

# BYLAWS OF CHINESE BAPTIST CHURCH

## AT SEATTLE, WASHINGTON

### *ARTICLE I - MEMBERSHIP*

#### **Section 1 - Members**

The membership of the Church shall consist of baptized believers in Christ who take the Holy Bible as their supreme rule of faith and practice.

#### **Section 2 - Admissions**

Upon fulfilling the procedure in Section 3, persons may be received into membership in one of the following ways:

- A. By confession of faith in Jesus Christ as personal Savior and Lord, followed by baptism by immersion.
- B. By letter of transfer from another evangelical Christian church where the candidate for membership is a current member. Any form of believer baptism is acceptable as a membership requirement.
- C. By a written, personal statement of previous Christian experience, faith and believer baptism.

#### **Section 3 - Procedure**

A candidate for membership shall be a regular worshipper at the Church for 6 months and receive instruction in church doctrine, history, organization, and the meaning of membership from an Inquirers or Membership class. A candidate accepts the Constitution and the Bylaws of the Church.

#### **Section 4 - Categories of Membership**

##### A. Active Members

An active member has voting privileges and is one who sincerely endeavors to be obedient to Christ's call to Christian commitment and lifestyle, as set forth in the Church Covenant. Each member is expected, as the Lord leads, to fill his or her place in the Church by:

- a. Regularly attend worship services
- b. Participate in the Great Commission
- c. Contribute to its financial support
- d. Partake in Communion
- e. Participate in the member meetings

B. Inactive Members

A member in inactive standing is one who has not attended regular Church services or supported the work of the Church for a period of one year or more unless he or she has been hindered by sickness or other disability or has been temporarily absent due to school, job relocation, mission work, military services and has been given an exception as approved by the Leadership Council. Inactive members do not have voting privileges.

**Section 5 - Transfer to Another Church**

A member may request that a letter of transfer be written by the Lead Pastor or the acting Chair of the Leadership Council and sent to the transferring church. Upon issuance of the letter, the member's name shall be removed from the membership roll.

**Section 6 - Discipline and Dismissal**

Any member violating his or her Christian obligations or the Church Covenant may be dealt with in accordance with Matt. 18:15-20, not forgetting Gal. 6:1 and I Cor. 10:12 to restore him or her into Christian Fellowship. Initiation of discipline shall be the responsibility of the Pastors or the Leadership Council.

If there is no evidence of repentance and reformation, then the Lead Pastor shall recommend to the Leadership Council that the individual shall be dismissed from the membership roll. The Leadership Council will vote on the recommendation.

**Section 7 - Voluntary Membership Termination**

A member shall request of the Pastor or the Leadership Council that he or she be removed as a member of the Church.

***ARTICLE II - MEMBER MEETINGS***

**Section 1 - Scheduling**

- A. The annual Winter Member Meeting shall be scheduled in January with the primary purposes of reviewing year-end reports, updates and upcoming calendar. Membership shall vote on the proposed annual budget for the ensuing year and new Leadership Council members.
- B. The annual Spring Member Meeting shall be scheduled in May or June.

## **Section 2 - Voting**

- A. The actual number of members in attendance at any Member Meeting shall transact the business of the meeting without a quorum, unless specified in Article V of the Constitution.
- B. All matters shall be determined by a simple majority vote, except when specified in Article V of the Constitution.
- C. Votes shall be taken either by verbal assent, show of hand or by written ballot.
- D. Absentee voting may be allowed through a written petition to the Leadership Council.
- E. The Leadership Council reserves the right to table a decision for an indefinite period of time if a vote appears to threaten the unity of the church. The Leadership Council shall provide a written explanation of the decision to table and a plan of action to address the concern. The congregation members may overturn the decision to table a decision by obtaining signatures of 85% of active membership.
- F. The Chair of the Leadership Council or the Chair Designate shall moderate the Member Meetings.

## **Section 3 - Special Church Member Meetings**

Special Church Member Meetings may be called by the Lead Pastor, Leadership Council or Chair Designate or twenty-five (25) Church members in active standing.

## **Section 4 - Notice**

Notice of each Church Member Meeting shall be announced from the pulpit and in the worship service bulletin or program during all regular worship services on the two (2) Sundays immediately preceding the Church Member Meeting.

Notices for all Church Member Meetings shall contain a brief statement of the purpose of the Church Member Meeting.

## **Section 5 - Procedures**

All Church Member Meetings shall open and close in prayer. In addition, the following business shall be observed:

- A. Minutes of the previous meeting
- B. Ministry Reports
- C. New business

## ***ARTICLE III - LEADERSHIP COUNCIL***

### **Section 1 - Membership**

- A. The church membership shall elect new Leadership Council members at the Annual Winter Meeting. See Article V of the Constitution.
- B. The Leadership Council shall appoint a Nominating Committee which shall consist of at least three people. A prospective nominee may be recommended by any member of the church. The Nominating Committee shall have the authority to determine whether a prospective Leadership Council member meets the qualifications stated in Article VII of the Constitution.
- C. The nominees of the Nominating Committee shall be trained/mentored by the Lead Pastor.

