions Committee and the Property Management Sub-Committee may include one Elder and one Staff member. The Missions Committee and the Property Management Sub-Committee shall each include one member from the Stewardship Committee. The church's Financial Secretary shall be a non-voting member of the Stewardship Committee. The Custodian/Maintenance Contractor may be a non-voting member of the Property Management Sub-Committee. All committees, with the exception of the Stewardship Committee, shall select their own Chairs and Vice-Chairs. Pursuant to Article 6.02(b) and Article 6.03(d), the Chairman of the Stewardship Committee shall be chosen by the Board of Elders.

### **7.03. Qualifications.**

(a) **Stewardship Committee.** A steward shall:

- (1) Have been a member of the church for at least two (2) years.
- (2) Have the ability to apply the biblical perspective to financial matters;
- (3) Be trustworthy with his or her own personal finances;
- (4) Have a working knowledge of business transactions (employment in business, building trades, or accounting industry for five or more years is preferred but not strictly required);
- (5) Have a servant's heart;
- (6) Demonstrate the Spiritual Gifts of stewards (eg. service, helps, administration); and

(7) Have the time available to meet at least twice each month, once with either the Missions Committee or the Property Management Sub-Committee and once with the Stewardship Committee. Additional time may also be required for assisting in projects and repairs.

(b) **Missions Committee.** A Missions Committee member shall be a member of the church.

(c) **Property Management Sub-Committee.** A Property Management Sub-Committee Member shall be a member of the church. Experience or employment in areas relating to property management or maintenance is preferred but not strictly required.

#### 7.04. Appointment.

(a) **Missions and Property Management Sub-Committee.** Once each year, two months prior to the annual meeting of the church, the Missions Committee and the Property Management Sub-Committee will submit names of prospective members to the Board of Elders for approval.

(b) **Stewardship Committee.** Once each year, no later than two months prior to the annual meeting of the church, the Stewardship Committee will submit the names of perspective Stewards to the Board of Elders. Stewards shall then be appointed by the Board of Elders or, in the absence of any action by the Board, by the Stewardship Committee itself prior to the annual meeting of the church. Once the Stewards are appointed the Stewardship Committee will select stewards to serve on the Missions Committee and on the Property Management Sub-Committee.

(c) **Elder and Staff Appointments.** At the beginning of each fiscal year one Elder and one member of the Church Staff may be chosen by the Board of Elders and the Senior Pastor to serve on the Missions Committee and on the Property Management Sub-Committee.

7.05. **Term of Office; Successive Terms.** Each committee member shall hold office for the term of one year and until a successor has been appointed and qualified.

#### 7.06. Duties.

(a) **Stewardship Committee.** The Stewardship Committee exists to assure that the church holds to a biblical perspective of financial stewardship and accountability and to oversee all church assets and properties in conjunction with and under the supervision of the Board of Elders. It shall supervise the management of the church's property and financial affairs in a manner that ensures the policies and ministries determined by the Board of Elders are implemented successfully.

##### (1) **Provide Fiscal Leadership.**

(i) The Stewardship Committee shall annually prepare the church budget for the following fiscal year and submit it to the Board of Elders for its approval. The Committee shall assist in the presentation of the approved budget to the membership for ratification.

(ii) The Committee shall meet at least monthly to review financial statements and expenditures of the church.

(iii) The Committee shall establish, with approval by the Board of Elders, policies and procedures pertaining to financial expenditures and property maintenance and shall recommend revisions to those policies and procedures to the Board of Elders when the Committee feels revisions are necessary.

(iv) The Committee shall, with the assistance of the Property Management Sub-Committee, superintend the physical needs of the church's property and other assets so that necessary maintenance and repairs can take place within the approved budget and to assure an environment of safety from personal injury and/or property damage by adherence to building and fire codes and concern for liability.

(v) The Committee shall, pursuant to Article V of these bylaws, prepare, for approval by the Board of Elders, all salary and benefit packages to be paid by Coastline Bible Church.