### **Section 2 - Responsibilities**

The responsibilities of the Leadership Council shall include, but are not limited to, the following:

- A. Uphold and defend the church Statement of Faith.
- B. Oversee the spiritual health of the church.
- C. Pray for the congregation, the staff and each other.
- D. Assess the effectiveness of the ministries of the church and its leaders.
- E. Provide accountability and support for the Lead Pastor.
- F. Review, revise and enforce the Bylaws and governing policies of the church.
- G. Provide church discipline and participate in conflict resolution.
- H. Provide an annual church report to the membership.
- I. Shall have the authority to spend 5% above the general budget without membership notification and approval when necessary.
- J. Appoint a member to an unexpired term of a vacated position in the Leadership Council.
- K. In the absence of a Lead Pastor, the Leadership Council, shall inform the Pastoral Staff of the general outline and division of at least the following responsibilities:
  - a. Preaching the Word of God (II Timothy 4: 2),
  - b. Administering the Church ordinances (Matthew 28:19-20, I Corinthians 11:23-26),
  - c. Supervising the teaching ministry of the Church (I Timothy 4:13), and
  - d. Supervising and nurturing the spiritual growth of the Church and its individual members.

## ***ARTICLE IV -MINISTRY TEAMS***

Ministry Teams shall assist the church with carrying out the vision and mission set by the Lead Pastor. The chair of the ministry team shall be a member of CBC. Ministry teams serve under the guidance of Pastoral Staff.

Ministry teams include but are not limited to:

- A. Worship
- B. Welcoming
- C. Small Church/Small Groups
- D. Great Commission (global and local)
- E. Mercy Ministry and People Care
- F. Finance
  - a. Present the annual budget and financial report to the membership for approval.
  - b. Make sure a financial audit is completed and reviewed annually.
- G. Facilities Management
- H. Children Ministry
- I. Youth Ministry
- J. Personnel/HR
- K. Historian

## ***ARTICLE V - DEACONS***

The Deacons shall work under the Lead Pastor and Pastoral Staff in nurturing the spiritual life of the Church, assist the Pastors in the performance of their duties. Deacons shall at a minimum prepare and distribute the elements of the Lord's Supper, attend to the necessities of the poor, help the Pastoral Staff in their visitations, assist the Pastoral Staff in zealously guarding and fostering the spiritual life of the Church.

The Deacons shall be Church members in active standing and appointed by the Lead Pastor.

## ***ARTICLE VI - STAFF***

### **Section 1 - Lead Pastor Call**

The call of the Lead Pastor shall consist of the following:

- A. The Leadership Council shall appoint a Lead Pastor Search Committee to obtain and review potential Lead Pastor candidates. The Search Committee shall consist of at least 5 members. The recommendation of the Search Committee to call a Lead Pastor will be presented to the Leadership Council for concurrence and then put before the congregation for a vote to call the candidate as the Lead Pastor.

- B. Election may occur only during a regular or special Church Member Meeting convened by the Leadership Council.
- C. Notice of the election shall be given during all regular worship services on at least the two (2) Sundays immediately preceding the election and in writing to all members in active standing at least 14 days prior to the election.
- D. The voting shall be by secret written ballot.
- E. The Leadership Council or designee shall formally issue a letter or email extending the call to the Lead Pastor.
- F. The call shall be accompanied by a letter or email stating the duties and financial terms of the offer including salary and benefits as determined by the Leadership Council.

### **Section 2 - Lead Pastor Duties**

- A. The Lead Pastor will be the administrator of the church.
- B. The Lead Pastor shall be an ex-officio member of all Ministry Teams and shall have voting privileges in all member meetings except when there is a direct conflict of interest.
- C. All staff including Pastoral and Support Staff shall be directly accountable to the Lead Pastor. The Lead Pastor may delegate the supervision of support staff to a pastoral staff person. The Lead Pastor will be the lead in the hiring/dismissal of the Pastoral and Support Staff in consultation with the Leadership Council.

### **Section 3 - Lead Pastor Resignation**

The Lead Pastor may terminate his services with this Church by:

- A. Submitting a letter or email of resignation to the Leadership Council and
- B. Subject to acceptance of the resignation by the Leadership Council.

The resignation date and termination of compensation shall be determined by mutual agreement of the resigning Lead Pastor and the Leadership Council. Notice of the acceptance of the resignation shall be given during all regular worship services on an agreed upon date.

### **Section 4 - Lead Pastor Dismissal**

The Lead Pastor may be dismissed by the Church only upon:

- A. The recommendation of the Leadership Council and
- B. A vote of the church members at a regular or special Church Member Meeting convened by the Leadership Council as specified in Article V of the Constitution.

The voting shall be by secret written ballot. Upon the vote of the Church approving the dismissal, the Leadership Council shall formally issue a letter or email of dismissal. Notice of the dismissal shall be issued during all regular worship services on the two (2) Sundays immediately following the vote and in writing to all members in active standing within 14 days after the vote.

### **Section 5 - Interim Lead Pastor**

#### A. Call

Each Interim Lead Pastor shall meet the qualifications of an elder as described in I Timothy 3:1-7 and Titus 1:5-9. The intent of an Interim Lead Pastor position is to meet the immediate needs of the Church when the Lead Pastor position is vacant. The election of an Interim Lead Pastor requires a simple majority of all members of the Leadership Council. The Leadership Council shall formally issue a letter or email extending the call to an Interim Lead Pastor and the financial terms of the offer including duties, duration, salary and benefits.

#### B. Duties

In addition to the duties and authority defined in Section 2 Lead Pastor Duties above, the duties and duration of an Interim Lead Pastor shall be defined by the Leadership Council.

#### C. Resignation and Dismissal

An Interim Lead Pastor may resign or be dismissed as stipulated in the contract or by the Leadership Council.

## ***ARTICLE VII - CHURCH AFFILIATION AND COOPERATION***

### **Section 1 - National Convention/s**

CBC is affiliated with American Baptist Churches USA (ABCUSA) and cooperating with Southern Baptist Convention (SBC)

### **Section 2 - Regional Convention/s**

Mission Northwest (ABC-NW)