(2) **Serve on a Committee.** Pursuant to Article 7.02 of these Bylaws, individual stewards may serve as a member on either the Missions Committee or the Property Management Sub-Committee to provide fiscal leadership to that committee.

(3) **Supervision of Personnel.** The Stewardship Committee shall directly supervise the church's Financial Secretary and the Property Management Sub-Committee. Furthermore, the Committee, in conjunction with the Senior Pastor, shall oversee the Maintenance and Custodial Staff, and member volunteers (e.g., money counters, work day crews, etc.).

(4) **Outside Contractors.** The Stewardship Committee may approve emergency expenditures for repairs. The Stewardship Committee is authorized to hire contractors and procure services, as needed, and for budgeted capital projects and repairs, in accordance with Section 7.07.

(b) **Audit Committee.** When an Audit Committee is formed pursuant to Article 7.01(a) of these bylaws the Audit Committee shall independently make an audit of the church finances and/or any special audits as requested. The Committee's report will be submitted to the Stewardship Committee for further action. A copy of the report will also be provided to every member of the Board of Elders.

(c) **Missions Committee.** **The Missions Committee exists to administer the portion of the approved church budget designated for missions. The Missions Committee accomplishes this directive by:**

(1) Evaluating and selecting missionaries and/or missionary agencies to receive funding.

(2) Overseeing missions education in the church.

(3) Developing and operating by a "Missions Policy Manual" that is approved by the Board of Elders

(e) **Property Management Sub-Committee.** The Property Management Sub-Committee exists to assist the Stewardship Committee in providing research, advice and oversight to the Board of Elders and Church Staff with regard to maintenance and all improvements, renovations or physical changes to the church buildings and land.

#### 7.07. Execution of Instruments.

(a) **Normal Daily Operations.** To facilitate the normal daily operation and maintenance of the church the Stewardship Committee, except as otherwise expressly provided in or limited by the Articles of Incorporation of the church or these bylaws, may by resolution, authorize any officer or agent of the church to enter into any contract approved by the Board of Elders and/or deliver any instrument in the name of and on behalf of the church. Such authority may be general or confined to specific instances.

(b) **Real Property.** The execution of any instrument that would encumber or grant interest to any real property of the church must be approved by a 2/3 (two-thirds) vote of the members of the Board of Elders. Furthermore, the execution of any instrument for the purchase or sale of any real property of the church shall be executed only upon a 2/3 (two-thirds) vote of approval for the purchase or sale of said property by a quorum of adult members of the church present at a duly called meeting.

## ARTICLE VIII CORPORATE RECORDS, BYLAWS, AND SEAL

8.01. **Keeping Records.** In addition to the membership records called for in Section 2.08, the church shall keep adequate and correct records of account and minutes of the proceedings of its members, Board, and committees of the Board. The minutes shall be kept in written form. Other books and records shall be kept in either written form or in any other form capable of being converted into written form.

8.02. **Amendment and Repeal of Bylaws.** Any amendment or repeal of these bylaws shall be effected only by the affirmative vote of a majority of the voting members at a meeting of the members held in compliance with Article III of these bylaws or by the written consent of a majority of the voting members of the church. The Board of Elders shall have no power to amend or repeal the bylaws of the corporation.

8.03. **Corporate Seal.** The Board of Elders may, by resolution adopt, use, and alter a corporate seal. The church Clerk shall have the custody of the seal and affix it in all appropriate cases to all corporate documents. Failure to affix the seal shall not, however, affect the validity of any instrument.

## **ARTICLE IX FIRST BAPTIST DAY SCHOOL**

9.01. **First Baptist Day School.** Licensed separately, the First Baptist Day School exists as a ministry of Coastline Bible Church and shall be supported by the church through the leadership of the Board of Elders. The Board of Elders shall provide support by:

- (a) The staffing of a Day School Board.
- (b) Finalizing policy and operating procedures under the auspices of the Day School Board.
- (c) The hiring of the Day School Administrator pursuant to Article 5.02(a) of these bylaws.

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